

Teaching at Bitterroot College (BC) Faculty Handbook



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Directory of BC Employees Mentioned in this Handbook

(Alphabetized by Last Name)

Victoria Clark

Director – victoria.Clark@mso.umt.edu

406-375-0100

TBD

Workforce and Community Education Director –

406.541-3187

Jennifer Johnson

Chemistry Faculty / Science Lab Manager / Faculty Liaison – jennifer.johnson@mso.umt.edu

406.541-3186

Lea Guthrie

Director of Academic & Student Services – lea.guthrie@mso.umt.edu

406.541-3188

Jon Swallow

IT Specialist – jon.swallow@mso.umt.edu

406-375-0100

John Schneeberger

Director of Administrative and Facilities Services – john.schneeberger@mso.umt.edu

406.541-3192

Meri Telin

Enrollment and Student Services Assistant – meri1.telin@umontana.edu

406-375-0100

Activate & Access Online Accounts

Your Two Important ID Numbers

As BC faculty, you are assigned two important identification numbers:

- Your **Employee ID number, 790-xx-xxxx**, which is used for payroll, HR, employee records, and other administrative purposes. **IMPORTANT:** Your Employee ID number should be kept confidential unless its disclosure is needed for BC purposes. Contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.) for Your Employee ID number (790-XX-XXXX).
- Your **NetID number**, which starts with your initials, followed by six digits, and ends in “e”. The NetID number is used for access to BC resources, including Moodle and Cyberbear among others. **IMPORTANT:** For security of student records, you should keep your NetID number entirely confidential.

Activating your NetID number

Step 1) Contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.) for your Employee ID number (790-XX-XXXX).

Step 2) Go to [NetID Lookup](https://user.umt.edu/netidlookup/) at <https://user.umt.edu/netidlookup/> and provide Last Name and Birth Date or click on “What is my Net ID?” on the [Cyberbear login](#) page (see below).

NetID

What is my NetID?

Click here

Password

I don't know my password!

Sign In

CYBER BEAR

CyberBear is a secure web application that provides individual access to student administrative services and academic records, employee job and benefits information, personal information and tools for faculty and advisers to manage class rosters, grading and communication.

Step 3) Go to [CyberBear login](#) page.

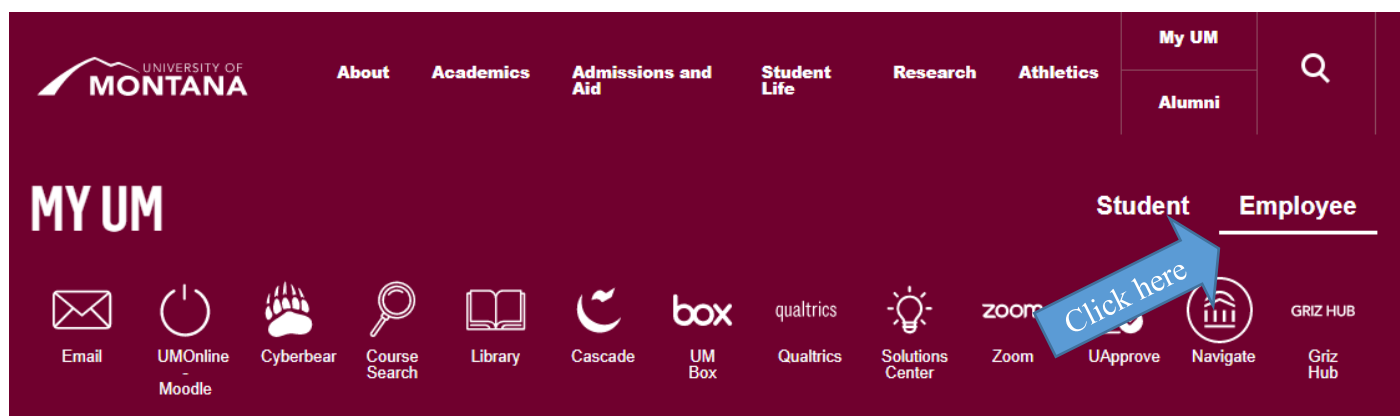
Step 4) In NetID box, type NetID; in Password box, type last six digits of your Employee ID number; click on Login button.

Step 5) Complete activation by following steps to reset password and establish a security question.

