FACULTY & STAFF HANDBOOK

ACADEMIC YEAR 2024-2025

12/09/2024

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INTRODUCTION

The University of Rhode Island's College of Business is the state's flagship institution for business, education, research, and outreach. We offer a range of majors and specializations, with accredited programs at the bachelor's, master's, and doctoral levels.

The College of Business is accredited by AACSB International, The Association to Advance Collegiate Schools of Business. AACSB accreditation is highly sought after by universities due to its high level of academic merit— accreditation has been achieved by fewer than 15% of the institutions teaching management education.

With an interdisciplinary approach and emphasis on experiential learning and entrepreneurial thinking, our academic model encourages those to discover new perspectives. We combine a strong core in the liberal arts and sciences with a focused business curriculum, designed to expand the depth and breadth of the learning experience. Our courses push students to identify problems and find innovative solutions. At every level, the classroom offers a safe space to learn and grow—inspiring critical thinking, communications, problem-solving, and a global outlook.

College of Business faculty are academics, practitioners, and researchers representing over 15 countries and 37 languages. They bring a rich diversity of experience and knowledge into the classroom, serving as a bridge between theory and practice. Our professors are deeply committed to student success, often serving as mentors and resources for undergraduate, graduate, and doctoral students.

VISION

The College of Business at the University of Rhode Island aspires to be among the top flagship public colleges in the nation by fostering a community of diverse and innovative business leaders, scholars, and lifelong learners impacting Rhode Island, the region, and the world.

MISSION STATEMENT

The College of Business creates and disseminates knowledge to guide current and future business leaders and scholars, serving Rhode Island and beyond. We prepare our students to be effective communicators and critical thinkers who can perform independently or as members of a team to solve business and societal problems. We engage with local and global communities to enhance value for all stakeholders. We inspire our graduates to be globally informed, innovative, ethical, and socially conscious lifelong learners.

STATEMENT OF PROFESSIONALISM

From the AAUP Statement on Professional Ethics:

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

COLLEGE OF BUSINESS INCLUSIVE EXCELLENCE

Dr. Alex Hazera serves as the Executive Director of Inclusive Excellence for the College of Business.

This role was created in 2020 and it demonstrates the College's commitment to celebrating the richness of all students, faculty, staff, alumni and other stakeholders. Prior to Dr. Alex Hazera, Dr. Sean Rogers served in this role. Dr. Rogers previously served as Vice President of Community, Equity, and Diversity for the University, but now is the College of Business Dean.

Please participate in climate, culture and experience surveys for College of Business students, faculty and staff; equity, diversity and inclusion workshops and events for students, faculty and staff; and the forthcoming career mentoring program aimed at creating positive experiences for new faculty and enhancing their success.

NEW HIRE AND GENERAL INFORMATION

 WELCOME TO THE TEAM!   We are very glad you are here! This chapter is designated for you, a new member of the College of Business team. If you have any questions after reading this handbook, please reach out to your immediate supervisor, faculty mentor, or the Dean's Office.

NEW HIRE CHECKLIST

	Meet with URI Human Resources to complete all required forms and tasks.
	Obtain a campus map from Human Resources and familiarize yourself with campus.
	Register your vehicle with URI Parking.
	Meet with a member of COB Dean's Office to find your desk/office and take a tour of Ballentine Hall, White Hall, Hart House, and/or Quinn Hall.
	Meet with Carmen Rogers, Assistant Dean, *prior* to arrival on campus to make arrangements to order requested computer and software.
	Meet with Jennifer Luther, COB Marketing Coordinator to take a headshot photo for the COB website. If applicable, provide biographical information for the website.
	Visit the **Welcome to URI ITS Home Page**. For Faculty: https://its.uri.edu/faculty-getting-started-with-uri-technology For Staff: https://its.uri.edu/getting-started-staff/
	Go to eCampus and click **First Time Users Register Here**. Follow the instructions. This is a user ID and password registration portal.
	Set up Single Sign On (SSO)
	Get familiar with the Microsoft Portal
	Log into the Google Suite to verify your email and get familiar with the G-Suite.
	Obtain a URI Identification Card. Go to the main floor of Memorial Union across from the Info Desk.
	Work with Sue McLintock, Administrative Assistant, to program your URI ID card with access to Ballentine Hall.
	Learn how to connect with URI Wi-Fi
	Getting familiar with Zoom.
	Getting familiar with Webex.
	Getting familiar with Brightspace.

ECAMPUS SIGN UP

Go to eCampus and click **First Time Users Register Here**. Follow the instructions.
This is a user ID and password registration portal.

ACTIVATE YOUR EMAIL

Log into the Google Suite to verify your email and get familiar with the G-Suite.

URI ID CARD

Your URI ID card is used for various purposes. Once you have an ID card you will be able to use it to access Ballentine Hall including your office, if applicable. Also, if you park in a lot that has a gate, you will need to contact URI Parking (401-874-9281) and let them know that lot number. They will then program your ID card so you can access the lot. In addition, if you show your ID card at the University Store you will receive 10% off your purchase. Lastly, you can put money on your ID card (RAM Admin Account) and make purchases at various establishments on campus. If you purchase a meal at Memorial Union with your ID card, they will give you 10% off.

To acquire an ID card, go to the main floor of Memorial Union and look for the desk across from the Info Desk. They are open Monday - Friday from 8:30am - 4:30pm. Questions, call 401-874-2055 or email campusid@etal.uri.edu. This is also the desk where funds can be placed on your RAM Admin Account, should you choose to utilize that service.

If you have questions about obtaining classroom access using your URI ID card, please call 401-874-4577.

PARKING

- **Kingston Campus** - You will need a faculty/staff permit to park your car on the Kingston campus. Parking permit information can be found at: https://web.uri.edu/transportation/parking/faculty-and-staff/

- **RI Nursing Education Center (RINEC)** – Some graduate classes are held in Providence at RINEC which is located at 350 Eddy Street, Providence. https://rinursingedcenter.org/

  There is a parking garage called the South Street Landing garage next door at 330 Eddy Street. There will be free parking for faculty there via a pass that will be issued by URI parking services. Please complete the below form to request a parking pass.

  https://forms.gle/TmLoGhwXJt6xxNUp7

  For parking pass questions or concerns, please contact Lisa Lancellotta, MBA Coordinator by email at llancellotta@uri.edu.

NOTE: If you are also teaching in Providence in the spring, you will use the same pass. If you are not teaching in spring in Providence, you will be asked to return the pass to parking services at the end of the fall semester (there is a fee if lost/not returned).

CAMPUS MAP

To view the campus map, **Click Here**.

ACADEMIC YEAR CALENDAR

To view the most current Academic Calendar, **Click Here**.

WHERE IS MY OFFICE / DESK?

Leila Donohue, COB Receptionist or Sue McLintock, Administrative Assistant are available to help you find your office space. They can be reached by calling the COB Main Line at (401) 874-2337 or by emailing them directly at leila_donohue@uri.edu or suemc@uri.edu.

