NORTHERN MICHIGAN UNIVERSITY

NEW FACULTY
HANDBOOK
2022

New Faculty Handbook 2022

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NORTHERN MICHIGAN UNIVERSITY

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- ACADEMIC BUILDING
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DOWNTOWN MARQUETTE

PRESQUE ISLE

LAKE SUPERIOR

NMU Interim Strategic Plan

In February 2022, the NMU Board of Trustees directed that an interim strategic plan be created to help tell the story of who we are at NMU and to provide an on ramp for Northern's new president. The Institutional Effectiveness (IE) office has coordinated development of the plan. IE has conducted engagement sessions with faculty, staff and students and is coordinating steering committees that oversee the interim plan's five focus areas. Focus area steering committees have faculty and administrators leading as co-chairs and a range of faculty and staff participants.

Bedrock Elements

The plan is built upon NMU's previously-developed bedrock elements:

NMU Mission
Northern Michigan University's distinctive academic and career programs are nurtured by exceptional teaching and extensive opportunities for scholarship, creativity and engagement. Our supportive, connected community empowers students, graduates, faculty and staff to contribute to a diverse and sustainable world.

NMU Vision
Northern Michigan University promotes an active environment to foster strong minds and bodies, inspires innovation and inclusion through community engagement, and develops leaders capable of local and global impact.

Core Values
- Community
- Opportunity
- Rigor
- Environment
- Inclusion
- Connections
- Innovation

Focus Areas

The interim strategic plan identifies goals and strategies in five focus areas:

1. New Markets, New Supports
2. Diversity, Equity and Inclusion
3. Rural Roots
4. Environmental Sustainability
5. Emergency Focus Area, COVID-19 Response

More Information

Chair of the Board Stephen Young states that, "The NMU 2022 Interim Strategic Plan both positions Northern today for a healthy transition of leadership and sets us up for tomorrow as we look to remain strong for generations to come."

For more details, visit the Interim Strategic Plan web page (https://nmu.edu/president/strategic-plan).

NMU Organization

NMU is comprised of four main divisions with many offices operating within each division.

The **Academic Affairs Division** is administered by the Provost and Vice President for Academic Affairs. Academic Affairs has oversight of departments related to academic operations, student development, and admissions. Academic Affairs includes Global Campus, continuing education and workforce development, economic development and workforce initiatives. www.nmu.edu/academicaffairs

The NMU Foundation is an independent 501(c)3 organization and is managed by its Chief Executive Officer. The Foundation is the official gift processor and fundraiser for Northern Michigan University and ensures that all University fundraising and donor relations are conducted in a professional and effective manner, align with industry best practices and adhere to all regulatory standards. https://foundation.nmu.edu/

The **Finance and Administration Division** is managed by the Vice President for Finance and Administration. This division has oversight of all departments related to the business operations of the university, including those that involve financial functions, employment, buildings and facilities, and information technology at Northern. www.nmu.edu/finance

The **President's Division** falls under the direction of the university president and includes departments responsible for the university's strategic planning, fundraising and relationship development, and government relations. It also oversees the university's public safety, internal auditing, and athletic departments, as well as the equal opportunity office. www.nmu.edu/president

Teaching at NMU

The Center for Teaching and Learning (CTL) offers a wide range of teaching and learning professional development opportunities. Instructional technologists and the NMU Teaching and Learning Scholar are available in Harden Hall 106 to work with you individually to develop strategies and materials for your face-to-face or online classes.

The Teaching and Learning Advisory Council (TLAC), a standing committee of the Academic Senate, helps stimulate the creation of a campus culture that truly values, promotes, recognizes, and rewards excellence in teaching and learning. TLAC offers the opportunity to have a TLAC member visit your classroom and provide a confidential peer review of your teaching.

FAQs

Q: How do I get an EduCat site for my class?
A: NMU EduCat™ is our Moodle-based learning management system. EduCat sites are not created automatically. If you want one for your face-to-face class or your online class, you need to complete the EduCat Course Request Form (https://tinyurl.com/educatrequest). The Center for Teaching and Learning will create the course shell for you.

Q: What is active learning and why should I do it?
A: Think about active learning as the opposite of passive learning. There are many ways you can include active learning in your courses, but they all rely on the intentional engagement of students. Student-centered active learning techniques have resulted in improved student understanding and improved student retention in the general student population and in underrepresented minorities. The CTL can help you with the techniques that are best for your classes.

Q: How can I share material with my class and comply with copyright laws?
A: Electronic reserve material can be added through EduCat. Bring physical reserve items to the Library Public Services Desk. Reserve requests must be made each semester. Library staff manages copyright issues/fees for reserve material. For details, see https://lib.nmu.edu/services/course-reserves.

"Keep the bar high. If you make a space where students can grow and succeed they won't disappoint you."
- Professor Nancy Gold, Contingent Assistant Professor of English, 2019 *Excellence in Part-Time Teaching Award* Recipient

"I believe that creating a warm, safe, compassionate environment embedded in a foundation of high expectations is essential to effective online learning and teaching. This in part is created through responsive teaching, or adapting instruction based on individual student needs. Responsive online teaching can be demonstrated through course design, multiple opportunities for choice in accessing content and demonstrating learning, and meeting students where they are in the learning process."
- Dr. Abby Standerford, Associate Professor of Education, 2019 *Excellence in Online Teaching Award* Recipient

"Make connections across the university—with students, staff, and faculty. Connections unite us and can provide unexpected opportunities."
- Dr. Rebecca Ulland, Head of Languages, Literatures & International Studies, 2019 *Excellence in Faculty Leadership Award* Recipient

Q: What student information can I share?

A: The **Family Educational Rights and Privacy Act (FERPA)** is intended to protect the confidentiality of student records and to give students access to their records to assure the accuracy of their contents.