- **Questions** about activating your NetID and UM Email account should be directed to the BC Director of Administrative and Facilities Services (Error! Reference source not found.) or contact [UM IT Central](#) (406.243-HELP (4357), italk@umontana.edu) or speak with the Faculty Liaison (**Jennifer Johnson**).

General Faculty Information

All employee information can be found using the [my.umt.edu website](http://my.umt.edu). Start by clicking on the “Employee version” button to see options for faculty.



For your convenience, however, you may wish to peruse the following categories:

- ***Faculty Email***

For communicating electronically with students, other faculty, staff, or administration, activate your **UM Employee Office 365 Email** account. To activate and login to email, visit [UM Employee Email](#) link on the [Faculty Resources page](#) of our [BC website](#). For activation password, contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.). **IMPORTANT:** Take special care in language choices when communicating with students using email, texting, and discussion boards or rooms as written forms of communication can be misinterpreted by students; that is, treat any written communication as if it were on a postcard.

- ***Faculty Profile***

Post or update your professional information and picture in the BC faculty directory using your NetID to login to the [UM Employee Database](#). It is helpful to current and perspective students to know a bit about you.

- ***Moodle LMS (Learning Management System)***

Moodle is the LMS coordinated to your course(s) which you or your TA can use to post course information and/or communicate with students online. When any college course is scheduled, it is given its own Moodle supplement shell, which you can develop to your specifications as your course website.

If you have never used Moodle, please visit the [Moodle resources](#) page for more information and training opportunities. Support for developing a Moodle course website can be found at the [UM Instructional Design](#) webpage. For help with any Moodle-related issue, contact Moodle Support (406.243-4999, umonline-help@umontana.edu) or speak with the Faculty Liaison (**Jennifer Johnson**). **NOTE:** Firefox is the preferred browser for Moodle; other browsers have shown to limit Moodle's functionality. **IMPORTANT:** Take special care in language choices when developing your course website as written forms of communication can be misinterpreted by students.

Any Moodle questions can be directed to Moodle Support (406.243-4999, umonline-help@umontana.edu) or you can speak with the Faculty Liaison (**Jennifer Johnson**).

- ***Required Faculty Courses and Tutorials***

A) All UM employees are required to take a **Discrimination Prevention Tutorial** accessible from [Moodle](#). The tutorial will provide tools to identify, respond to, and prevent discrimination and sexual harassment.

The tutorial consists of two videos designed to bring home the importance of the issues and 10 quiz questions that provide an opportunity to engage with the content of the tutorial. Watch each message video and complete the quiz afterward; it should take approximately 20 to 25 minutes. If you have any questions or concerns, please call the Office of Equal Opportunity and Title IX at 406-243-5710 or email eoaa@umontana.edu.

Instructions for accessing and completing the Discrimination Prevention Tutorial:

- 1) Login to Moodle with your NetID and Password at <http://moodle.umt.edu>.
- 2) Select **Discrimination Prevention Tutorial** in the upper left corner under **My Courses**.
- 3) Read the welcome messages, and select **Begin** at the bottom of the screen.
- 4) Read the instructions at the top of the page.
- 5) Watch the first video, Part 1: Discrimination, and then select **Start Quiz 1**.
- 6) Read the instructions and select **Attempt quiz now** at the bottom of the screen.
- 7) You will read scenarios and answer accompanying questions. To navigate through the questions, select the numbers (1-5) in the upper left corner or select the **Next** button at the bottom of the page. You may return to previously viewed or answered questions even if you exit the quiz.
- 8) After answering all five questions in the first quiz correctly, select **Finish Quiz 1**.
- 9) Watch the second video, Part II: Sexual Harassment, and then select **Start Quiz 2**.
- 10) Read the instructions and select **Attempt quiz now** at the bottom of the screen.
- 11) After answering all five questions in the second quiz correctly, select **Finish Tutorial**.

If you have any technical difficulties with accessing this tutorial, please contact the UOnline Help Desk (406.243.4999 or umonline-help@umontana.edu) for assistance.

For an understanding of **UM discrimination and sexual harassment policies**, visit the [UM Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation](#) website.

B) All UM employees are required to take the **Indian Education for All in Montana** online course, accessible from [Moodle](#). The course is designed to take about two hours. Participants must complete three short quizzes, which may be re-attempted, and must earn a 100% score for the completion to be registered. The course will include an opportunity to provide feedback through a survey.