WHAT IS BRIGHTSPACE?

Brightspace is the URI Learning Management System (LMS). You will use this to set up your course, communicate with your students, maintain your gradebook, etc. Learn the basics of Brightspace through a self-paced course:
https://web.uri.edu/atl/basicbrightspace-training-course/

INTERFOLIO: FACULTY 180

Interfolio's Faculty180 (F180) is a Faculty Activity Reporting software that provides faculty a convenient central location to organize Teaching, Research, and Service activities.
https://web.uri.edu/provost/interfolio-faculty180/interfolio-faculty180-faculty-resources/

URI CLASSROOM CAPACITIES

To see all the classroom capacities on campus, **Click Here**.

CAMPUS STORE

The URI Campus Store is located in Memorial Union. If you show your URI ID you will receive 10% off your purchase. **Click Here** for a preview of the URI Campus Store.

FACULTY/STAFF LOUNGE

The faculty/staff lounge is located on the 3rd floor of Ballentine Hall and is designated for Faculty and Staff only. Please use the refrigerator and microwave in a respectful manner. Please clean your items out of the refrigerator in a reasonable time period. Items left in the refrigerator after the end of the school year will be discarded.

The lounge is not open to students for any purpose. Please do not use the lounge for students' make-up exams.

MAILROOM & PACKAGES

Each faculty will be assigned a mailbox located on the third floor at the entrance to the Dean's Suite. The mailroom will be locked so please be sure to use your mailbox key to access your mail. If you have a package, a slip will be placed in your mailbox and you will need to see Leila Donohue, COB Receptionist, or a student employee to get your package from the mailroom. All packages received must be signed for by you. If you have lost your mailbox key, please let Leila Donohue, COB Receptionist know, and a new key will be made for you. There is a $5 replacement fee. Her email address is: leila_donohue@uri.edu.

PHOTOCOPIES

There are two copy spaces for faculty use in Ballentine Hall, one on the 2nd floor and one on the 3rd floor. For large copy requests (such as exams) contact Leila Donohue, COB Receptionist, for assistance. Please fill out a copy request form at https://web.uri.edu/wp-content/uploads/sites/1235/CopyingRequest.pdf.

Please allow 48 hours for copy requests to be completed. The more notice you give the better during busy periods (September and at Exam times).

SUPPLIES

Supply request forms are available at the main receptionist desk or online at https://web.uri.edu/wp-content/uploads/sites/1235/OfficeSupplyRequest.pdf

Requests for supplies will be filled within 48 hours. All special orders must be approved by Dara Schniederjans, Associate Dean for Graduate Programs and Research. Use the following link to submit an electronic purchasing request: https://docs.google.com/forms/d/e/1FAIpQLSeZsPkSpYumgz4JyMDhqxWX_ubYhO9KUVftkxi5sLzYSyE38A/viewform

CONFERENCE ROOM RESERVATIONS

Conference Rooms can be reserved by contacting Leila Donohue, COB Receptionist, in-person or by using the following online form. Please email completed form to leila_donohue@uri.edu. https://web.uri.edu/wp-content/uploads/sites/1235/COB-Room-Usage-Form-fillable-new.pdf

BUILDING MAINTENANCE REQUESTS

All building maintenance issues should be referred directly to Leila Donohue, COB Receptionist either in person or by email at leila_donohue@uri.edu.

YEARLY OFFICE SELECTION PROCESS

For questions regarding the office selection process, please contact Associate Dean Christy Ashley and/or Assistant Dean Carmen Rogers.

URI GOVERNANCE STRUCTURE

BOARD OF TRUSTEES

The University of Rhode Island is governed by a state-level Board of Trustees.

UNIVERSITY ADMINISTRATION

Dr. Marc Parlange - President
The 12th President of URI comes to us from Monash University, Australia's largest research university and one of the world's top 100 universities for excellence in research and teaching. President Parlange aims to amplify innovative ideas, making URI an even more attractive school for top students and faculty.

Dr. Barbara Wolfe - Provost and Executive Vice President of Academic Affairs
Dr. Barbara Wolfe serves as the URI's Chief Academic Officer and has overall responsibility for: Enhancing and ensuring quality teaching and learning, promoting engaged research, scholarship, and creative work, and supporting transparency, shared governance, and meaningful service and outreach within the University and beyond.

Dr. Sue Adams – Interim Vice Provost for Academic and Faculty Initiatives
Among the key responsibilities of the position are assisting the provost with academic and curricular transformations, academic program reviews, and program accreditation; promoting diversity and equity within the University community; assisting with the tenure and promotion process; interfacing with the Faculty Senate on curriculum and academic programs; and working closely with the deans, as a member of the provost's team.

Dr. Matthew Bodah - Vice Provost for Academic Personnel and Budget
Within this role, Dr. Bodah oversees the academic personnel and budget with responsibilities to include, among others, participating in negotiations and administering contracts for the full- and part-time faculty and graduate assistants' unions, overseeing salary negotiations and start-up packages for newly hired faculty, coordinating sabbatical leaves, and taking part in budget allocation decisions.

Dr. Kristin Johnson - Vice Provost for Global Initiatives
In this role, she provides leadership in the advancement of internationalization of the university including oversight of international academic partnerships and programs, global outreach and community engagement, study abroad, international student and scholar services, and national student exchange programs.

Dr. Dean Libutti - Associate Vice President for Enrollment and Student Success
A graduate of the COB MBA program, Dr. Libutti provides leadership in enrollment planning, recruitment, and retention through collaboration and partnership with faculty and staff.

Dr. Ellen Reynolds - Vice President for Student Affairs
As vice president, Dr. Reynolds works closely with the University's leadership team while overseeing and providing strategic direction for the multiple departments within student affairs, including the dean of students, counseling center, housing and residential life, dining services, student health services, campus recreation, and Talent Development offices.

Abby S. Benson –Vice President for Administration and Finance
In this role, Ms. Benson oversees several key areas of the University—including facilities, risk management, human resources, budget and finance, public safety, and purchasing.

Dr. Bethany Jenkins –Vice President for Research and Economic Development
Dr. Jenkins manages all research activities as well as facilitating economic development for the University and the State. Services within this division include Sponsored Research, Pre- and Post-Award Grant Accounting, Intellectual Property Management and Commercialization, and Research Integrity.

DEANS OF THE COLLEGES

Arts and Sciences	Dr. Jeannette E. Riley
Business	Dr. Sean Edmund Rogers
Engineering	Dr. Anthony Marchese
Environment and Life Sciences	Dr. John Kirby
Health Sciences	Dr. Patrick Vivier
Education and Professional Studies	Dr. Danielle Dennis
Nursing	Dr. Danny Willis
Pharmacy	Dr. Kerry LaPlante
Graduate School	Dr. Brenton DeBoef
Graduate School of Oceanography	Dr. Paula Bontempi
University Libraries (Interim)	Dr. Peter Larsen

FACULTY SENATE

The Faculty Senate has ultimate legislative power on educational policies. Each college selects representatives, senators, to the Faculty Senate. The Faculty Senate meets monthly. Two important committees related to the curricular issues are the Curriculum and Standards Committee (undergraduate) and Graduate Council (Graduate). These divisions review and recommend all curricular matters to the Faculty Senate for final approval. All curricular matters shall be initiated at the College level.