- *Posting grades publicly.* Student grades cannot be posted publicly either by the student's name, NMU IN, or social security number. The only way student grades can be posted publicly is if the student is given a temporary identifier which only applies to the current class they are enrolled in, is not tied in any way to their academic record, and is issued in a confidential manner.
- *Seeing graded assignments.* Students should not be able to see one another's assignments if there is any "personally identifiable" information on the assignment. For example, students going through a stack of graded assignments in search of their own is a violation of FERPA.
- *Sharing with parents.* Such things as progress in a course, deficiencies in a subject area, scores and grades on papers or exams, and missing work are all part of the student's educational record. You cannot share this information with a parent unless you have written authorization from the student to do so.
- *For more information* about FERPA see https://nmu.edu/registrar/ferpa

Q: Should I record class attendance?

A: The federal government requires that all Federal Pell Grant recipients must begin attendance in all of their courses to be eligible for the grant. Schools must document that the student began attendance in all classes.

Because of the Federal financial aid rules, the Registrar's Office will not allow faculty to record an F grade without the instructor noting the last date of attendance. This allows us to recalculate financial aid eligibility for those students who stop attending and earn an F grade because they did not withdraw from a course. It can also be helpful to know the attendance pattern if the student disputes a grade a semester after-the-fact.

You may use the **Educational Success Platform** to record daily attendance. You will receive a notice with instructions as to how to report prior to the 100% refund drop deadline (2nd Tuesday of the semester).

Students may also need to be officially excused from class for university-sponsored activities; refer to the policy on *Class Attendance* available through http://www.nmu.edu/policies.

Q: How do I submit final grades?

A: Final grades are submitted electronically using https://mynmu.nmu.edu. Dates for submitting grades are in the Academic Calendar. The Registrar's Office will provide instructions for posting grades using MyNMU.

Teaching Online

Learning management system – NMU uses EduCat, a Moodle-based system, for online courses (https://educat.nmu.edu). Complete the EduCat Course Request Form https://tinyurl.com/educatrequest) to have a course shell created for you. In future semesters, you will need to make EduCat requests, even for courses for which you already have shells, so that student rosters are loaded.

Support for faculty teaching online is available through the Center for Teaching and Learning, Global Campus, and the Extended Learning and Community Engagement (ELCE) Scholar(s). The CTL offers workshops and individual consultations regarding online learning in addition to providing other support for teaching and learning. The ELCE Scholars disseminate information about distance teaching and learning-related resources on campus, and promote collaboration and partnerships among faculty interested in distance teaching excellence.

Student preparation – Before participating in any online course, students are required to complete a self-paced, online tutorial module. The tutorial is available through EduCat.

Quality Matters – NMU subscribes to the Quality Matters Program (www.qualitymatters.org), which provides a continuous improvement peer review model for assuring the quality of online courses. The centerpiece of the program is the Quality Matters Rubric, a set of 8 general standards and 42 specific standards used to evaluate the design of online and blended courses. The rubric standards are based on best practices established through review of relevant research literature, the expertise of experienced practitioners and existing standard sets. Many departments already have at least one faculty member who has completed QM training. For additional information, contact the Center for Teaching and Learning or the ELCE Scholar(s).

Online Showcase – NMU's Teaching & Learning Scholar and the Extended Learning Scholar collaborated with faculty across campus to create a showcase of multiple online designs and teaching activities from several disciplines. We encourage you to review the resources for new ideas and inspiration. To access the showcase: https://tinyurl.com/educatshowcase (enroll by entering the code: nmufaculty).

Online Teaching Qualifications

Faculty and other instructors must be approved as "qualified" prior to teaching online. To be distance qualified, anyone teaching an online course must have completed required professional development on online teaching competencies in four general categories:

1. The NMU online teaching environment (e.g., methods for engaging students, instructor resources)
2. NMU learning management system basics
3. Managing and delivering online course content
4. Grading and evaluation

Faculty who are new to teaching online at NMU will complete a four-week online professional development course, **"Teaching Online @ NMU,"** delivered through NMU's learning management

system. It introduces techniques and tools for leading online courses at NMU, as well as related policies, processes, and resources. This course focuses on the delivering, not designing, of online courses.

Faculty who have previously taught online at NMU will complete a self-paced tutorial, **"Teaching Online @ NMU Overview,"** delivered through NMU's learning management system. Alternatively, faculty who have previously taught online at NMU may choose to take the course designed for new online faculty. With approval from Academic Affairs, faculty who have previously taught online elsewhere may be permitted to complete the self-paced tutorial instead of the four-week course. Alternative professional development may be approved by Academic Affairs.

Online Teaching Fellows

NMU Online Teaching Fellows is a professional development initiative sponsored by Extended Learning and Community Engagement and facilitated by the Center for Teaching and Learning. The goal of the initiative is to develop faculty expertise in the design, development, and delivery of online courses in order to build and enhance online programs. The initiative includes a series of intensive Teaching Fellows programs and has been offered in online and hybrid formats (https://www.nmu.edu/ctl/online-teaching-fellows-initiative).

For more information regarding Teaching Online @NMU, the Teaching Online @ NMU Overview, or the NMU Online Teaching Fellows Initiative, please contact the Center for Teaching and Learning at ctl@nmu.edu.

Distance Learning Expectations for Teaching

NMU uses the Quality Matters standards (https://www.qualitymatters.org) and Chickering and Gamson's (1987) "Seven Principles for Good Practice in Undergraduate Education" for a stepwise approach setting expectations for design and delivery of online classes.