- ***Collective Bargaining Agreements***

Depending on your contract, your role and responsibilities as faculty may be covered under the UM Collective Bargaining Agreement (UMCBA) or the Missoula College Collective Bargaining Agreement (MCCBA). For clarification on which CBA covers you, contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.). Both the UMCBA and MCCBA documents can be found on the [Collective Bargaining webpage](#) in the Office of the Executive Vice President and Provost website.

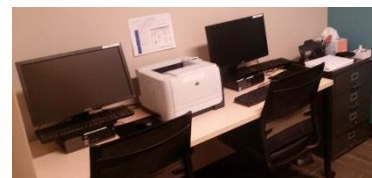
- ***Professional Development Opportunities***

There are many opportunities for professional development through the [UM Office of Organizational Learning and Development](#). If you cannot attend workshops in person, many workshops can be streamed live using Zoom; just ask the workshop coordinator or host about streaming options. Any BC classroom can be used for streaming workshops using the Calendar in Office 365. For assistance scheduling a room, contact the BC Enrollment and Student Services Assistant (**Meri Telin**) or the Faculty Liaison (**Jennifer Johnson**). Other professional development opportunities can be found on the [Professional Development](#) link in the UM Faculty Development Office.

Textbooks, Equipment, and Supplies

Computers and printers

- Faculty computers and printers are located in BC101A (Faculty Office). Faculty can **login using your umt.edu domain address and password**. **IMPORTANT:** For security reasons, do not share any passwords with students. **NOTICE:** It is **recommended** that you do NOT use sync in Google Chrome when using a shared computer; for more details, see the IT Announcements on the hallway board next to the Computer Lab (BC103).
- Faculty **computers** can print either to the printer in the Faculty Office or to the **copier** located in BC110 (Copier/Mailroom). **NOTE:** Please avoid using the printer as a copier. If you need to produce multiple batches of documents, print an original document and use the copier to make copies of it or send your duplicate print job directly to the copier from the Faculty Office computers.
- **Student laptops** are available for use and housed in a cart in BC101A (Main office). All student laptops connect automatically to the BC wireless network. Student login for all BC computers is their NetID and password. Questions about the student laptops can be directed to the BC IT Specialist (**Jon Swallow**).



- BC faculty members may connect personal devices to the **BC wireless network**. To connect, select **eduroam** as the wireless connection and use your **umt.edu** domain address and password. For assistance with setting up personal devices to access the BC wireless network, contact the BC IT Specialist (**Jon Swallow**).
- All BC classrooms are equipped with an **instructor computer** attached to a **projector**. Faculty can login using **your umt.edu domain address and password**. **For security reasons**, do not share any passwords with students. For assistance using classroom equipment or computers, contact the BC IT Specialist (**Jon Swallow**).
 - **IMPORTANT:** Projector bulbs are costly and have a limited lifetime; after use, you **MUST** turn off the projector by pressing the power button on the remote **TWICE**.
 - **IMPORTANT:** *ALL videos are required to be **closed captioned** for the hearing impaired.* This service is provided by the [UM Online Instruction and Accessibility office](#) and **takes at least a week's advance notice to prepare**. For assistance with closed captioning, contact EITA Coordinator (Kathy Garramone, kathy.garramone@umontana.edu, (406) 243-5362)

Faculty and Staff Copier



- The **copier** is located in BC110 (Copier/Mailroom). It has a **USB port** for direct printing of pdf documents only as well as **scanning**. **IMPORTANT:** *Entry into the Copier/Mailroom and use of the copier requires pass codes.* See the BC Director of Administrative and Facilities Services (Error! Reference source not found.) or the Faculty Liaison (**Jennifer Johnson**) for the Copier/Mailroom door pass code. Copier pass codes for various uses are posted on the wall behind the copier.
- **For conservation purposes and as a cost saving measure**, faculty are encouraged to scan or save documents as pdf files and post them on respective course Moodle sites or send them electronically to students, rather than distributing paper copies.
- **NOTE:** The **copier** is for instructor and staff use only. Students needing copies should be directed to the BC Enrollment and Student Services Assistant (**Meri Telin**) in the Main office (101).