WHO'S WHO AT THE COLLEGE OF BUSINESS – SYNOPSIS

Executive Leadership Team (ELT)	
Dean	Dr. Sean Edmund Rogers
Associate Dean, Graduate Programs and Research	Dr. Dara Schniederjans
Associate Dean, Undergraduate Programs	Dr. Judy Beckman
Assistant Dean	Dr. Carmen M. Rogers
Executive Assistant to the Dean	Ms. Christine Andrews
Executive Director Inclusive Excellence	Dr. Alex Hazera
Chief Business Officer	Mr. Ned Draper
Executive Director, Professional Executive and Business Education (PEBE)	Ms. Jackie Christophe-Hayot

Area Coordinators/ Department Chair	
Accounting	Dr. Judy Beckman, Area Coordinator
Finance	Dr. Xiaowei Xu, Area Coordinator
Management/INE	Dr. Elizabeth Cooper, Area Coordinator
Marketing	Dr. Lauren Labrecque, Area Coordinator
Supply Chain/BAI	Ms. Tess Booth, Area Coordinator
Textiles, Fashion Merchandising and Design (TMD)	Dr. Ji Hye Kang, Department Chair
Doctoral Programs and Research, Director	Dr. Lauren Labrecque, Director
Doctor of Business Administration (DBA), Director	Dr. Jessica Strubel, Director
Master of Science in Accounting	Dr. Cynthia Blanthorne, Director
Master of Science in Healthcare Management	Dr. Yuwen Chen
Master of Science in Supply Chain and Applied Analytics	Dr. Dara Schniederjans, Director
Master of Science in Textiles, Fashion Merchandising, and Design	Dr. Linda Welters
Schmidt Labor Research Center Director	Dr. Peg Boyd
International Business Program	Dr. Donna Gamache-Griffiths, Coordinator

Staff	
Academic Advisor	Ms. Kallie Bonneau
Academic Advisor – part time	Ms. Shannon Sermini
Academic Advisor, University College for Academic Success	
Administrative Assistant (Receptionist)	Ms. Leila Donohue
Administrative Assistant (Dean's Office)	Ms. Sue McLintock
Administrative Assistant (Faculty)	Madelyn Bleecker
Administrative Assistant (SLRC)	Ms. Jill Jolicoeur
Administrative Assistant (TMD)	Ms. Jennifer Diano
Assistant Administrative Officer	Ms. Jackie Moreino
Assistant Director, Professional and Executive Business Education (PEBE)	Vacant
Assistant Director, Professional and Executive Business Education (PEBE)	Vacant
Assistant Director Employer Relations	Ms. Jessica Linicus
Business Manager - responsible for fiscal management, human resources, payroll, and other budget related activities within the college	Ms. Kristin Haberek
Career Advisor	Ms. Kathleen Jackson
Collections Manager, TMD	Ms. Susan Jerome
Director of Development	Ms. Amanda Wilmouth
Experiential Education Coordinator	Ms. Lynne Finnegan
Graduate Programs and Admissions Coordinator	Ms. Shi Li Shen
Lead Information Technologist	Mr. Arvind Sekar
Marketing Coordinator	Ms. Jennifer Luther
Senior Academic Advisor	Ms. Kathleen Conlon
Senior Director of Development	Mr. Timothy Babcock

WHO'S WHO AT THE COLLEGE OF BUSINESS - POSITION DESCRIPTIONS

Associate Dean Dara Schniederjans is responsible for the graduate curriculum and assessment, research, and international programs.

Associate Dean Judy Beckman is responsible for the undergraduate curriculum and assessment, course scheduling, and COB ranking.

Assistant Dean Carmen Rogers is responsible for non-curricular matters related to student success, internal operations, and staff management.

Chief Business Officer Ned Draper is the lead financial and administrative officer with responsibility for all aspects of the college's administrative and research support programs.

Dean Sean Edmund Rogers is the chief academic and business officer for the college.

Executive Assistant to the Dean Christine Andrews manages the dean's calendar and other various tasks in the Executive Office.

Executive Director, Professional Executive and Business Education (\Jackie Christophe-Hayot is the chief executive and lead strategist responsible for managing and growing the success of all professional and executive academic programs.

Academic Advisor (University College)

Academic Advisor (College of Business) Kallie Bonneau provides academic counsel and advice to undergraduate students.

Administrative Assistant (Receptionist) Leila Donohue answers the main phone line, makes student appointments with advisors, orders college-wide office supplies, and assists with maintenance requests, mail delivery (USPS, FedEx or UPS), and faculty administrative copies among other related support.

Administrative Assistant (Dean's Office) Susan McLintock assists with hiring part time faculty, summer re-contracting, internal payroll, and purchasing. Sue also manages and updates the COB event calendar.

Administrative Assistant Madelyn Bleecker supports faculty with tasks such as travel authorizations, reimbursements, change of grade forms, photocopies and other course-related tasks.

Administrative Assistant Jill Jolicoeur supports the administrative functions of the Schmidt Labor Research Center students, faculty and academic programs.

Administrative Assistant Jennifer Diano is the Textiles, Fashion Merchandising and Design Department support and is the point of contact for TMD students and staff. Jennifer's office is in Quinn Hall.

Assistant Administrative Officer Jackie Moreino supports the associate dean (undergraduate) in activities related to degree conferral and graduation audits, transcript evaluation, and scheduling management.

Assistant Director of Development Amanda Wilmouth is responsible for identifying, qualifying, cultivating and managing a portfolio of donors and prospective donors.

Assistant Director Professional and Executive Business Education manage the development, delivery, evaluation and continuous improvement of graduate, professional and executive academic programs.

Assistant Director of Employer Relations Jessica Linicus is responsible for cultivating, maintaining, and coordinating relationships with public and private sector organizations that are prospective employers for COB students.

Business Manager Kristin Haberek is responsible for fiscal management, human resources, payroll, and other budget related activities within the college.

Career Advisor Kathleen Jackson is responsible for career advising, programming, and BUS 390 sections (the college's undergraduate career development course taken by sophomores and juniors). Kathleen assists students in creating resumes, cover letters and coaches' students through interview preparation and the graduate school application process.

Collections Manager Susan Jerome manages the items within the Textiles, Fashion Merchandising and Design program department collections.

DBA Program Coordinator Liz Stusse supports the program with the coordination of events, logistics, and other related communications to prospective and current students, and faculty.

Experiential Education Coordinator Lynne Finnegan works with faculty to develop and support experiential learning opportunities and advises students on the internship process. Lynne supports companies by promoting their internship opportunities to business students. She is also the instructor for the college's internship course for students doing their internship for credit.

Graduate Programs and Admissions Coordinator Shi Li Shen oversees the day-to-day administrative functions of several graduate programs. She assists with graduate admissions, graduate assistant contracts, and serves as advising point of contact for some international program students.