Design	Delivery
The eight General Design Standards of the Quality Matters rubric are: 1. Course Overview and Introduction 2. Learning Objectives (Competencies) 3. Assessment and Measurement 4. Instructional Materials 5. Course Activities and Learner Interaction 6. Course Technology 7. Learner Support 8. Accessibility and Usability	The Seven Delivery Principles are: 1. Encourages contact between students and faculty; 2. Develops reciprocity and cooperation among students; 3. Encourages active learning; 4. Gives prompt feedback; 5. Emphasizes time on task; 6. Communicates high expectations, and 7. Respects diverse talents and ways of learning. Chickering, A. & Gamson, Z. (1987). Seven principles for good practice in undergraduate education. *AAHE Bulletin (39)*7.

The Course Review begins as early as Entry Level standards (meets contractual obligations and guarantees that the course is not a correspondence course) that scaffold to bronze, silver, gold (which meets the 23 3-point Quality Matter Specific Review Standards), and platinum (meets all of the QM Specific Review Standards). Each level adds Quality Matters standards and increases communication between the instructor and student. We are moving toward all courses meeting the gold level; ultimately at the platinum level, the course would meet all design and delivery standards.

We are in the process of moving from Phase 1, using the Entry Level Course Design Assessment Rubric, to Phase 2, Minimum Standards.

For more detail about the process please either watch the video and presentation material from Drs. Christi Edge, Liz Monske, and Steve VandenAvond, which is located at the following website: https://www.nmu.edu/online/online-course-review.

Technology on Campus

Notebook computers for students – Full-time students are issued notebook computers as part of tuition and fees; part-time students can opt into the notebook computer program.

Notebook computers for faculty – Faculty, including adjuncts teaching at least three credit hours, are issued notebook computers. Computers are distributed in Harden Hall just prior to fall semester and at Technology Support Services during all other times. Adjunct/contingent faculty members teaching fewer than three credit hours should consult with their department head regarding access to a notebook computer.

Network – On campus, use Wi-Fi or an orange data jack to connect to the Internet and the NMU network. Off campus, you may be able to connect to the Internet and NMU's network through NMU LTE (www.nmu.edu/lte).

Software – For a list of the software available for your NMU-issued computer, see the Software Management system at http://notebook.nmu.edu/software. Software can be installed at the Technology Support Services. You can also request software be installed for your students during class time. If you or your students need software not on your list, contact the Dean of Library and Instructional Support.

Audio Visual Services
(906) 227-2913
classrooms@nmu.edu
111A Harden Hall
http://www.nmu.edu/classrooms

Technology Support Services
(906) 227-2468
helpdesk@nmu.edu
116 Harden Hall
www.nmu.edu/helpdesk

Center for Teaching and Learning
(906) 227-2483
ctl@nmu.edu
106 Harden Hall
www.nmu.edu/ctl

Academic Software
http://notebook.nmu.edu/software

Request additional software
Leslie Warren
Dean, Library and Instructional Support
(906) 227-2117
lwarren@nmu.edu

The Center for Teaching and Learning supports incorporating technology into teaching and learning in face-to-face and online classes, in addition to providing other support for teaching and learning. The CTL assists faculty with creating audiovisual productions in NMU's Studio 102, where they can also explore emerging technologies such as Virtual Reality. Contact the CTL at 227-2483 or ctl@nmu.edu. (www.nmu.edu/ctl)

Studio 102 is a space for online media production. This recording space is set up as a quiet place for faculty to record content for online courses and explore virtual reality tools. Lighting, sound, and two lightboard options have been designed for excellent recording capabilities. A lightboard is a glass board that is internally lit and recorded through so that instructors can write on it while making 'eye contact' with their audience. Studio 102 is located in 102 Harden Hall, next to the Center for Teaching and Learning.

Audio Visual Services provides classroom technology support for installed AV systems, such as projectors and sound systems. Specialized and portable equipment is also available for checkout and delivery to classrooms. See http://www.nmu.edu/classrooms for an index of media equipment located in each classroom, to reserve specialized equipment, or to schedule assistance.

Virtual reality is available for you and your students to use. You can explore the technology, incorporate it into teaching and learning, and may be able to create customized content. Contact the Center for Teaching and Learning or Olson Library for more information.

NMU EduCat™ (https://educat.nmu.edu) – NMU's learning management system, powered by Moodle, allows you to provide interactive exercises and online, static resources for your students. The Center for Teaching and Learning can help you learn and use NMU EduCat™.
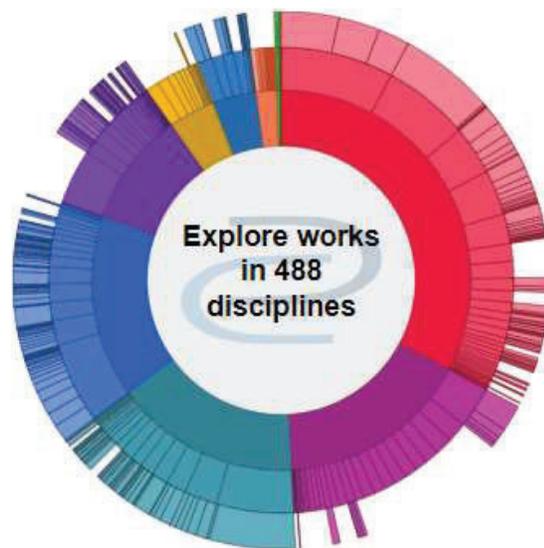
EduCat sites are not created or activated automatically. If you are teaching an online course or want to use EduCat for your face-to-face class, you need to complete the EduCat Course Request Form (https://tinyurl.com/educatrequest). After they are created, you will always have access to your EduCat sites so that you can edit them at your convenience. You will need to make EduCat requests each semester that you want to use it so that student rosters are loaded.

