FACULTY RESOURCES AT-A-GLANCE

This document is designed to provide faculty with access to important resources at CWU. The links and information are organized by department. Contact the listed person in each department for more information to have questions answered.

Faculty Relations

Faculty Relations provides assistance to faculty and academic leadership for faculty labor relations, faculty performance evaluations, Faculty180, and many other areas. Please explore the following resources, and if you have questions or need assistance, reach out to Charlene Andrews, Faculty Relations Coordinator, at (509) 963-1271 or charlene.andrews@cwu.edu.

All Resources are available on the Faculty Relations website.
https://www.cwu.edu/about/offices/provost/faculty-relations.php

Human Resources

HR administers benefits, payroll and other programs that cover the entire life span of your employment. They are located on the 1st Floor of Mitchell Hall.

Email: hr@cwu.edu or call (509) 963-1202.

HR Required Trainings | Due within the first 30 days of employment

To access all the required courses:

- Log in to your MyCWU account
- Click on the Learning tab
- Navigate to the course search bar
- Search for the course by typing in "required" and clicking on >>
- Once you locate the course, click on launch to open it

Required Training	Frequency
1. Faculty Onboarding	Upon start of position
2. Understanding FERPA	Annually
3. Treating People with Dignity and Respect	Every three years
4. Emergency Preparedness	Every two years
5. Ethics in Public Service	Every three years

6. Diversity, Equity and Inclusion in the Workplace	Every two years – [Launch DEI in the Workplace]

If working on your required training from a home computer, you will need to use VPN/Global protect. Contact IS Help Desk by phone at (509)963-2001 for more information.

CWU Brand Resources
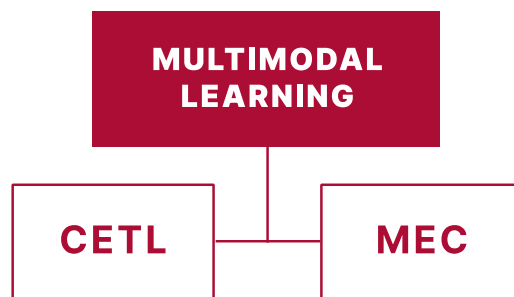
- [Email signature and logo]
- [Letterhead template]

Office Of The Registrar

[Faculty Resources from the Registrar's Office]

- [FERPA training]
- [Faculty Quick Start Guide (PDF)]
- [Adding Class Permissions & Grade Posting (PDF)]
- [Grade Entry Guide (PDF)]
- [Course Modalities Guide (PDF)]
- [How to Read an AR Report (PDF)]
- [Graduation 101 (PDF)]
- [eSubs Processing & Tracking (PDF)]
- [Waitlist (PDF)]

Multimodal Learning

Multimodal Learning is the overall unit that provides faculty support and resources around teaching and learning. Multimodal Learning provides faculty with instructional technology and design opportunities. It also is home of the faculty-led Center for Excellence in Teaching and Learning (CETL) as well as the Multimodal Education Center (MEC).

The Center for Excellence in Teaching & Learning (CETL) focuses on faculty professional development around teaching and learning continuation, tenure, and promotion. Excellent teaching is required for continuation, promotion, and tenure, so learning hot to employ high impact teaching practices and culturally responsive instruction effectively and efficiently is essential. CETL faculty work together to build community, use evidence-based practices, and create transformative student learning experiences.

The Multimodal Education Center (MEC) provides short-term equipment check-out for students and other CWU community members. Additionally, the MEC partners with faculty who want to explore introducing emerging technologies into their teaching, research, and scholarship. For example, the MEC consults on the use of Virtual Reality (VR) in education, understanding and using generative artificial intelligence (e.g. ChatGPT), and Active Learning/Hybrid pedagogy in our Tech-Flex Classrooms in Samuelson. The MEC also assists faculty and student with digital production technologies such as animation, 3D scanning and modeling, and podcasting, while supporting audio/video recording and editing in the MEC Multimedia Studios. Lastly, the director of the MEC works closely with faculty in understanding their role and responsibilities in developing accessible learning materials and promotes the integration of Universal Design for learning in a variety of pedagogical strategies.

Instructional Technology and Design

Learning Management System: Canvas
CWU uses Canvas for the Learning Management System.

- Canvas login https://canvas.cwu.edu

How Canvas Courses are Created: Canvas courses with student enrollments, are automatically populated 4 weeks before the beginning of each term, based on what is in MyCWU. Canvas is updated every morning. If you are added as the instructor of record to a course today, it will appear in Canvas tomorrow. If you do not see your course on Canvas, check your Faculty Center in MyCWU to confirm the course is there. If the course is not showing in MyCWU, contact the department admin about being listed as instructor of record.

If you would like a DESIGN course, not used for teaching but to build course content prior to the term, you can request one from Multimodal Learning.

Canvas Course Request Forms

Submit a course request from for the following types of courses:

- Request a Canvas DESIGN course
- Request to have Canvas courses cross-listed
- Request to separate auto-combined course sections
- Request an independent study, practicum, or research course
  (Courses that end in 90, 92)

CWU Instructor Resource Course (Requires Canvas login) – This course will provide guides on all instructional technology available at CWU.

Faculty One-On-One Instructional Design Consultation: Faculty can book 30-minutes instructional design consultations with one of the Multimodal Learning Team Members. Choose from the following categories: Instructional Design, Canvas Technologies, Digital Accessibility, Virtual Reality in Education, Active Learning/Adaptive Learning, or Panopto/Kaltura or other instructional video questions.

Faculty Development Opportunities

- Center for Excellence in Teaching and Learning
- Faculty Workshops
- Faculty Learning Communities
- Faculty Grants & Stipends
- Faculty Certifications

Technical Support

If you are unable to login into any CWU online services (MyCWU, Canvas, Office365, etc.), please contact the CWU CWU helpdesk for assistance. Note: if you can log into all CWU online services EXCEPT Canvas, please make sure. You have been assigned your course in MyCWU Faculty Center.

Canvas Support: Canvas Technical Support 24/7 Toll Free Phone Support: Login to Canvas and click the Help button for the support hotline. Email Canvas Support: support@instructure.com.

Multimedia Assistance: For any assistance or support regarding instructional multimedia (video editing, recording studio, etc.) please contact mec@cwu.edu.