



**Oregon State University**  
College of Education

# **Term Hire Handbook**



**2024-2025**

# Welcome

We are delighted that you have chosen to work with the College of Education at Oregon State University. Our term hires are invaluable to the success of our students, our programs, and the entire College.

In this handbook, we provide you with resources, information, and guidelines that we hope will help you in your role. Please use this handbook in conjunction with your Program Lead's guidance as they will undoubtedly have further and more specific guidance to ensure your success.

We also welcome feedback on ways to improve the support we can provide for our term hires. Please feel free to send us an email with any suggestions:

[dean\\_coed@oregonstate.edu](mailto:dean_coed@oregonstate.edu).

Go Beavs!

A handwritten signature in black ink, appearing to read 'Susan', is placed on a light beige rectangular background.

Susan K. Gardner, Ph.D.  
Dean of the College of Education

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## Your Appointment Checklist

- When you are officially hired, you will be put into the various OSU systems and should receive your Welcome Email. Keep track of this message! It will contain your OSU identification number and a list of next steps.
  - If you've lost track of this email, search for "Welcome to OSU" or reach out to AskHR at 541-737-3103 or [askhr@oregonstate.edu](mailto:askhr@oregonstate.edu)
  
- If you're supervising pre-service teachers (student teaching), you're going to be required to submit driver's license identification and driving record details before you can officially begin. It's imperative you get these details as soon as possible. [Get your information here.](#)
  
- Effective June 16, 2023, Oregon State University will no longer require proof of COVID-19 vaccination. Visit the [Vaccination Program Requirement](#) page for additional information.
  
- Use your Welcome Email and the included OSU ID number [to access your ONID](#) - your OSU Network Identifier. You will need your ONID to sign in to most platforms here at OSU, including:
  - [My.Oregonstate](#) Employee Portal (including information about pay, your student evaluation outcomes)
  - [Required critical training](#) (complete within 60 days of hire)
  - [Canvas](#) - learning management system
  - [Gmail, Google Drive, and Google Tools](#)
  
- Complete your [Required Critical Training](#), using your ONID, within the first 60 days of employment. **One of these important modules is FERPA training and must be completed in order to be set up as the instructor of record and to access your course on Canvas, our learning management system.** Timely completion will allow you earlier access to canvas. Access FERPA by:
  - Step 1: Once in the "Employee" section of [MyOregonState](#), select 'Resources'
  - Step 2: Select the 'Employment' tag
  - Step 3: Locate and select the appropriate link for "Faculty/Staff FERPA Training"
  - Step 4: You will be directed to a Qualtrics survey that may ask you to authenticate if you are not currently logged into DUO

- Attend OSU's New Employee Orientation. [Register here](#) for the next Zoom session (typically the first Wednesday of each month from 8:45 AM-12:15 PM).
- Once all these requirements are in place you should expect to receive your first paycheck after your first full month of employment. It is recommended you sign up for direct deposit as soon as you are hired. [Learn more about payroll here](#).
  - To sign up for direct deposit:
    - Go to [MyOregonstate](#) .Login with your ONID username and password (the first time you login your GAP is your birth date.)
    - *DUO*: [Two-step login](#): If you have already opted- in on Duo you will be prompted to authenticate here.
    - Select "Employee"
    - Then select "Direct Deposit" under *My Employment Details*
    - Enter your current bank routing number and account number and click "Submit" at the bottom of the page.
    - Read the Direct Deposit Agreement and click "I Agree"
- Dates of employment per term are listed below. The majority of contracts will run as noted below unless other arrangements have been made with you. Pay dates fall on the last day of each month. Please note that the 1<sup>st</sup> and last paycheck of a term are for half of a month of service. If you have questions about your pay, please contact [Sheri Lopez](#), Manager of Operations.
  - Fall Term 9/16 – 12/15
  - Winter Term 12/16 – 3/15
  - Spring Term 3/16 – 6/15
- You will be asked monthly to input your time/leave for review and approval by your supervisor. Sign into [MyOregonstate](#) to do this. More directions are available [here](#).
- Keys: If you will be working onsite at the Corvallis campus and would like access to workspace or copiers you will need to acquire an OSU ID card and request access from the [Sheri Lopez](#), Manager of Operations. Shared workspace is available in Furman Hall room 406. Copiers are located in suite 201 and 301.
- If working on campus you will need a parking permit. Information about parking permits is located on the [OSU transportation website](#).

## Other Helpful Employment Resources

- [Human Resources](#) - links to trainings, benefit information, other information
- [MyOregonstate](#) - online portal for accessing most tech resources
- [Canvas Tools and Contact Information](#) - online portal for accessing most tech resources
- [Office of Equal Opportunity & Access \(EOA\)](#) - The Office of Equal Opportunity and Access (EOA) is responsible for overseeing compliance with civil rights and affirmative action laws, regulations, and policies. EOA serves as the University's Title IX and Americans with Disabilities Act/Section 504 coordinating office
- [OSU Faculty Handbook](#)
- [Mandatory reporting requirements/Responsible Employee Policy](#) - you are a mandated reporter of sexual misconduct. Please read more and see the form for reporting at EOA's website

# Your Program Lead = Your Success

Your Program Lead will be your direct supervisor and will work closely with you to ensure you have access to information, resources, and guidelines to be successful in the classroom.