Lydia M. Olson Library (https://lib.nmu.edu) provides a host of services and resources, including instruction specifically tailored for your assignments, in person or embedded in through EduCat. Olson Library can provide material beyond our own collection through Interlibrary Loan and our state-wide shared service (MeLCat).

The Commons – The Library supports The Commons, a digital repository of research and scholarly output selected and deposited by the individual university departments and centers on campus. The Commons includes NMU Master's theses (https://commons.nmu.edu/)

Copyright and Reserves – Library staff assists faculty in placing hard copy and electronic material on reserve, making it available to your entire class. Copyright fees and issues are managed by library staff. (https://lib.nmu.edu/services/course-reserves)

E-mail – NMU conducts most official business electronically so be sure to check your official e-mail account. NMU email accounts can be accessed at http://gmail.nmu.edu. Students are also expected to use their NMU network ID for electronic communications. You can also get e-mail lists for your students constructed from your class roster by request at http://myweb.nmu.edu/faculty. We discourage you from using non-NMU e-mail addresses to communicate with students.

G Suite: For more information about NMU G Suite go to http://it.nmu.edu.

Additional systems to know

Banner	Software system used by NMU to manage business functions, including student registration, employee leave reports, class rosters and posting grades (https://mynmu.nmu.edu)
Cisco AnyConnect	Software to access NMU's virtual private network (VPN). Use to secure your wireless connection or to access some NMU resources when working outside the NMU network. A VPN encrypts the information to and from your computer to a server on campus and also simulates an on-campus connection. (https://it.nmu.edu/docs/install-cisco-anyconnect-vpn-client-macos)
Concur	Online system for settling travel or office purchases. Available through MyNMU.
EAN	NMU's Educational Access Network providing high-speed educational broadband and educational opportunities in the Upper Peninsula
MyNMU	Web portal to access many NMU web applications and online services, capable of recognizing you as a student, faculty, or staff member and presenting you with links to resources relevant to your academic pursuits or job functions. (https://mynmu.nmu.edu)
Educational Success Platform	Educational Success Platform retention software facilitates meaningful communication among students, faculty, and staff. It provides an easy interface for students to reach out for assistance, for faculty to provide feedback to students, and for all users to actively engage in a student's opportunities for success.

Liaisons

Center for Teaching & Learning
CTL staff members are coupled with NMU departments based upon their areas of specialty and past experience. CTL staff members act as the liaison or "point" person for that department with regard to CTL services and initiatives, including pedagogical and technical support.

See https://www.nmu.edu/ctl/department-liaisons for contact information for your departmental liaison.

Lydia M. Olson Library
Library and Instructional Support faculty are available to help you select new material for the library, answer questions about library polices and services, provide instruction to courses within the disciplines, and assist students.

See https://lib.nmu.edu/help/meet-with-a-librarian to learn more about the librarian/archivist assigned to your discipline.

Scholarship & Research

The NMU community values the scholarship and research activities of faculty and students. Many faculty work collaboratively with undergraduate or graduate students, resulting in highly productive discovery and learning opportunities. Support for research activities is coordinated through Academic Affairs by the Grants and Contracts Office in conjunction with your own academic department.

Professional development funds are available to full-time faculty who are members of the AAUP or NMUFA bargaining units via contractual agreement. Support funds may also be provided to contingent/adjunct faculty and graduate teaching assistants. Consult your department.

Internal grants are available to support research, scholarship, and creative works. Internal grants and the application deadlines can be found at the Grants and Contracts web site at https://nmu.edu/sponsoredprograms/.

External grants are encouraged and support is available to help identify and prepare grant applications. The Grants and Contracts Office coordinates this support, including funding searches, proposal development and award management. Watch for their workshop series and connect with staff for thorough support.

The Commons is NMU's institutional repository that brings together all of the university's research, with an aim to preserve and provide access to our intellectual outpouring. Faculty members are encouraged to deposit published articles, conference papers, presentations, etc. into the Commons. More information can be found at http://commons.nmu.edu. For assistance, please contact your library liaison.

Many policies govern research and scholarship activities, including these: http://www.nmu.edu/policies

- Uniform Proposal Submission
- Intellectual Property and Invention Disclosure
- Copyright
- Use of Human Subjects
- Use of Animal Subjects
- Chemical Hygiene Plan

"Don't be afraid to broaden your horizons. Continue to work on the scholarship that landed you the position, but also establish new lines of scholarship/research. I have found success using multiple (complementary) methodological approaches--some simple and some more complex."
- Dr. Joshua Carlson, Assistant Professor of Psychological Science, 2017 *Excellence in Teaching Award* Recipient

"Integrate your research and your teaching whenever possible. Try out new ideas in class, assign texts you need to read for your scholarly work, develop and attend discipline-specific presentations on teaching."
- Dr. Lesley Larkin, Associate Professor, English, 2020 *Distinguished Faculty Award* Recipient

"Scholarship at NMU can be even more productive and successful if you maintain your connections with the wider research community. This includes maintaining long-term professional contacts with your mentors and former colleagues who can be an important resource throughout your career."
- Dr. Neil Cumberlidge, Professor of Biology, *Excellence in Scholarship Award* Recipient, 2007, 2016.

Service

"NMU offers many opportunities to serve on committees at the departmental, college, and university levels. Try to serve on at least two committees; shared governance is our responsibility and our right."
- Dr. Kia Jane Richmond, Professor of English & Director, English Education, 2013-14 *Excellence in Teaching Award* Recipient

"Avoid chairing committees early in your career. Ease into it, despite the flattery that will accompany others' attempts to get you to take on duties.
- Dr. Derek Anderson, Professor of Education, 2014-15 *Excellence in Scholarship Award* Recipient

Advising at NMU

Guiding NMU students from the day they arrive on campus to the day they leave with their degrees is truly a team effort.