Lead Information Technologist Arvind Sekar is responsible for hardware and software technology support, training for classroom equipment, maintaining desktop computers and classroom technology.

MBA Program Coordinator Lisa Lancellotta is responsible for advising and admittance of students into the MBA programs, both the one-year, evening and Pfizer programs.

Marketing Coordinator Jennifer Luther is the point person for all COB communications, branding, and overall college marketing and strategic initiatives.

Senior Academic Advisor Kathleen Conlon provides academic advising and monitors progress ensuring student degree completion. Assists with the evaluation of student records and records advisement notes.

Senior Director of Development Tim Babcock is responsible for leading, planning, and executing all fundraising initiatives for the College of Business as well as re-engaging college stakeholders.

COB GOVERNANCE

Most faculty serve on at least one College committee in addition to attending Faculty meetings, Faculty Advances, and Area meetings. Attendance and engagement at these meetings are required and will help you get acclimated to the College. Minutes are taken at all meetings, and we try our best to follow parliamentary procedures in conducting our meetings.

LIST OF COMMITTEES

Please reach out to Christine Andrews, Executive Assistant to the Dean, if you would like to know the name of a Committee Chair.

Undergraduate Curriculum Committee (UCC): This committee is charged with reviewing recommended changes to undergraduate curriculum / catalog and programs.

Graduate Curriculum Committee (GCC): This committee is charged with reviewing recommended changes to the graduate curriculum.

Undergraduate Assessment Committee (UAC): This committee is charged with developing and implementing COB undergraduate assessment plan for the program-level competencies.

Graduate Assessment Committee (GAC): This committee is charged with graduate assessment. Directors associated with the individual graduate programs lead and report out on assurance of learning at the program level. The GAC communicates with the GCC to help close the loop.

Promotion & Tenure Committee: This committee is charged with handling annual review and promotion and tenure for tenure track faculty and for full-time, non-tenure track faculty. Scholarship Committee: This committee reviews scholarship applications and makes recommendations to the Dean of the College of Business.

Diversity, Inclusion & Global Culture Committee: This committee promotes diversity, research, teaching, global and experiential learning.

Research / Doctoral Committee: This committee is charged with oversight of research. It reviews research and makes recommendations.

Scholastic Standing Committee: This committee is charged with reviewing student course replacement requests and student grade appeals.

FACULTY MEETINGS

Meetings are held throughout the academic year. All other information will be posted to Brightspace.

AREA/DEPT MEETINGS

Areas meet at the faculty meetings which takes place in-person at least once per semester. Areas may also meet at least one additional time per semester.

URI EVENTS

NEW FACULTY ORIENTATION (AUGUST)

Each year in August, the University offers orientation events for all new faculty members. The goal is to welcome new faculty to the university community and connect them to the resources needed to make a successful transition to URI.

COMMENCEMENT (DECEMBER AND MAY)

It is an expectation that faculty attend commencement ceremonies, events, and other celebratory programs for graduates. URI hosts two commencement ceremonies; one in December and the second in May. There may be other celebratory events hosted throughout the year based on the program completion dates.

COB EVENTS

COB NEW FACULTY ORIENTATION

Meet College of Business faculty and staff, learn about policies, procedures, and resources available to new faculty. This is held one week prior to the start of the fall semester.

COB OPEN HOUSE

Prospective students and their families visit campus during the fall semester to learn about all URI has to offer at one of two in-person events.

COB WELCOME DAYS

Admitted students and their families visit campus and meet with faculty, staff and other new students to learn more about the College and its many resources. URI offers three in-person events in the spring semester.

COB MEET THE MAJORS

Meet the Majors night is an opportunity for students to ask questions and learn about each of the College of Business majors. Students will be able to compare the different majors they are considering and explore whether it fits their interests and future goals.

CAREER DAY & OTHER CAREER TEAM EVENTS

The College hosts a Career Day every fall and spring semester. All COB students are expected to attend, students in BUS 390: Career Passport Program are required to attend. This event is held on a Friday. All normal COB classes activities on this day are suggested to be postponed allowing all students to attend the events. Please encourage your students to participate and consider offering credit for attending this event. We have a keynote speaker and breakout sessions on a variety of topics. Faculty presence at this event is expected, even if you teach online or do not teach on Friday.

VANG LECTURE

The Vangermeersch Endowed Lecture was established in 2008 with a gift from URI COB alumnus Deborah Ciolfi ('80), in honor of her former accounting professor, Richard Vangermeersch, who retired in 2004 after 34 years of teaching. The lecture series features prominent role models from the business community to engage and inspire our students. The Vang Lecture is usually held in the fall semester.

RISICA LECTURE

The annual Anthony J. Risica Lecture Series invites prominent leaders in engineering and business to share their knowledge with the campus community and public. The series was

established in 2003 with a generous gift from Anthony Risica, a University of Rhode Island engineering alumnus. The RISICA Lecture is held in the spring semester.

TEDxURI

TEDxURI brings big ideas to the world stage through the inspirational voices of our community and beyond. Our speakers challenge us to think bigger than ourselves, participate in shaping the future, and do our part in protecting the planet. Our mission is to honor these ideas, and share powerful stories of imagination, innovation, and integrity that will inspire others to Think Big.

TEDxURI originates from the URI College of Business. Our former dean is the organizer and lead contact. Many of the committee members, but not all, are from the College of Business. The URI College of Business is a major sponsor of this event. TEDxURI is held once a year. We encourage all faculty and staff to attend this exciting event!

COB 100th ANNIVERSARY: 1923 - 2023

Academic Year 2022/2023 marked the College's 100th year! Please visit the College of Business Centennial website for many details: https://web.uri.edu/business/about/college-of-business-100th-anniversary/

STUDENT CLUBS AND ORGANIZATIONS

At the College of Business, there are a variety of professional clubs and organizations students may participate in depending on their area of interest. Please visit the **College of Business Student Clubs & Organization** website for more details.

- American Association of Textile Chemists & Colorists (AATCC) Student Chapter
- American Marketing Association
- Beta Alpha Psi
- Consulting Club
- Delta Sigma Pi
- Dean's Business Student Advisory Council (Inactive for 2023-2024)
- Fashion Merchandising Society
- Financial Management Association
- Innovation and Entrepreneurship Club
- International Business Club (Inactive)
- National Association of Black Accountants
- Ram Fund
- Rhody Rainmakers (Inactive)

- Sigma Iota Epsilon (Inactive)
- Society for Human Resource Management (SHRM)
- Supply Chain Management Club
- Textile Honor Society
- Women in Business

COB POLICIES

Please visit the below link for URI College of Business policies.
https://web.uri.edu/business/about/faculty-staff-resources/

TEACHING AND WORKING WITH STUDENTS

STUDENT LEARNING OUTCOMES ASSESSMENT

URI, AACSB, and NECHE, the accreditation bodies for the college and university, take assessment of student learning outcomes very seriously. In recognition of these efforts separate Assessment Committees (Undergraduate and Graduate) oversee all these activities. You can find more information on the campus-wide effort at the University's Office of Student Learning Outcomes Assessment and Accreditation (http://web.uri.edu/assessment/).