## You can expect to receive the following from your Program Lead:

- A copy of the syllabus for the course, including required format and details
- Instructions for ordering course textbooks and materials
- Your schedule and room location, if applicable
- Expectations for student feedback
- Expectations for office hours
- Expectations for grading and grading policies
- A mid-term check in with you
- Communication in the following term to review student evaluation feedback and to reflect on the overall teaching experience
- End of year evaluation

## Your Program Lead will expect the following from you:

- Check and respond to email from them on a daily basis during the school week
- A completed syllabus with all required elements emailed to them no later than the second week of the term
- Provide student feedback on a weekly basis
- Respond to student emails on a daily basis during the school week
- Release assignment grades on a weekly basis and ensure grades are caught up as students enter finals week
- Clear communication about any absences or canceled class sessions
- A mid-term check-in with students about their experiences in the course that will be provided to the Program Lead for discussion purposes

## Protocol for Addressing Issues

1. Should problems arise in relation to the guidelines and expectations above, your Lead will reach out to their supervisor and the Dean to discuss next steps.
2. Depending on the severity of the issue, addressing these issues may include, but are not limited to:
  - a. Including Human Resources in a Performance Improvement Plan
  - b. Dismissal

## Clear Communication

In your syllabus and with your Program Lead, provide the following:

- How do you prefer that students contact you? What is your general availability? (For example, do you prefer students email, call, or text? Is there a day(s) each week that you will be offline?)
- How quickly should your students expect a reply from you to a question posted on the discussion board?
- How quickly should students expect a reply to an email or private message?
- Within how many days should students expect to see grading and feedback on assignments?
- How often will you post class announcements in Canvas?

# Academic Resources & Information

- [Academic calendar](#) - including deadlines for adding, dropping, withdrawing from courses
- [Schedule of classes](#) - including class locations, catalog descriptions, enrollment
- [Canvas](#) - access, tutorials, best practices, and more
  - [Regular, free trainings available here](#) on a variety of topics
- [OSU Online Teaching Principles](#)
- [Accommodations for students with disabilities](#) - access training on alternative testing arrangements, making documents accessible, interpreters, and much more
- [Final exam schedules](#)
- [Grading and incomplete policies](#)
- [Faculty grade deadlines](#)
- [Entering grades online](#) - video tutorials
- [Student absences](#) - including bereavement, military leave, jury duty
- [Course evaluations](#) - guidelines for the Student Learning Experience Survey (SLEs), administered at the end of each term
  - If not required by your Program Lead, you should consider providing an additional opportunity for student feedback on the course in the mid-term. [See examples and suggestions here.](#)
- [Center for Teaching & Learning](#) - many free resources, workshops, and ideas to improve your teaching
- [Academic misconduct reporting and policies](#)
- [FERPA](#) - federal student privacy guidelines overview

# Helpful Student Resources

- [Academic Success Center](#) - provides support and services to help all students achieve their academic goals. ASC programs help students develop learning strategies and time management skills to excel in their coursework and stay on track to graduate.
- [Academics for Student Athletes](#) - provides academic and personal support to all student athletes at Oregon State University. We strive to create a collaborative environment with other campus departments that will help you achieve your potential for intellectual, social and personal development. Services include sport-specific academic counselors and priority class registration for student athletes, with guidance and advising from major department advisors as well as ASA academic counselors.
- [College Assistance Migrant Program \(CAMP\)](#) - is a federally-funded program designed to support students whose background includes migrant/seasonal agricultural work. The program provides financial and academic support to first-year students with the goal of preparing them for further success in college. CAMP works with faculty, student services and community-based agencies to improve educational opportunities.
- [Disability Access Services \(DAS\)](#) - facilitates access to university programs and services for students with disabilities through accommodations, education, consultation and advocacy. DAS provides support to all Oregon State University students, including on- and off-campus students and students at OSU-Cascades.
- [Writing Center](#) - offers four programs in support of Oregon State University student writing: The Undergrad Research & Writing Studio, The Graduate Writing Center, The Online Writing Suite and English Language Learning. Our peer writing tutors can help with all aspects of the writing process from brainstorming and organization to questions of grammar and usage.
- [Cultural Resource Centers](#) - connects students with resources, staff, and a peer network
- [Career Services](#) - connects students to professional development and career development resources
- [Counseling and Psychological Services \(CAPS\)](#) - is committed to improving students' lives through counseling, resources for managing stress and improving self-esteem, and mindfulness practices
- [Human Services Resource Center \(HSRC\)](#) - connects students in need with resources, information, and direct support including free textbooks, food support, free laundry, and federal and local benefits
- [Student Health](#) - offers a broad range of clinical and prevention services, including primary care services, wellness coaching and educational outreach

## Travel

In-state travel for supervision and teaching purposes must be pre-approved and accounted for in OSU's travel system, Concur.

→ [Check out these great videos and tutorials](#) for a step-by-step overview of all of these instructions below or [these step-by-step documents with screenshots](#).

**It is important that you check with your Lead to determine the appropriate Index codes for your travel purposes.**