- All new full-time, first-time freshman students are advised by a professional adviser in the **Academic and Career Advisement Center (ACAC)** for their first year at NMU.

  In addition to course scheduling and advising issues, ACAC advisers also work with these students in the first year to explore career and major options, assist with study skills and strategies, and provide referrals to campus resources.

  Even though the ACAC advises freshmen in the first year, academic departments may make efforts to contact these students through classes in the major, direct mailings, invitations to department clubs and events, etc. The ACAC will assist by providing updated lists by major upon request.

  The ACAC is in the C.B. Hedgcock Student Service Center. Please call 227-2971 for more information or review the web site at http://www.nmu.edu/acac.

- Each department has an **Embedded Success Specialist** who advises department majors beginning with the second year and continuing through graduation. These professional advisors are knowledgeable about General Education graduation requirements, program requirements and completion paths of their departments' majors, and various academic and nonacademic supports from which their students may benefit. They have offices located near the department(s) with which they work, facilitating easy availability for their advisees and regular collaboration with faculty in their department(s). The official transition from ACAC advising to

Embedded Success Specialist advising generally occurs at the end of the winter semester.

- Though "traditional" (some might say "bureaucratic") advising duties like scheduling have shifted to professional advisors, **faculty** play a critical role in mentoring students outside of the classroom: helping them understand career paths in their fields, suggesting extracurricular opportunities that may enhance their learning experience, helping them network with colleagues in their disciplines, and more.

This approach to advising is still relatively new at NMU. The shift towards professional, dedicated advising began in the fall of 2015, and fall 2022 will be the first semester that all departments have an Embedded Success Specialist. So far the returns are promising, with evident increases in both retention (3rd and 5th semesters) and aggregate GPA.

Educational Innovation at NMU

SISU: The Innovation Institute at NMU is an institute for transformational education encouraging the cultivation of ideas leading to relevant and sustainable university services and academic programs. As an internal hub for innovation, SISU provides a welcoming and inclusive space for members of the NMU community to bring or generate, collaborate, and develop ideas for academic programs and services. Using the design thinking process, SISU helps guide proposed solutions to gain insights and refine ideas. By fostering new and innovative programs and services, NMU aspires to boldly enter into the future of higher education.

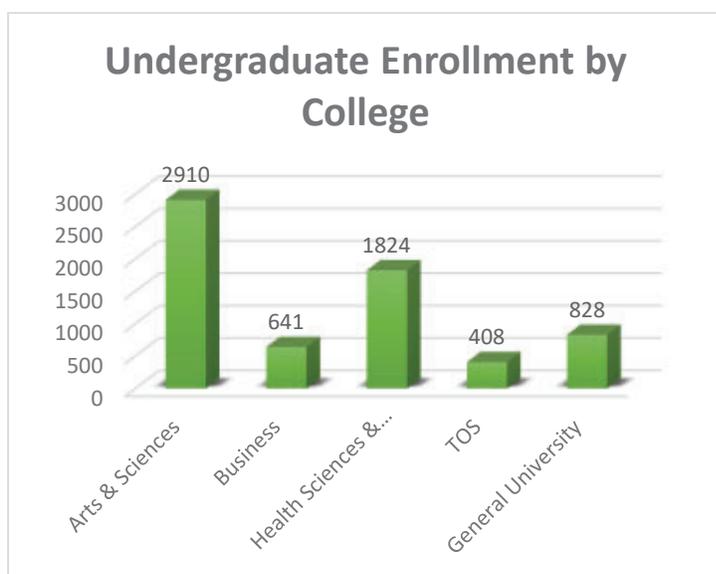SISU: The Innovation Institute is located at 111D Harden Hall.

NMU Student Profile

All figures are from Fall 2021

	MALE	FEMALE	AVERAGE AGE
UNDERGRADUATE	2,736	3,875	22.2
GRADUATE	192	411	34.3

NEW FRESHMEN

Number	1,491
Age	18.3
Average ACT composite	21.3
Average high school GPA	3.33
Average credit hour load	15.2

Undergraduate Enrollment by College

College	Enrollment
Arts & Sciences	2910
Business	641
Health Sciences &…	1824
TOS	408
General University	828

"Whenever I consider adopting new technology in the classroom, I have to ask myself if the learning benefits it provides are worth the overhead of installation, setup, and time spent teaching students how to use it. I have found its best to use a few key tools and use them well."
- Dr. Jim Marquardson, Assistant Professor of Business, 2019 *Technology Innovation Award* Recipient