Two weeks per year are set aside to do in-class Assurance of Learning exercises. **Please note the dates of the assessment in your syllabi.** The dates are selected by the college Undergraduate Assessment Committee after consultation with the faculty. Every faculty is expected to be familiar and involved with the college level assessment efforts.

STUDENTS WITH ACADEMIC DIFFICULTIES

There are a variety of centers and tutoring options (listed below) for students who seem to be struggling. We encourage our faculty to award at least some points on assignments for spelling and grammar. We have found that telling students writing will count towards their grade automatically makes them write better.

THE UNDERGRADUATE WRITING CENTER

The center assists to help students become better writers, not just write better papers. It provides peer writing consultants for individual and group support for undergraduate students in all disciplines, and at all stages of the writing process.

Appointments are available for 25- or 50-minute sessions. Appointments can be scheduled online at https://uri.mywconline.com/. The Writing Center is located in Roosevelt Hall 009 (on the lower level, at the end closest to Memorial Union).

For additional information visit (https://web.uri.edu/aec/writing/) or
Email: writingcenter@etal.uri.edu

THE GRADUATE WRITING CENTER

The center provides writing support to all URI doctoral and master's students to foster continuing development of academic and professional writing skills necessary to succeed in graduate programs and academic or professional careers.

Appointments can be scheduled online or at one of two campus locations (Kingston – Pastore Hall; Bay Campus – Ocean Science and Exploration Center (OSEC) Building).

For more information email gradwritingcenter@etal.uri.edu or by calling (401) 874-2601. Additional information can be found on the following website: https://web.uri.edu/graduate-writing-center/

THE ACADEMIC ENHANCEMENT CENTER (AEC)

Provides tutoring, mostly for first year and sophomore level courses, but also for topics such as time management and study skills from which many of our juniors and seniors can still benefit. Services are available virtually as well as in-person. For additional information visit: https://web.uri.edu/aec/

Within the College we have tutoring for accounting and finance courses. Our BUS 113 (Business Computing and Quantitative Analysis) and BUS 111 (Introduction to Business Analysis and Applications) instructors provide tutoring and extensive office hours. We have not found the need to provide additional tutoring, but should you see a need, bring it to the attention of either Associate Dean Christy Ashley or Assistant Dean Carmen Rogers.

DISABILITY, ACCESS, AND INCLUSION FOR STUDENTS

The Disability, Access, and Inclusion Office (formerly Disability Services for Students (DSS)) collaborates with partners across campus to provide equal access for all students and community members. The office goal is to work with colleagues to ensure that as a campus, barriers are reduced for individuals with disabilities. Students who have been approved by this office for accommodations are instructed to provide faculty with the letter from DAI at the beginning of the academic year.

It is recommended that the following paragraph (or some variation) be included in your syllabus:

For Kingston or Bay Campus courses: Disability, Access, and Inclusion Services for Students Statement: Your access in this course is important. Please send me your Disability, Access, and Inclusion (DAI) accommodation letter early in the semester so that we have adequate time to discuss and arrange your approved academic accommodations. If you have not yet established services through DAI, please contact them to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom.

DAI is located in room 302 of the Memorial Union, (401) 874-2098, www.uri.edu/disability, or by emailing dai@uri.edu.

Oral announcements to this effect are also extremely helpful: Please contact a DAI staff member if you have any questions about the purpose of this statement, or how it should be used.

For additional information visit DAI at (https://web.uri.edu/disability/faculty-resources/).

THE ACADEMIC TESTING CENTER (ATC)

The ATC is a free service for students currently enrolled at the University. The ATC may be helpful to assist should you need to administer an exam to a student with an accommodation. The ATC will administer paper-based examinations in a supervised location on behalf of university faculty. It also serves students who need to complete make-up exams.
Please visit (https://web.uri.edu/atc/) for more information and to understand how faculty can request a student use the ATC.

If you have additional questions, please contact (401) 874-4421 or email academictesting@uri.edu.

REGISTERING FOR CLASSES

The COB has a professional advising staff for business students while TMD faculty provide academic advising for their department. Business faculty provide career advising.
Students register through eCampus after meeting with an academic advisor. All students are given curriculum sheets when they enter the University which are considered their contract terms for completion of their degree. If students meet with an advisor, they should have no trouble registering for their courses. Of course, there are always exceptions which are dealt with by the Scholastic Standing Committee of the College. Students must petition the Undergraduate or Graduate Curriculum Committees to get permission to deviate from the courses outlined in the curriculum sheet.

COURSES/PERMISSION NUMBERS

Students seeking permission to enroll in a course should be directed to this form: https://bit.ly/COBPermission.

SYLLABI

Please send your syllabi for all your courses to Christine Andrews, Executive Assistant to the Dean, at ca_andrews@uri.edu by the first day of each semester.

All new faculty attend the Office of Advancement of Teaching and Learning (ATL) workshop where this topic is discussed. Once you get your teaching assignment, check with your area colleagues for a copy of a current syllabus for the course(s) you have been assigned.

For required courses (ACC 201, ACC 202, FIN 220, SCA 255, MKT 265, INE 315, MGT 341, MGT445) all faculty should be using the same text and covering, at a minimum, some of the

same topics. You should also compare syllabi with your colleagues teaching the same courses to ensure comparable content and, where possible, comparable assignments.

At a minimum, course syllabi and grades must be posted in the URI Learning Management System (Currently Brightspace)

We strongly suggest that you include the following in your syllabi:
- a statement regarding your openness to assist students with disabilities (see sample in the section on DAI for Students)
- a statement regarding academic honesty and integrity (see sample in the section on Academic Honesty and Integrity)
- any specific expectations you will have of students taking your class
- a schedule that gives specific dates for all assignments and tests
- a statement as to how you will treat class absences on exam dates or in general
- a statement as to what, if any, electronic devices you will allow during exams (we recommend that you only allow calculators, that any cell phones taken out during the exam will be confiscated and returned only after the exam is over)
- a statement of your contact and office hours
- a statement covering the handling of assignments/exams delayed due to the closing of the University due to weather or other unexpected event
- a statement about the College's commitment to diversity and inclusion in teaching and learning

College of Business Commitment to Diversity & Inclusion in Teaching & Learning
Our College of Business strives to create a learning environment where all students are supported. We value diversity of thoughts, perspectives, and experiences, and we honor your identities. We are committed to open dialogue and learning from others, and we encourage you to respectfully share any ideas and experiences of yours that can enrich our learning environment.

In our courses, we make our best effort to incorporate readings, cases, and other learning materials that represent diverse authors, issues, situations, and individuals. We acknowledge that, historically, some business learning material may be biased in its presentation or content. Please know that our College of Business leaders and professors are committed to identifying and integrating business subject matter that truly represents the diversity that exists in today's global business environment. We are actively working to bring more diverse authors, issues, situations, and individuals into our in-person and virtual classrooms. If you have additional ideas on how we might do this, please feel free to share them.