Course Textbooks and Materials

- Students are free to purchase course materials in any way they choose. However, purchasing from online sources can take a few days to weeks for materials to be delivered. It is recommended that you make two (2) copies of the first few chapters of the course textbook(s) for use in the SSC only; contact the BC Enrollment and Student Services Assistant (**Meri Telin**) for information on secured placement and checkout arrangements.
- Any required or optional course textbooks or other course materials can be adopted at the UM Bookstore. Contact the Course Materials Manager (Amanda Peterson, amanda.peterson@mso.umt.edu, (406) 303-3689) at The Bookstore at the University of Montana.
- You may also reserve course materials for students to checkout temporarily by placing them **on reserve through the UM Mansfield Library**. For more information, visit the [Place Materials on](#)

[Course Reserve](#) website or contact the BC Enrollment and Student Services Assistant (**Meri Telin**). More information on and access to **UM Mansfield Library** materials and instructional resources are also available at the [Mansfield Library webpage](#).

Classroom Supplies and Mailboxes

- For **supplies** such as dry erase markers, erasers, staplers, pens, etcetera, visit the supply cabinet located next to the faculty mailboxes in the kitchen area of BC110 (Copier/Mailroom).
- If there are supplies or instructional equipment you need but we do not currently have on-site, contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.) to make procurement arrangements.
- A **mailbox** located in the kitchen area of BC110 (Copier/Mailroom) is provided to each BC faculty member (Copier/Mailroom); faculty members are encouraged to check their mailboxes frequently for internal announcements. **IMPORTANT:** To keep the contents of BC faculty mailboxes secure, *no students are allowed in the BC Copier/Mailroom at any time.*



Facilities

Physical Address, Hours of Operation, and Campus Permissions

- **BC is located at** 103 South 9th Street, Hamilton, MT 59840. Our phone number is (406) 375-0100.
- **BC business hours** are 8am to 5pm, except on Federal and State holidays. An evening BC employee is responsible for monitoring access in and out of the building until the last class ends as well as for securing and locking the building upon closing.
- For **parking options**, see [BC Parking Map](#). NOTICE: Do NOT park on the residential (east) side of 9th Street; you will likely receive a ticket and could be towed. All parking at the BC is free of charge.
- **Eating and drinking** are permitted on BC campus, although they are discouraged in carpeted areas. Please wipe up crumbs and spills, put trash in garbage cans, and generally keep the classroom tabletops, chairs, and floors clean. *No food or beverages are allowed in BC Computer Lab or Science Lab at any time.*
- **Smoking with either combustible or e-cigarettes is prohibited** in and around the BC facility at all times.

BC Student Success Center (SSC) (BC102)

- BC Student Success Center (SSC) is open for **tutoring, study, and computer access** Monday through Thursday (8am – 8pm), Friday (8am – 5pm) and Saturdays (10am – 2pm), except during summer and spring breaks. Check with the BC Front office (BC101) for extended weeknight and weekend hours.
- BC faculty may **reserve the use of a Study/Testing Room** in the SSC for office hours or student conferences. Contact the BC Enrollment and Student Services Assistant (**Meri Telin**) for scheduling.
- **Make-up exams**, if needed, can be scheduled in the SSC by contacting the BC Enrollment and Student Services Assistant (**Meri Telin**).
- **Office for Disability Equity (ODE) Services (formerly DSS) at BC**



A student interested in obtaining ODE accommodations should email the BC Director of Academic & Student Services (

- **Lea Guthrie**) or call 375-0100 for more information.

Any student requiring ODE accommodations must provide faculty with an ODE Verification of Eligibility Letter for Test Modifications on UM letterhead from a UM ODE Services Coordinator, specifying the type of accommodations are required. Accommodations may be needed for lectures, such as a note taker or alternative media format, or accommodations may be needed for testing, such as extra time, private room, exam reader, etcetera. **NOTICE: ODE status is highly confidential and should not be shared by faculty with other students.** Questions about faculty obligations for providing in-class ODE accommodations can be directed to BC Director of Academic & Student Services (

- **Lea Guthrie**) or Faculty Liaison (**Jennifer Johnson**).
 - **NOTE:** To maintain exam integrity and security, faculty should ensure ODE students take the exam on the same date as other non-ODE students in the class and to schedule the exam start time so that neither the ODE student nor non-ODE students can give or receive information on exam contents.
- Exam Proctoring
 - Students requiring ODE accommodations for exams are responsible for filling out the top and Student sections of the [Test Proctor Request Form](#) (also available in the SSC) and for bringing this form to you prior to the first exam. Faculty are required to complete the Instructor section of the form and attach it to the exam(s) with all supplemental materials allowed for the exam(s); **this packet should be handed directly to the BC Enrollment and Student Services Assistant (Meri Telin)** in the Main office (BC101); the BC Enrollment and Student Services Assistant (**Meri Telin**) will contact the student to verify scheduling.