"Take time to enjoy and support our NMU community. Make time to take a fun class, mentor through SLFP, attend plays, concerts, and senior project presentations, and attend your student-athletes games (they will love your support!). Seeing what our campus provides students reinvigorates me to be a better educator and makes me proud to be a wildcat!"
- Professor Loganne Glendening, Assistant Professor, College of Technology & Occupational Sciences, 2019 *Excellence in Teaching Award* Recipient
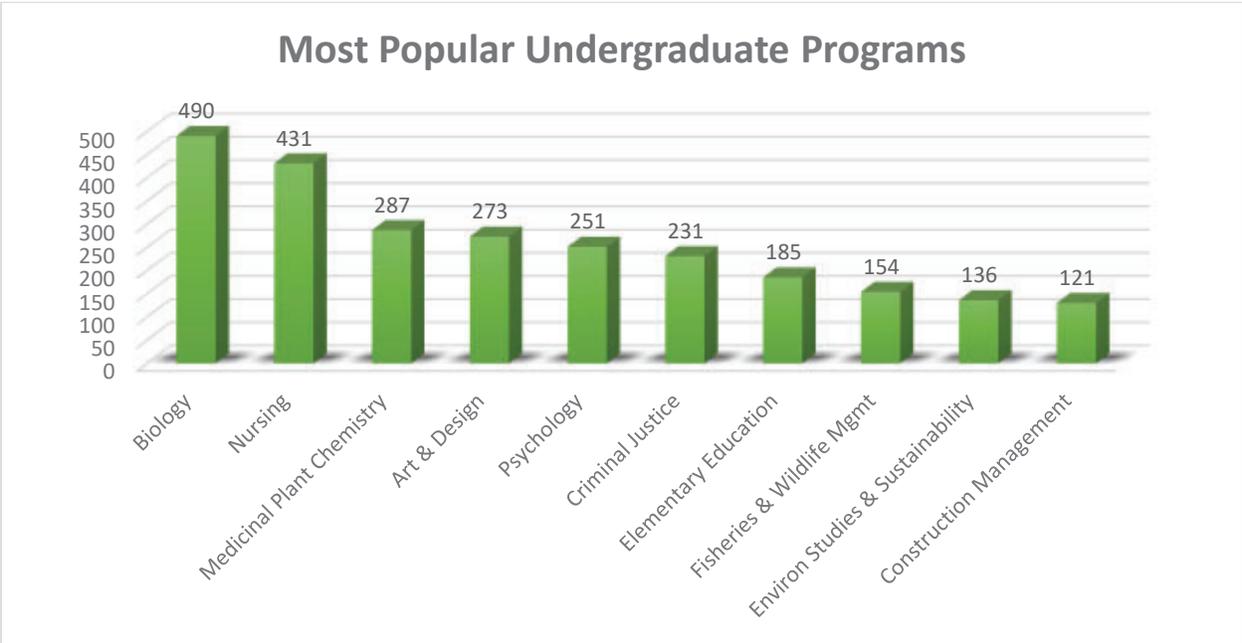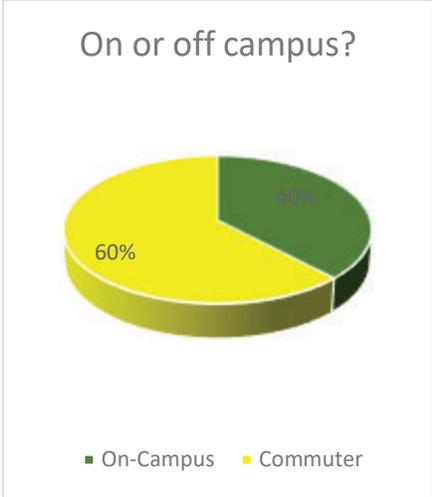
87.5%
of undergrads are enrolled full-time

58.8%
of graduate students are part of the Global Campus

210
are veterans

Where do our students come from?

State/Region	Count
Lower Peninsula	2896
Upper Peninsula	2589
Wisconsin	562
Illinois	406
Minnesota	186
Other U.S. States	547
Non U.S.	85

On or off campus?

- On-Campus: 40%
- Commuter: 60%

Most Popular Undergraduate Programs

Program	Count
Biology	490
Nursing	431
Medicinal Plant Chemistry	287
Art & Design	273
Psychology	251
Criminal Justice	231
Elementary Education	185
Fisheries & Wildlife Mgmt	154
Environ Studies & Sustainability	136
Construction Management	121

UNDERGRADUATE ENROLLMENT BY TYPE OF DEGREE

Nondegree Concurrent	81
Nondegree High School	13
Nondegree Middle College	33
Nondegree Undergraduate	173
Certificate/Diploma	114
Associate	702
Baccalaureate	5,495

UNDERGRADUATES BY RACE

African American	123
Asian	47
White	5,601
Hispanic/Latino	266
American Indian	88
International	66
Pacific Islander	3
Two or More Races	262
Unknown	155

Safety, Emergencies, and Accidents

Blue Light Emergency Phones are in parking lots and other exterior locations in tall blue columns illuminated with a blue light. They connect directly to Public Safety.

Police/Fire/Ambulance Emergency
On-campus: Dial 911
Off-campus: Dial 911

Non-Emergency
NMU Police (dispatch): (906) 227-2151
Inclement Weather: (906) 227-BRRR (2777)

Classroom and Laboratory Safety – If a medical emergency exists, call 911. Non-emergency accidents must be reported to your department head and an accident report form should be filed. Make sure you and your students have proper equipment appropriate for the activity. Safety training is mandatory for students taking specified laboratory classes.

Declared Emergencies – NMU has procedures to follow in the event of a declared emergency. Register your cell phone number with Public Safety to receive emergency text notices. Review the Emergency Guidelines at www.nmu.edu/publicsafety.

Fire – Dial 911 and if within a university building, pull the fire alarm. Emergency assistance will be dispatched immediately. Fire Alarm Evacuation Procedures are at www.nmu.edu/publicsafety.

Medical or Safety Emergencies – Dial 911. As with all calls to the 911 system, remain calm, provide your location and the nature of the emergency.

Policies – Several policies (http://www.nmu.edu/policies) offer guidance for safety and emergency situations and include:

- Chemical Hygiene Plan
- Bloodborne Pathogens Exposure and Control
- Hazardous Materials Management

Safety Training resources, including an active shooter response video, are available through the Employee Services tab on MyNMU (https://mynmu.nmu.edu).

Reporting an Accident – The Safety Department must be immediately notified of all personal injury accidents involving faculty, staff, students, or visitors resulting in injuries requiring treatment other than self-administered first aid. The injured individual must notify his or her supervisor, responsible faculty member, or the Safety Department. A University Incident Report must be prepared within twenty-four (24) hours of the injury. The report can be submitted online through the Employee Services tab on MyNMU (https://mynmu.nmu.edu). Note: A personal injury accident is an accident other than a motor vehicle accident. Motor vehicle accidents involving injuries are required by the Motor Vehicle Code to be reported; contact Public Safety.