Lastly, we welcome you to contact us if there's anything we can do to enhance the inclusive excellence of a student's learning experience. If you prefer to speak with someone outside of a specific course, the College of Business Executive Director of Inclusive Excellence – Dr. Alex Hazera – may be reached at sofborder@uri.edu.

We are all in the process of learning more and doing better when it comes to classroom equity, diversity, and inclusion. Together, we will achieve inclusive excellence in our URI College of Business.

OFFICE HOURS

Please send your office hours to Christine Andrews, Executive Assistant to the Dean by email at ca_andrews@uri.edu by the first day of the semester

You are expected to list office hours on your syllabi and outside your office. The rule of thumb is one hour/class section and the offer of meetings by appointment. We ask that you try and vary your office hours to give your students some choice. In other words, do not hold all your office hours in the afternoon or on the same day of the week.

ACADEMIC HONESTY AND INTEGRITY

The College places great emphasis on academic honesty and integrity. While we would all like to believe that our students would never cheat, we do come across instances of cheating every academic year. From using smart phones to find answers, smuggling a cheat sheet into an exam or plagiarizing parts of a paper, students continue to find new and inventive ways to cheat. We ask that you include the following statement in your syllabus:

> *Integrity, honesty, trust, respect, and responsibility are principles that guide all activity at the College of Business. As a community of higher learning, we accept that adherence to these principles is a necessity and the joint responsibility of the students and the faculty. Breaches of academic integrity only serve to decrease the value of all academic degrees offered by this institution.*
>
> *The Faculty and the Administration of the College of Business recognize this and consequently take violations of academic integrity (e.g., cheating, plagiarism, lying and/or using false documentation to gain special privileges, etc.) very seriously. Instances of academic dishonesty in COB courses will be resolved according to the policies and procedures outlined in the University Manual (https://web.uri.edu/manual/), specifically Chapter 8, Academic Regulations (https://web.uri.edu/manual/chapter-8/chapter-8-2/).*

BALLENTINE COMPUTER LAB RESERVATIONS

To use the computer labs, Ballentine 240, you need to make a reservation. You are allowed to reserve the 240 lab for up to 6 class sessions per course. College of Business faculty have priority for the lab up to 30 days before the start of the semester, so you need to make your reservations as early as possible. When reserving the room, please provide course number, number of seats needed, start & end time, date, and reason for space usage.

To reserve Ballentine Lab (240), please email cobinfo-tech-group@uri.edu.

ADDITIONAL CLASSROOM RESERVATIONS

To reserve additional classroom space please request this through Leila Donohue or Sue McLintock in the Dean's office. Please provide course number, number of seats needed, start & end time, date and reason for space. Some activities may need to be approved by the Dean's Office.

FINAL EXAMS

The University has a very specific policy regarding final exams (Chapter 8 – Regulations for Students Examinations and Grades Section 8.51.10 of the University Manual). Final exams are not required by the University but if you are delivering a final exam, it must be
>   a) included in your syllabus,
>   b) scheduled during the final exam time established by Enrollment Services,
>   c) allow students the full exam period - unless otherwise stated in the course syllabus.

The final exam schedule is found online (https://web.uri.edu/academic-calendars/final-exam-schedules/).

You are not allowed to give a final exam within 5 days of the end of classes. Directly preceding the final exam period are reading days during which you cannot schedule any class activities. Associate Dean, Christy Ashley will contact all faculty mid-way through each semester to solicit requests for common exam times. Common exam times are given to faculty who teach multiple sections of the same course.

MAKE UP EXAMS/PROCTOR POLICY/ACCOMMODATIONS

In accordance with the College of Business Proctor Policy, support staff are not permitted to proctor exams. You will need to proctor your own exams, or you can hire a graduate student to proctor your exam. Exams given to students with disability accommodations may be handled by DAI, with advanced notice and planning. You are required to give the appropriate accommodations to these students based on their official letter from DAI, with a one-week notice. Students without this official letter are not eligible for accommodations.

Make up exams are not to be given in hallways or the faculty lounge area. It is the faculty's responsibility to arrange make-up exams and to provide accommodations when necessary.

There is an online form that can be completed for reserving space. It is the same form used for reserving the conference rooms. On the COB website > About > Faculty & Staff Resources then scroll down to Conference Rooms. From there select the room that you would like to reserve for the examination.

GRADE APPEALS PROCESS

(From the University Manual (https://web.uri.edu/manual/chapter-8/chapter-8-2/, #8.26.13) Undergraduate and graduate students who object to a recorded grade in a course should discuss the matter initially with the instructor. If the issue remains unresolved, students are instructed to:
1. Student shall make their case in writing to the instructor's department area coordinator. The chair/supervisor shall respond to the request, in writing, after a decision is made. If the chairperson/supervisor thinks the appeal has merit, she/he shall so inform the instructor, providing to the instructor a copy of the student's written appeal as well as of the chair's/supervisor's written response. [NOTE: in the case of the COB, this is the area coordinator]
2. If this still fails to produce resolution, the chairperson/supervisor shall refer the matter to the Scholastic Standing Committee of the college for a recommendation.

3. If, after investigating the appeal, the committee concludes that compelling reasons exist to modify a grade, it shall give the instructor a written explanation of its decision and ask that person to make the change. If the instructor still declines, he/she must provide the committee with a written explanation of the reasons for refusing.
4. If, after considering the instructor's explanation, the committee agrees unanimously that it would be unjust to let the original grade stand, it will advise the Dean that the grade be changed over the instructor's objection. The Dean will advise the chairperson/supervisor and will then initiate the change through the Provost's office, notifying the instructor, the student, the instructor's Dean, the student's Dean, and the Office of Student Affairs of this action.
5. The only exception to these guidelines shall be in cases where the instructor can no longer be consulted (e.g., that person has died or moved to an unknown address). In these circumstances, the appropriate chairperson/supervisor shall act in the stead of the absent instructor and modify a student's grade if the college appeals committee unanimously recommends such action in writing.

Students must file the appeal within two semesters following the issuing of the grade.
(See section 8.56.10 of the University Manual concerning time limits for changes to recorded grades. Regarding cases involving cheating and plagiarism, see sections 8.27.10 through 8.27.21).

GRADE CHANGES

Incomplete (I) grades should come via a student request to the instructor. If you need to submit a change of grade to Enrollment Services, you can use the digital form available online. Once you have completed the form, including a statement as to why there is a need to change the grade, you can submit the form to Leila Donohue for processing. Please be aware that you should not issue an Incomplete (I) grade to a student without their approval.

TEXTBOOK ADOPTION

Each faculty member is responsible for ordering textbooks for their classes from the URI Bookstore. You can't be forced to use a specific textbook, but if you are teaching a class that has multiple sections, all faculty should adopt the same text. For required courses there also should be consistency in terms of the chapters/topics covered in the course. If no textbook is used, please notify the bookstore that no text is used for your course. For assistance with the adoption of a textbook, please see Fran Klensch.

