



WAYNE STATE
Office of the Provost

Part Time Faculty Onboarding Guide

The Provost's Office of Faculty Affairs and Development created this onboarding guide for all part-time faculty (PTFs) at Wayne State University. Please take a moment to review the resources available to you across campus. If you have any questions or recommendations, [please contact our office](#).

Getting Started at WSU

[OneCard & Parking Office](#)

OneCard Information

The OneCard is your key to services on-campus. As a multipurpose identification card, it provides part-time faculty access to campus services. Cardholders can add money to their account, turning their OneCard into a campus-wide debit card. The card can be used for parking, door access, printing services, on-campus food and bookstore purchases as well as off-campus Grubhub purchases. Your OneCard will also act as your library card for all campus libraries. [Learn more about your OneCard](#).

Most PTFs will obtain their OneCard during their new employee orientation process. Employees will need to [upload their photo](#) online as a part of this process. They can then make arrangements to either [pick up their card](#) at the Welcome Center or get it mailed to their home address. There is no charge for an employee's initial OneCard but replacement fees apply.

Those who do not attend new employee orientation, or who need their OneCard before their orientation date, should email a copy of their offer letter, to onecard@wayne.edu. The offer letter must include the 9-digit banner ID and access ID of the employee, as well as the person's title, and department. It must also include the person's length of service if they are part-time.

[Parking Information](#)

[WSU Policy states](#), "The appointing school/college or equivalent unit shall provide each part-time faculty with a parking card, paid for by the unit, that includes parking for a number of days that approximates the number of days of classroom teaching, examination administration, and any other mandatory duties that correspond to the responsibilities set forth in the letter of appointment. This provision does not apply to part-time faculty members whose sole duties and responsibilities are fulfilled at University extension centers or other off-campus locations."

Once the PTF has obtained their OneCard, the department is responsible for loading parking funds to their accounts. The hiring unit will need to calculate the number of days each PTF member will be on-campus by the daily parking rate. When the department has generated the IRB, the hiring unit will [forward it to the parking office](#). The hiring unit reserves the right to determine the type of parking they will provide.

[Transportation alternatives](#)

Wayne State is located in Detroit's vibrant Midtown neighborhood. There are many options for getting to, from, and around campus, including DDOT and SMART buses, the QLine streetcar, MoGo (bike share), Zipcar, and more.



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Wayne State subsidizes 4-hour Dart and annual MoGo passes for all part- and full-time students and employees, allowing them to ride DDOT and SMART buses, the QLine streetcar, and MoGo bikes for free!

- [Purchase free Dart passes](#)
- [Sign up for a free MoGo pass](#)

[Payroll Information](#)

Wayne State's Payroll Office provides prompt and accurate payments to all employees in compliance with state, federal, and city regulations as well as university policies. It is highly recommended that new part-time faculty [immediately setup direct deposit](#), as the payroll office no longer offers paper checks. Please take a moment to visit their website to learn more about [payroll deductions](#), [pay calendars for PTFs](#), and their [frequently asked questions](#).

[Library Privileges](#) (UPTF Collective Bargaining Agreement; Article VII.G)

Part-time faculty are afforded extended borrowing privileges and will be permitted to check out circulating library materials from the date of checkout to the end of the current semester. PTFs shall have inter-library loan privileges in accordance with normal library procedures through the circulation desk. They may also request materials needed for their courses be placed on reserve for the term. Employees will need to request these privileges from the circulation desk attendant in accordance with normal library procedures. PTFs may submit a request for library acquisitions through the normal procedures in the department and/or college. **Employees will have borrowing privileges for 3 (three) semesters after they have taught their last class.**

[Computing & Information Technology \(C&IT\)](#)

Set up your e-mail, change your personal information, view class lists, and learn more about the resources available to you from Computing & Information Technology (C&IT). [Visit their website for additional information](#).

[Microsoft Office](#)

Per the UPTF collective bargaining agreement, "*The Employee will have a license for Microsoft 365 for one year after the end of the lass class taught.*" (Article VII.K)

Find full download and installation instructions [here](#).

[Union of Part-Time Faculty \(UPTF-AFT, Local 477\)](#)

The Union of Part-Time Faculty (UPTF) represents all part-time faculty and instructional assistants. Employees can elect to become a Dues-paying member, pay Fair Share Fees, or choose not to pay dues. [More information on becoming a member](#) can be found on the [UPTF's website](#).

Part-time faculty receive various benefits and rights under the UPTF collective bargaining agreement. [Please take a moment to review the contract](#) for information on compensation, promotions, tuition assistance, and more.



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Additional Resources

- [Campus Calendar](#)
- [Campus Map](#)
- [Human Resources](#)

Teaching at WSU

[Canvas](#)

[Canvas](#) is a Learning Management System (LMS) that simplifies the organizational aspects that are part of teaching. Using Canvas in your course effectively engages students no matter where they are and supports learning beyond the classroom.

Canvas is your virtual teaching assistant - if you know how to train it! Canvas can help you improve your course by increasing transparency to students and saving you time through:

- logical organization of course materials through modules and pages
- assessment management and grade calculation tools
- various communication channels

We have [provided you with some information](#) on commonly used navigation items in Canvas. We hope you find these resources useful and helpful!

[Office of the Registrar – Faculty and Staff Resources](#)

The Office of the Registrar is responsible for handling student records, course registration, grades, as well as other essential functions for the University. Their website can help PTF with the various policies in place for approving course withdrawals, changing a grade, and entering final grades. Please take a moment to review the relevant information for your courses.

[Early Academic Assessment/MidTerm Grading](#)

Early Academic Assessment (EAA) is one of the tools used by Wayne State University to assist our undergraduate students' academic success and therefore to help the university retain its students. **Beginning the third week but no later than the end of the seventh week of each fall and winter semester EAA grades must be entered for ALL students enrolled in 3999 level (and lower) courses.** This assessment should provide students with feedback regarding their academic performance and can provide a meaningful opportunity for intervention. Students who are performing at a C- or below will receive a notification by e-mail.

[Final Grades & How to Enter Final Grades](#)

[Office for Teaching & Learning \(OTL\)](#)

The [Office for Teaching and Learning \(OTL\)](#) is here to support all members of the WSU teaching and learning community. To help you get started, we offer one-on-one consultations tailored to meet your needs. Be it course design, syllabus construction, engaging students online, teaching strategies, or using instructional technologies, our team of experienced faculty development consultants offers practical insight and information that will benefit your students' learning experiences.



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I invite you to take advantage of the OTL consultations even before you arrive on campus. We're available to meet via phone or web conference (MS Teams & Zoom) and offer seminars and events throughout the summer. Complete [this form to schedule an appointment](#). Please [visit our website](#) to view all offerings and to register for workshops. You can also access 24/7 resources and materials for teaching and learning by self-enrolling in the [OTL Virtual Resource Hub](#).

Additional Resources

- [Canvas Information and Resources](#)
- [Getting Started with Facilities](#)
- [Student Evaluation of Teaching \(SET\)](#)
- [Wayne State's Syllabus Guidelines](#)
- Dean of Student's Office - [Student Conduct, Support and Intervention](#)