What NOT To Answer – If anyone (parent, spouse, roommate, etc.) contacts you saying there is an emergency and requests the schedule or whereabouts of a student, do not divulge the information. Refer the caller to Public Safety.

Human Resources

Human Resources is the source for basic policies and procedures governing employment at NMU. If you're not sure where to go or who to ask, the Human Resources web pages are a great place to start. The Human Resources web page (http://nmu.edu/hr) also has a link to University Policies and Procedures at the bottom of their home page. Just click on NMU's Policy and Procedure Database.

In addition, your *New Employee Orientation* found in your PageUp employee portal will help you get started. Visit https://nmuemployees.pageuppeople.com/. You must log-in to the orientation using your NMU network ID and password (same as used for e-mail). Click on the **Onboarding (New Hires Only)** link.

Once you've accessed the onboarding portal, you will be able to view assigned tasks to best orient you to campus and you will be able to access videos and key resources.

The orientation tasks address:
- Benefits enrollment
- ID cards
- Computer and telephone set-up
- Parking passes
- Inclement weather policy and alerts
- Required training

Within the Onboarding portal you'll also find information on:
- Benefits
- Payroll Information
- Training
- Faculty and Staff Recognition
- University Policies, College Bylaws, and Non-Represented Handbook
- Union Collective Bargaining Agreements
- NMU Calendars
- Key communication materials, such as Northern Today and Campus Connect

Acronyms

AAPC	Admission and Academic Policies Committee (Academic Senate committee)
AAUP	American Association of University Professors, one of two collective bargaining units representing faculty at NMU
ACAC	Academic and Career Advisement Center *(Pronounced ack-ack)*
ADH	Academic Department Head
AQIP	An outdated acronym. NMU used to follow the Academic Quality Improvement Program for accreditation by the Higher Learning Commission. We now follow HLC's Open Pathway, which is focused on quality assurance and institutional improvement
ASL	Academic Service Learning
ASNMU	Associated Students of Northern Michigan University, the student government association
BOT	Board of Trustees
CAC	College Advisory Committee
CAMS	Communication and Media Studies department
CAS	College of Arts and Sciences
CEC	Committee on Elections and Committees (Academic Senate committee)
CHSPS	College of Health Sciences and Professional Studies
CIS	Computer Information Systems
CJ	Criminal Justice
CNAS	Center for Native American Studies
COB	College of Business
COI	Committee on Internationalization (Academic Senate committee)
CTL	Center for Teaching and Learning

CUP	Committee on Undergraduate Programs (Academic Senate committee)
DSO	Dean of Students Office
EAN	Educational Access Network
EAP	Employee Assistance Program. Provides confidential mental health and wellness tools and services to eligible employees.
EEGS	Earth, Environmental and Geographical Sciences Department
ELCE	Extended Learning and Community Engagement
EPC	Education Policy Committee (Committee created in the AAUP agreement)
ET	Engineering Technology
ETRPC	Educational Technology Resources and Policy Committee (Academic Senate committee)
FERPA	Family Educational Rights and Privacy Act, a federal law the protects the privacy of student education records
FGC	Faculty Grants Committee (Academic Senate committee)
FYE/FYP	First Year Experience/First Year Programs
GEC	General Education Committee (Academic Senate committee)
GPC	Graduate Programs Committee (Academic Senate committee)
HBC	Honors Board (Academic Senate committee)
HHP	Health and Human Performance
HLC	Higher Learning Commission, the regional institutional accrediting body that accredits NMU
IACUC	Institutional Animal Care and Use Committee, reviews NMU's program of animal care and use to ensure animal health and well-being
IRB	Institutional Review Board, established to assure protection of the rights and welfare of human research subjects
LDES	Library Distance Education Services, provides information resources and research support to students enrolled in distance education courses

LISAC	Library and Instructional Support Advisory Committee (Academic Senate committee)
LRC	An outdated acronym for the building that includes Olson Library. What is now Elizabeth and Edgar Harden Hall used to be known as the Harden Learning Resource Center
Math/CS	Math and Computer Science
MERC	An outdated acronym. What is now the Student Equity & Engagement Center used to be named the Multicultural Education & Resource Center *(Pronounced merk)*
MTA	Michigan Transfer Agreement, facilitates the transfer of general education requirements from Michigan community colleges
NMUFA	Northern Michigan University Faculty Association, one of two collective bargaining units representing faculty at NMU
NMU IN	This is your NMU Identification Number. We do not use social security numbers as identification numbers for faculty, staff, or students
PEIF	Physical Education and Instructional Facility, the recreational sports facility *(Pronounced peef)*
PVPAA	Provost and Vice President for Academic Affairs
QM	Quality Matters, a quality assurance system for reviewing online courses
SEEC	Student Equity & Engagement Center
SPBAC	Strategic Planning and Budget Advisory Committee (http://www.nmu.edu/president/strategic-planning-and-advisory-committee)
SELPS	School of Education, Leadership and Public Service
SISU	Not an acronym, but looks like one. Refers to "SISU: The Innovation Institute at NMU." *Sisu* is a Finnish word that, roughly translated, means "pressing onward in the face of adversity."
TLAC	Teaching and Learning Advisory Council (Academic Senate committee)
TLC	Teaching, Learning, and Communication, the initiative that provides students with mobile computers and software, promotes communication and enables quality support
TOS	Technology and Occupational Science
UC	An outdated acronym. What is now the Northern Center used to be named the University Center
UNITED	Uniting Neighbors in the Experience of Diversity, an annual conference