INTERNSHIPS AND INDEPENDENT STUDIES

Internships and career preparation are managed by the COB Career Team. Internships for credit are handled by Lynne Finnegan, Experiential Education Coordinator (ltfinnegan@uri.edu), located in Ballentine 315. All domestic internships for credit take BUS 493, which Lynne coordinates. Students can earn credit and be paid at the same time. Students must be working at the internship at the same time they are earning credit.

Career advising activities are managed by Kathleen Jackson, Career Advisor (kajackson@uri.edu), including BUS 390 - Career Passport program. All questions related to

how students are prepared for the job market or to relay any discipline-related information that may help prepare students for job searches can go to Kathleen Jackson at kajackson@uri.edu.

All independent studies must be approved by Associate Dean Christy Ashley. Descriptions of independent studies must be complete including an outline of the project, research focus, assessment process, and outcome evaluation.

AAUP/ALUMNI FACULTY DEVELOPMENT REQUEST

Funds are available within the Office of the Provost to support Assistant, Associate, and Full Professors and Lecturers, Senior Lecturers and Teaching Professors for professional developmental activities (Conference travel and registration, workshop participation and/or virtual conference registration).
Support is for a one- time professional activity, up to $300 limit, per faculty member, per fiscal year. The college and/or department must also provide a matched (1:1) financial support for the request.

Please allow a minimum of two weeks for your request to be processed. Approval is not guaranteed. The Provost's Office has a limited amount of funding and if these approved plans change, they ask that you return the funds so that we can support additional faculty.

For more information, please visit the following webpage:
https://web.uri.edu/provost/forms-policies/

GUEST SPEAKERS

Please email Sue McLintock, Administrative Assistant at suemc@uri.edu the name of your speaker and the date that your speaker will be on campus.

If the event is open to all students and has an employer/career focus please also contact Jessica Linicus, Assistant Director of Employer Relations at (401) 874-2970 or by email at jlinicus@uri.edu. Additionally, Kathleen Jackson, Career Advisor can also be contacted at (401) 874-9213 or by email at kajackson@uri.edu.

Kathleen Jackson includes the guest speaker information within the event options listing for students registered in the BUS 390 – Career Passport course.

If you would like to give the guest speaker a gift, please complete the Speaker Thank You and Gift Request Form and submit it to Sue McLintock. The form can be obtained from the COB Website or by visiting the following link below. Must be requested at least one week in advance.
https://web.uri.edu/wp-content/uploads/sites/1235/Gift-Request-Form-fillable-8-22-2018-1.pdf

If you want to reimburse the guest speaker for travel expenses, **you must request the funds at least a month in advance of the trip** and have it approved by Associate Dean, Dara Schniederjans. The speaker will need to complete a URI W-9 form which must be submitted to URI with an original signature. If the guest is not a U.S. citizen a different form is required.

In addition to the URI W-9 form the guest needs to submit original receipts for travel expenses (photocopies or receipts submitted electronically are not accepted by URI Accounting). The only exception to this is when an email is the ONLY receipt the traveler has received (for example an Amtrak receipt when the ticket is purchased online).

TRAVEL

The finance and budget team manages all requests for faculty and student academic related travel. It is the faculty's responsibility to follow all university travel procedures outlined in the URI travel policy (https://web.uri.edu/controller/travel/).

The requester must fill out a Google purchase request form that is available at the College of Business website: https://web.uri.edu/business/about/faculty-staff-resources/

Once your Google Purchase Request form has been approved by the Associate Dean, a Travel Authorization (TA) Form must be entered in the Travel & Expense module (in PeopleSoft Financials) and saved.

A (TA) must be approved prior to making any out of state travel arrangements, whether you will be reimbursed for the expenses or not. If you will not be reimbursed for travel expenses complete a (TA) for expense type "Domestic Travel-Other" and amount of .01.

Per the URI travel policy, you have 10 days from the end of your travel to complete an Expense Report (ER) and provide all necessary receipts for reimbursement. Please submit all original receipts to mailto:cobbudgets-group@uri.edu as well as copies of credit card or bank statements showing the travel expenses.

For foreign travel please label each receipt to indicate what each expense was. For transportation expenses (taxi/bus/train) indicate location "from/to" for each receipt.

Failure to follow the University travel policy can result in non-reimbursement of travel expenses or issuance of a form 1099 when necessary. For more information on how to complete a TA, ER, or any other travel related questions or policies visit: https://web.uri.edu/strategic-procurement/travel/

NOTE: All Professional Development travel must be updated in Interfolio prior to the Dean's Approval on your (TA).

FIELD TRIP TRAVEL POLICY & PROCEDURES

Field trips can be an important component of education. They often significantly enhance the content of a course by providing visual and hands on information hard to convey in the classroom. For purposes of this document, an academic field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. All travel involving students must be approved by the following administrators as listed below in parenthesis.

- Academic class related (Associate Dean for Graduate or Undergraduate – depending on program)
- Recognized student organizations (Assistant Dean)
- COB sponsored event (Assistant Dean)

The following guidelines must be followed on all University sponsored field trips:

- Instructor should complete the **URI Field Trip Notification** Form https://web.uri.edu/riskmanagement/field-trip-notification-form/ (Email notification is sent directly to URI Risk Manager).

- Instructor should have students sign the **URI Field Trip Participation List** https://web.uri.edu/riskmanagement/field-trip-notification-form/ The completed URI Field Trip Participation List should be submitted to assistant dean Carmen Rogers at rogerscm@uri.edu.

- Instructor should have students complete and sign the **URI Field Trip Release Form** https://web.uri.edu/wp-content/uploads/sites/365/URI-Field-Trip-Release-Form-3-9-15.pdf

  a) If there are hazards or risks associated with participating in the field trip such as rock climbing, scuba diving, parasailing, etc.
  b) If the field trip is optional and not part of the class curriculum and/or not listed in the class description or syllabus.
  c) Instructor/department keeps a copy of this form for their records and should **not** be forwarded to the Risk Manager's Office. The form should still be emailed to the assistant dean.

The online Field Trip Notification Form is sent directly to the University Risk Manager's office and the instructor will receive an email confirmation that the form has been received. The Risk Manager will review the form and contact the instructor with any questions or concerns.

For additional information on liability and automobile coverage visit the Risk Management website at http://web.uri.edu/riskmanagement/field-trips/.

BEYOND THE CLASSROOM

UNIVERSITY COLLEGE

All first-year students at URI are admitted to University College and only matriculate into the college of their major when they reach their junior year or, as is the case in the College of Business, after completing 42 units with an overall minimum GPA of a 2.50.

To transfer from University College to the College of Business students must achieve a 3.0 GPA in four courses (BAI 111 - Introduction to Business Analysis and Applications, ACC 201 - Financial Accounting, BAI 210 - Managerial Statistics, and ECN 201 - Microeconomics).