- More information regarding ODE accommodations and services can be found at the [UM Disability Services for Students](#) website and at the [UM Office for Disability Equity Services for Students Faculty/Staff](#) website.

Instruction



- **CONFIDENTIALITY:** Student information is protected under the Family Educational Rights and Privacy Act (FERPA). *Do not share or reveal student information or records with others.* For more information, visit the U.S. Department of Education’s [FERPA General Guidelines for Students](#) webpage.

NOT ON ROSTER: If a **student is NOT on your CyberBear roster** after the 15th day of instruction, contact the BC Director of Academic & Student Services (

- **Lea Guthrie**) immediately.

Classrooms



- You may wish to change the arrangement of tables and chairs in your classroom according to your teaching needs. However, you **MUST** return the orientation of tables and chairs to their original configuration once you are finished with your class; in other words, to paraphrase an old campground saying, “Leave the classroom in the same or in better condition than you found it”. If you have found your classroom in disarray, please let the BC Director of Administrative and Facilities Services (Error! Reference source not found.) know as soon as possible.
- Before adding posters or other subject-related regalia to your classroom, please consult with the BC Director of Administrative and Facilities Services (Error! Reference source not found.).

Obtaining Student Rosters

- The Office of the Registrar will not issue your student rosters to you. To access your student rosters:
 - 1) Log on to [CyberBear](#) using your NetID;
 - 2) Click on Cyberbear for Faculty and Advisors;
 - 3) Read and agree to the FERPA warning;
 - 4) Click on Summary (or Detail) Class List, select your term, then your course.
 - If you wish to print your roster, just right click and select Print.

Communicating with Students

- To maintain security of student information, communication with students should be done **only within the UM Email system or in Moodle** using the Course Dashboard then Quickmail links. **IMPORTANT:** Take special care in language choices as written forms of communication can be misinterpreted by students. **NOTICE:** To maintain your personal security and mitigate liability, distribution of faculty cell phone numbers, personal email addresses, or personal street addresses to students is discouraged; use of GoogleVoice or other phone number application is encouraged.
- For help with Moodle-related issues, contact Moodle Support (406.243-4999, umonline-help@umontana.edu) or speak with the Faculty Liaison (**Jennifer Johnson**).

Course Syllabus, Accessibility, and Record Keeping

Please email an **electronic copy of your course syllabus and schedule** as an attachment to the BC Director of Academic & Student Services (

Lea Guthrie) at the beginning of each term. If you need help writing your syllabus, contact your department chair or the BC Director of Academic & Student Services (

- **Lea Guthrie**) and ask for a template appropriate to your discipline.
- **All syllabi and course documents must be in a visually accessible format.** Visit [UM Electronic and Information Technology Accessibility office](#) for more information or view these other helpful accessibility links: [Creating an Accessible Syllabus](#) and [Creating Accessible Documents](#).
- Per the MCCBA, **faculty must keep all unreturned records** as evidence of student performance (papers, worksheets, exams, etcetera) for at least one full semester following the semester in which the student was enrolled in your course. This means any work not returned to students in the fall must be kept by faculty through the next spring semester, and any work not returned to students in the spring or summer must be kept by faculty through the next fall semester. **NOTE:** BC can store any unreturned student work for you; contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.) for more information about this option.

Teaching in the Science Laboratory

- Faculty teaching a course in the Science Lab **MUST inform their students in writing** of potential risks to chemical exposure, regardless of if you are teaching a STEM course. It is recommended you have each student sign an agreement to the following statement:
 - “If I am pregnant, become pregnant, or if I am subject to any medical condition, especially asthma or any condition that compromises my immune system, triggers an allergic reaction, affects my use of or my ability to come into contact with chemical substances, whether airborne or directly, or to safely work in this environment, I am advised to consult with my physician regarding participation in any lab and advise my instructor. My professor and his/her department will make every effort to work with my personal physician in attempting to determine the level of risk to me.”
- The BC Chemical Hygiene Plan is located in the Stockroom (BC115A). Questions regarding teaching in the Science Lab should be directed to the Science Lab Manager (**Jennifer Johnson**).