VPN	Virtual Private Network, used when off campus to connect to NMU resources that allow access only through the NMU network. A VPN encrypts the information to and from your computer to a server on campus and also simulates an on-campus connection. NMU uses the Cisco AnyConnect software to connect to its VPN	

Important Contacts

Policy, Fire or Medical Emergencies: Dial 911
Inclement Weather: 906-227-BRRR (2777)
University Operator: 906-227-1000
Web directories: http://www.nmu.edu/atozsearch and http://www.nmu.edu/directories

Office	Common reasons to contact	Location	Contact (906-227-xxxx)
Academic Affairs	Faculty employment issues; release time; faculty award programs	610 Cohodas	2920
Academic and Career Advisement Center (ACAC)	Tools, forms & information to support student advising; Coordinates Academic Support Services and tutoring services	3302.1 Hedgcock	2971 (Hedgcock) acac@nmu.edu
Academic Senate	Advises and makes recommendations to the vice president for Academic Affairs on matters of faculty-wide concern, including academic policy	402 Cohodas	1602
American Association of University Professors (AAUP)	Collective bargaining agent for faculty of the University	402 Cohodas	1602
Audio Visual Services	Provides classroom technology support for installed AV systems. Specialized and portable equipment is also available for checkout and delivery to classrooms	111A Harden Hall	2290 av@nmu.edu
Center for Teaching & Learning *(Instructional Design & Technology)*	Support for teaching and the scholarship of teaching & learning; Support for NMU EduCat™ and online learning	112 Harden Hall	2483 ctl@nmu.edu
Counseling & Consultation Services	Personal counseling to help students cope with problems that affect academic and overall participation in the university community	3405 Hedgcock	2980 CCS@nmu.edu
Dean of Students Office	Maintains a campus environment conducive to recruitment, retention, personal development, & success of students. Addresses disruptive & inappropriate behavior	2001 Hedgcock	1700 dso@nmu.edu

Office	Common reasons to contact	Location	Contact (906-227-xxxx)
Disability Services	Classroom and testing accommodations for students with disabilities; Assists in communication with students with disabilities	2001 Hedgcock	1700 disserv@nmu.edu
Equal Opportunity	Point of contact for issues related to diversity, equity, inclusion, equal opportunity, and Title IX	105 Cohodas	2420 Janet Koski jakoski@nmu.edu
First Year Experience	Information regarding learning community initiative required of all first-time, full-time students	3302.1 Hedgcock	2971 fye@nmu.edu
Graduate Education & Research	Graduate faculty status applications; Compliance with regulations related to ethics in research (IRB and IACUC); Graduate student admissions and graduation requirements; Registration for undergraduate courses taken by faculty or other post-baccalaureate students	401 Cohodas	2300 graduate@nmu.edu
Grants & Contracts	Support for internal and external funds for research and other sponsored activities and managing awards	2609.5D West Science	2456 grants@nmu.edu
Health Center	Services similar to a family doctor; Clinic, on-site pharmacy and lab services	Gries Hall-Ground Floor	2355
HelpDesk	*See Technology Support Services*		
Human Resources	Benefits, employment, payroll, and other personnel issues	105 Cohodas	2330 hr@nmu.edu
International Education Services	Support for international students; Support for international travel and faculty-led study abroad; Global Engagement Database	203 Cohodas	2510 ies@nmu.edu goabroad@nmu.edu
Library & Instructional Support	Online and print resources; instruction, interlibrary loan, reserves, reference and consultation services; Department liaisons; authorization for and ordering of software for academic use	Harden Hall, 2nd Floor	2260 info@nmu.edu CircStaff@nmu.edu software@nmu.edu
Northstar EAP	Short-term, solution-based virtual or in-person mental health counseling supports a wide range of emotional and behavioral issues		northstar.eapintake.com or call 906-225-3145
Parking Services	Vehicle registration; Visitor and guest parking	100 Services Building	1476 parking@nmu.edu
Physical Education and Instructional Facility (PEIF)	Recreation sports facilities, including pool, outdoor recreation equipment rental (skis, kayaks, etc.), fitness classes & trainers	126 PEIF	2519 (main phone) 2110 (PEIF info desk) recsport@nmu.edu

Office	Common reasons to contact	Location	Contact (906-227-xxxx)
Public Safety & Police Services	24/7 emergency assistance as well as coordinated fire, safety and crime prevention services; includes workplace safety; bicycle registration; campus locksmith; hazardous material reports and disposal; NMU incident report forms	100 Services Building	Dispatch: 2151 **Emergency: 911**
Registrar's Office	Oversees management of student records, course registration and scheduling, degree evaluations and transcripts	2202 Hedgcock	2258 records@nmu.edu
Student Equity & Engagement Center	Partners with students, faculty, staff and alumni to build a safe learning community where cultural diversity is highly valued, differences are respected and people from all cultures and backgrounds flourish	3001 Hedgcock	1554
Student Support Services	Support program that assists first-generation, low-income students and students with disabilities	2101.9 Hedgcock	1550 sss@nmu.edu
Technology Support Services *(formerly the HelpDesk and Micro Repair)*	Supports NMU network connections, network services, and NMU issued computers and software	116 Harden Hall	2468 helpdesk@nmu.edu
Telecom	Telephone and voice mail services; Network connectivity	208 Cohodas	1995 Telecom@nmu.edu
TESS	This confidential service is available 24/7 to support your mental health needs. This chat enabled service offers coaching, strategies and techniques to help you manage stress. This on demand tool is a great supplement for mental health counseling or when you just need someone to connect with in real-time.		TEXT "Hi" to (906)208-4204
Veteran Student Services	Help student veterans get support and take advantage of all benefits available to them	2101D Hedgcock	1402 veterans@nmu.edu

Notes