Introducing You to UMass Boston

UMass Boston is a large, complex urban university that can be challenging to navigate at first. The Office for Faculty Development (OFD) welcomes you and hopes to help you become a member of the UMass Boston community by providing the information you need to find your way around. Of course, the best way to feel part of a community is to build relationships within it. You can start this process by taking advantage of the forums, workshops, and other campus events that fill the monthly OFD calendar (umb.edu/ofd/events).

Your department chair and administrator are your primary sources of guidance. The Office for Faculty Development is also here to answer your questions or to help you find the people who can. As you settle into your teaching and become dedicated to your students’ growth and development, we want you to feel that we in turn are dedicated to providing you with a stimulating environment where you can thrive. If you are a researcher joining the campus community, we hope you will explore opportunities for exchange with colleagues across campus as well.

Non-Tenure-Track (NTT) Guidelines

The NTT guidelines, found at the New Faculty wiki (newfaculty.wikispaces.umb.edu), address the logistics of teaching and working at UMass Boston. The Office for Faculty Development keeps the information contained in these guidelines current and accurate. However, changing university procedures and policies may occasionally outpace revisions to the document. If you notice any discrepancies, please check directly with your department chair or with the OFD coordinator: faculty.development@umb.edu.

GETTING STARTED AT UMASS BOSTON

PUBLIC SAFETY
WEATHER EMERGENCIES
CAMPUS AMENITIES
PARKING
ID CARD AND LIBRARY BAR CODE
SALARY, STATUS, AND BENEFITS FOR NEW INSTRUCTORS
ANNUAL FACULTY REPORTS
MERIT RAISES

ACADEMIC GUIDELINES
SYLLABUS RECOMMENDATIONS
PLAGIARISM
FINAL EXAMS
ORDERING TEXTBOOKS

INSTRUCTIONAL TECHNOLOGY (ED TECH)
LIBRARY RESOURCES
FINDING YOUR CLASSROOM
INSTRUCTOR’S ABSENCE FROM CLASS
OFFICE HOURS AND APPOINTMENTS WITH STUDENTS
COURSE GRADES
PASS-FAIL POLICY
COURSE WITHDRAWAL POLICY
INCOMPLETE POLICY
FERPA AND COMMUNICATIONS ABOUT STUDENTS
RESOURCES FOR STUDENTS WHO ARE STRUGGLING ACADEMICALLY
DISTRESSED STUDENTS AND DISTRESSING STUDENTS
PROFESSIONAL BOUNDARIES AND TONE

APPENDICES

APPENDIX A: PROVOST’S MEMORANDUM ON COURSE OFFERINGS
APPENDIX B: ACADEMIC HONESTY
APPENDIX C: SAMPLE LETTER FOR PLAGIARISM NOTIFICATION
APPENDIX D: INC POLICY AND PROCEDURES
APPENDIX E: DISTRESSED AND DISTRESSING STUDENTS
APPENDIX F: UNIVERSITY SEXUAL HARASSMENT POLICY
New Faculty Wiki

We have created a wiki to orient you to the many offices and support units that can help you and your students thrive at UMass Boston. The wiki includes the NTT guidelines, a short video orientation series, and additional resources. The wiki can be found at: newfaculty.wikispaces.umb.edu/

Contact Us

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Welcome, New Faculty!

OFFICE FOR FACULTY DEVELOPMENT