Or earn a GPA of 2.7 in the following five courses (BAI 111 - Introduction to Business Analysis and Applications, ACC 201 - Financial Accounting, ACC 202 – Managerial Accounting, BAI 210 - Managerial Statistics, ECN 201 – Microeconomics, and ECN 202 – Macroeconomics).

ADVISING

All academic advising is done by our professional staff. We have business advisors for all first years and sophomores at University College and also within the College who handle advising for juniors and seniors (Kathy Conlon and Beth Fehr).

Our MBA Coordinator (Lisa Lancellotta) handles advising for all MBA students. Master of Accounting Director (Cynthia Blanthorne) handles all advising for MAC students. Director of Master of Supply Chain (Dara Schniederjans) handles advising for the PSA students. Director of Masters in Healthcare Management (Yuwen Chen) handles advising for MHM students.

Director for the Doctorate in Business Administration (Jessica Strubel) advises DBA students. Ph.D. students are supervised by the Director of Doctoral Programs and Research (Shingo Goto). The College also has two career advisors: Lynne Finnegan handles domestic internship (experiential) advising and Kathleen Jackson is responsible for career advising. Faculty are encouraged to provide career advising in conjunction with our professional advisors.

EXTERNAL MARKETING MATERIALS

All marketing materials being sent to external audiences off campus must be approved by our Marketing Coordinator, Jennifer Luther, to ensure consistency of brand and image. Please contact Jennifer by email at jluther@uri.edu. The use of the official College Presentation Template (PPT template) is encouraged on external presentations and can be found on the COB website under Faculty & Staff Resources.

URI SIGNATURES/CONTRACTS

As a reminder **all** procurement contracts and agreements must be reviewed by URI General Counsel. Once a contract has been reviewed and found to be legally sufficient, a URI Authorized Agent will sign the contract/agreement on behalf of URI.

FACULTY RESOURCES

OFFICE FOR ADVANCEMENT OF TEACHING AND LEARNING (ATL)

The Office for the Advancement of Teaching and Learning consists of four divisions — Faculty Development, Online Education, Student Learning, Outcomes Assessment, & Accreditation, and the Academic Testing Center.

- Faculty Development is part of the ATL. They help faculty create high quality learning experiences and adapt evidence-based teaching strategies to enhance student learning.
- Online Education provides remote teaching resources and workshops for faculty. Their goals are three-fold: (1) to help faculty and departments design and teach high quality online and blended courses, and to support students learning in these environments. (https://web.uri.edu/teachonline/teachingonline/)
- Student Learning, Outcomes Assessment, and Accreditation (SLOAA) team is available to help you think about course and program level assessment and student learning achievement.
- Academic Testing Center is a free service for students currently enrolled at URI. They administer paper-based exams for students on campus courses, who need to complete make-up exams and for students with approved accommodations.

DIVISION OF RESEARCH AND ECONOMIC DEVELOPMENT

This university division incorporates all aspects of URI research under one roof for faculty conducting research, students in research, information about URI world class research facilities, connecting with industry partners, and collaborating with the community.

The division provides information to assist researchers in connecting with staff, as well as finding funding sources, preparing proposals, managing your awards, addressing research integrity issues, protecting and commercializing your intellectual property, and publicizing your research.

It includes the following partners, areas, and offices:

- Office of the Vice President for Research and Economic Development
- Research Development
- Sponsored Projects – Pre Award
- Sponsored Projects – Post Award
- Research Integrity
- Research External Relations
- Intellectual Property and Economic Development
- University of Rhode Island Research Foundation
- Rhode Island Small Business Development Center
- Polaris Manufacturing Extension Program
- Rhode Island INBRE
- Rhode Island EPSCoR

Additional research resources including forms, policies, templates, guidance tools, instruction and training material, and other resources to support your research efforts by topic area can be found on the following website. https://web.uri.edu/research-admin/forms/

Human Subject Research Institutional Review Board (IRB) also offers group help sessions. To reserve your space or to schedule an individual appointment email: researchintegrity@etal.uri.edu.

ONLINE FACULTY RESOURCES

At URI, eCampus is the online resource for Human Resource information and forms as well as help with email, grade submission, etc. You can find this information at: https://web.uri.edu/ecampus/faculty-staff-access/

INFORMATION TECHNOLOGY SERVICES

New Faculty Orientation to IT Services - A two-hour session orienting new faculty to IT services, help, support, and educational technology tools. The in-person sessions will take place in Tyler Hall. For more information visit the following link to access the ITS training calendar.

COLLEGE OF BUSINESS RESOURCES

ADMINISTRATIVE SUPPORT

On the College website you will find a section for Faculty Resources which includes policies and procedures: https://web.uri.edu/business/about/faculty-staff-resources/

WORKLOAD POLICY

The AAUP contract specifies that the Dean will assign workloads, in consultation with the faculty, and that the normal load for a faculty performing expected teaching, research, and service is based on their workload profile from the College's Workload Policy. Scheduling is managed within the college by Christy Ashley, Associate Dean. Each semester the schedule is prepared 18 months in advance, with the input from the area faculty through the Area Coordinators and Dept. Head. A proposed course schedule is often developed at each Faculty Advance meeting. Area Coordinators are responsible for ensuring that each faculty are scheduled to meet their expected course load.

PROMOTION & TENURE GUIDELINES

In all performance dimensions, it is the responsibility of the faculty member to compile a portfolio of accomplishments that builds the strongest possible support for annual reviews, promotion and/or tenure and bring any unique expectations stated in the appointment letter to the

attention of the Promotion and Tenure Committee. It should be understood that the burden of proof that a faculty member is ready for promotion and/or tenure rests with the candidate. It is the responsibility of the faculty member to ensure the material in the Interfolio system is updated, and to assemble a dossier of performance outcomes that is persuasive to all parties involved in the evaluation process. Although critical for all performance dimensions, documentation of supportive evidence is particularly important in the teaching and service components. At all ranks, it is important that faculty make visible efforts to show progress over the entire period of review to be successful in obtaining tenure and/or promotion.

COLLEGE OF BUSINESS TECHNOLOGY

GUIDELINES

1. The life cycle for Dell/windows standard laptops are 4 years, Apple/Mac are 5 years. Laptops are the preferred configuration due to logistics of post covid education and related service provision. Desktops and unique equipment will be considered for specific business needs. The lifecycles are approximate.
2. A standard laptop (at this time) is a Dell 5450/14" MacBook pro. Unless separately determined upon hire a standard laptop, docking station and monitor will be issued upon hire. The docking station will be appropriate for either a Dell or Apple machine. The screens may be Dell U3425WE Curved screen, Dell 27 S27221Qs 4K UHD, and Dell WD22TB4 Thunderbolt docking stations for example. These model numbers are subject to change as technology evolves.
3. Reserve computers will be available for check out in case of special projects, computer failure, or short-term needs.

Requests for computer resources, or related technical items, shall be requested via the [Faculty and Staff resources form](#) at bottom of the About section of the COB website. This helps to ensure spending is reasonable, items are consistent with COB goals, and resource availability.