Office hours

Students' success is affected by their accessibility to faculty, especially when students encounter challenges. Face-to-face and online faculty are expected to hold at least one (1) weekly office hour with students, if appropriate for the course; however, faculty may hold as many office hours as deemed necessary. Speak with your department chair about departmental expectations for holding office hours. If you feel a student is in crisis or needs additional support, please connect them with the BC Director of Academic & Student Services (

- **Lea Guthrie**) immediately.
- Office hours may be conducted anywhere on BC campus; however, the faculty office in BC112 provides ample space and resources. To ensure a safe space for all parties and to mitigate faculty liability, faculty are advised to leave office doors open during office hours. However, if privacy requires the office door be shut, be sure to open any blinds.

Cancelling a Class

- If you need to cancel a class during the semester due to personal circumstances, please follow through with **ALL three of the actions below**:
 - Action 1: Call the BC office** at 406-375-0100. If no one answers, *always leave a message*.
 - Action 2: Email** the BC Enrollment and Student Services Assistant (**Meri Telin**) and the BC Director of Administrative and Facilities Services (Error! Reference source not found.).

Action 3: Email your students using Moodle to let them know class is canceled and provide them with homework/make-up work instructions.

Grades

- Adequate feedback is critical for learning and pivotal for support of faculty by BC Administration. BC faculty should make every effort to **provide timely and fair feedback** to students in grading their course performance; this may entail posting grades to the Moodle Gradebook or by handing graded work back to students as quickly as possible. Additionally, faculty should make a statement in the syllabus of how grades are assigned and/or provide a grade distribution. Per the MCCBA, students have the right to file a complaint regarding faculty actions that adversely affect student academic performance, which includes not getting timely feedback.
- Faculty should inform students on what they will be evaluated in exams and assignments. But it is your prerogative to offer extra credit, curve grades upwards on exams, assignments, or on final grades. However, faculty should always make equity a priority by taking special care to apply the same standards to all students in the course. For questions about grading specific to your discipline, contact your department chair.
- It is encouraged that faculty provide student feedback using Navigate, an online system within which faculty can direct early-warning or congratulatory alerts to students and their advisors. Over the semester, faculty will be sent emails periodically to let you know about feedback deadlines in Navigate; however, you can use Navigate at any time. For information about how to use Navigate, see the Navigate Overview document in the [Faculty Resources page](#) of the BC website or visit the [Navigate for Instructors website](#) for tutorials. More information can also be found on the [Navigate for Advisors and Staff Users](#) website.
- Final grades MUST be posted on [CyberBear](#) using your NetID. A deadline notification for posting grades will be sent to your UM email each semester; however, grades are often due to be posted early in the week following final exams. An ‘NF’ grade should be given for students who registered but did not attend. For other information about **entering final grades**, visit the [UM Office of the Registrar](#) website or speak with the Faculty Liaison (**Jennifer Johnson**).
- If you use an electronic gradebook (Excel, Moodle, etcetera), faculty are recommended to print a hard copy of it with course records after all grades have been entered.

Adding Students, Overrides, or Dropping Students

- If your course is currently full, you may grant a student an override into your course by using the Registration Overrides link in [CyberBear](#). If you have questions regarding this process, contact the Faculty Liaison (**Jennifer Johnson**).
- For information on adding or dropping students, changing grade options for students, early alerts, or other information, visit the UM Registrar's Office [Faculty/Staff Information webpage](#).

Course Evaluations

- Both the UM and the UM collective bargaining agreements (CBA) require faculty be evaluated by students for each course. Course evaluations will be available for students to complete via the electronic BLUE Evaluation System. Students will have access to their course evaluations starting within a couple of weeks prior to final-exam week and ending at the end of final exam week (The Course Evaluation Team in the Provost's office usually sends out a reminder email to both students and faculty). Course evaluation results will not be accessible to faculty until after final grades are posted and will become part of your faculty record at BC.

Final Exams

- BC sets the **final exam schedule** as close to UM/Missoula College as possible, but it is NOT the same. Usually, an email regarding the final exam schedule will go out for your approval approximately a month before the end of the semester. Contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.) with any special requests for scheduling your final exam date and/or time.

Payroll

- For new faculty, the **first wage payment** is always sent to your mailing address via **paper check** (direct deposit does not start until the second wage payment). If you do not receive this paper check in the mail, contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.).
- BC faculty are paid **biweekly, every other Wednesday**. For the payroll schedule, visit [UM Pay Schedules](#).
- Any questions regarding payroll and payroll-related issues, contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.).

Safety and Security

- In the case of fire, medical, or security emergency, contact 911 immediately.
- Visit the BC [Safety and Security](#) webpage for detailed safety and security procedures.

Armed Intruder Situation

- Before the first day in your classroom, you should familiarize yourself with the procedures in the case of an **armed intruder situation**; these procedures are outlined in the Armed Intruder Information sheet located in the plastic container in all classroom podiums. Additionally, faculty should review this procedure with their students the first week of classes. Announced drills will be conducted during the semester.

Suspicious Packages

- If a suspicious package is observed or reported to you, do NOT attempt to touch or make physical contact with it; **immediately alert** the BC Director of Administrative and Facilities Services (Error!

Reference source not found.), the BC Director (**Victoria Clark**), or BC Enrollment and Student Services Assistant (**Meri Telin**).

Building Emergency (i.e., plumbing, heating, electrical)

- In the case of any **building emergency** (i.e., plumbing, heating, electricity), contact the BC Director of Administrative and Facilities Services (Error! Reference source not found.).

First Aid Kits

- **First aid kits** are available at the BC front desk (BC101), in the hall cabinet next to the boiler room door, and in the Science Lab (BC115). If a first aid kit item needs to be restocked, inform the BC Director of Administrative and Facilities Services (Error! Reference source not found.) as soon as possible.

General Safety Concerns

- If you are having **concerns regarding your safety or the safety of your students** while at the BC facility, **immediately notify** the BC Director of Administrative and Facilities Services (Error! Reference source not found.) or the BC Director (**Victoria Clark**).
- If you need information **concerning acceptable parameters of student behavior**, refer to the [UM Student Conduct Code](#).
- If you feel **uncomfortable with the behavior** of any student, faculty, or staff member at BC, **immediately notify** the BC Director of Administrative and Facilities Services (Error! Reference source not found.), the BC Director (**Victoria Clark**), or the Faculty Liaison (**Jennifer Johnson**). BC is committed to ensuring a safe and productive learning and working environment.

Informing Students, the First Day



- **CONFIDENTIALITY:** Student information is protected under the Family Educational Rights and Privacy Act (FERPA). *Do not share or reveal student information or records with others.* For more information, visit the U.S. Department of Education's [FERPA General Guidelines for Students](#) webpage.

Textbooks

- Students are free to purchase course materials in any way they choose. However, purchasing from online sources can take a few days to a few weeks for materials to be delivered. Inform students if you have made copies of the first few chapters of the course textbook(s) for use in the SSC (see [Course Textbooks and Materials](#) section). If students wish to purchase textbooks and other related materials directly, they may do so at the [Bookstore at the UM](#).

IT Issues and/or Questions

- BC students (and faculty) experiencing IT-related issues can contact the BC IT Specialist (**Jon Swallow**).
- If you or your students need support with your UM Login, CyberBear, UMConnect [student email], Moodle, or Library logins, contact [UM IT Central](#); be sure to identify yourselves as associated with BC in Hamilton in order to resolve problems without IT requesting that you or your students drive to Missoula. The IT Central phone number is 243-HELP (4357); email is italk@umontana.edu.
- BC students needing access to BC **printers, copiers, or other office equipment** should be referred to the BC Front Desk (BC101).
- Refer BC students needing to **add, drop, or change their grade option** after the 15th day of instruction or who need **registration or financial aid forms** to the BC Enrollment and Student Services Assistant (**Meri Telin**). Information is also available via the [UM Office of the Registrar](#).
- Faculty should avoid advising students about changing classes; instead, guide BC students to schedule an appointment with their advisor through the BC Enrollment and Student Services Assistant (**Meri Telin**). If a **student is having trouble academically**, inform the BC Director of Academic & Student Services (**Lea Guthrie**) as soon as possible and use Navigate to alert the student.
- Faculty are encouraged to use their syllabi to inform students of acceptable parameters of **student behavior** and responses to academic misconduct such as **plagiarism or cheating** per the [UM Student Conduct Code](#). For assistance with understanding/interpreting this document, students should contact the BC Enrollment and Student Services Assistant (**Meri Telin**) or BC Director of Academic & Student Services (**Lea Guthrie**).

BC Student Success Center (SSC)

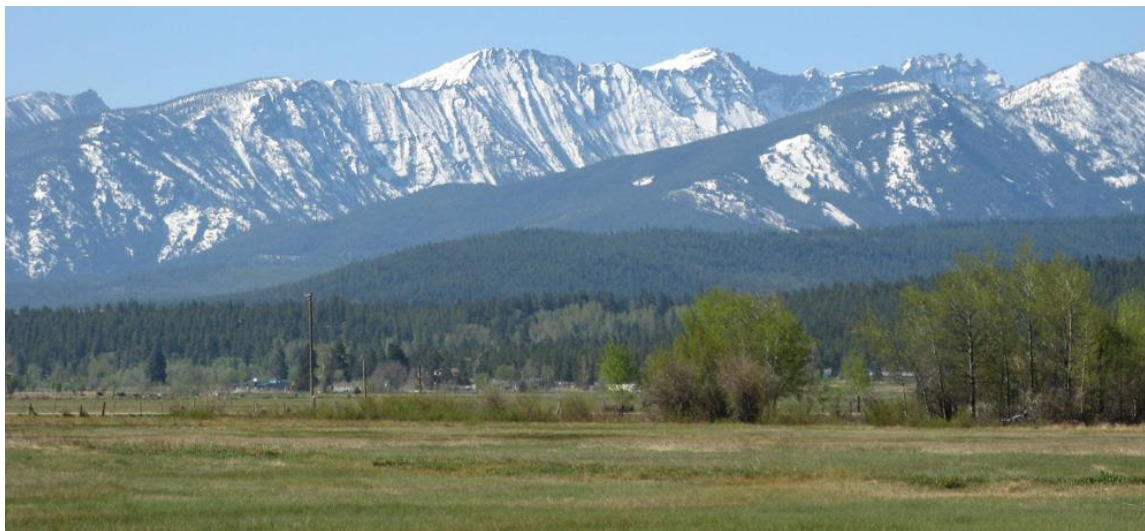
- The [BC Student Success Center](#) (SSC) is open for **tutoring, study, and computer access** Monday through Thursday (8am – 8pm), Friday (8am – 5pm) and Saturdays (10am – 2pm), except during summer and spring breaks. The BC SSC offers free tutoring in several subject areas; for a full listing of subjects, days and times, visit the [BC Student Success Center](#) webpage. Also available is free one-on-one online writing tutoring through the [UM Writing and Public Speaking Center](#) where students can make an appointment by logging in with their NetID. For tutoring questions or requests, contact the BC Enrollment and Student Services Assistant (**Meri Telin**) or BC Director of Academic & Student Services (**Lea Guthrie**).

- **BC students requiring ODE accommodations** are encouraged to contact BC Director of Academic & Student Services (**Lea Guthrie**) or call 375-0100 for more information (see

- [BC Student Success Center \(SSC\) \(BC102\)](#), ODE at BC section) and visit the [Testing Services section](#) of the [BC Student Success Center](#) website. Students granted test modifications through ODE need to approach faculty with their ODE Verification of Eligibility Letter for Test Modifications on UM letterhead. Students requiring ODE accommodations for exams must fill out the Student section of the [Test Proctor Request Form](#) (also available in the SSC) and bring it to faculty prior to the respective exam. **NOTICE: ODE status is highly confidential and should not be shared by faculty with other students.** ODE-proctored exams are taken in the SSC (BC102) and must be scheduled on the same day and at the same time as the exam being given to the main class. *It is the responsibility of the ODE student* to schedule exams with the BC Enrollment and Student Services Assistant (**Meri Telin**). For more details on this process, visit the [Testing Services section](#) of the [BC Student Success Center](#) website. More information regarding **ODE accommodations** and services can be found at the [UM Office for Disability Equity](#) website.

Welcome to Bitterroot College

We are glad that you have chosen to join the Bitterroot College Faculty team! We hope your experience teaching at the BC is as rewarding for you as the inclusive and stimulating learning environment we cultivate for our students! If you have any questions, please feel free to stop by the Main office (BC101) or email any of our administrative team (see Directory of BC Employees Mentioned in this Handbook).



This Faculty Handbook was updated on 8/25/2021. Questions regarding this handbook should be directed to the Faculty Liaison (**Jennifer Johnson**).