

## 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.

### Human Resources

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

Email: [hr@cwu.edu](mailto: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
<b>1. Faculty Onboarding</b>	Upon start of position
<b>2. Understanding FERPA</b>	Annually
<b>3. Preventing Harassment and Discrimination for Non-Supervisors</b>	Every three years
<b>4. Emergency Preparedness</b>	Every two years
<b>5. Ethics in Public Service</b>	Every three years
<b>6. Diversity, Equity, and Inclusion in the Workplace</b>	Every two years

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.

## Faculty Relations

Faculty Relations aids faculty and academic leadership with 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](mailto:charlene.andrews@cwu.edu).

All Resources are available on the [Faculty Relations website](https://www.cwu.edu/about/offices/provost/faculty-relations.php).  
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## Office Of the Registrar

### Faculty Resources from the Registrar's Office

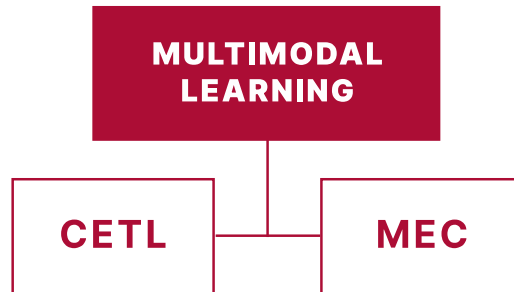
- [FERPA training](#)
  - [Faculty Quick Start Guide \(PDF\)](#)
  - [Adding Class Permissions & Grade Posting \(PDF\)](#)
  - [Grade Entry Guide \(PDF\)](#)
  - [Course Modalities Guide \(PDF\)](#)
  - [How to Read an AR Report \(PDF\)](#)
  - [Graduation 101 \(PDF\)](#)
  - [eSubs Processing & Tracking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

- [Email signature and logo](#)
- [Letterhead template](#)

## 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 has the faculty-led Center for Excellence in Teaching and Learning (CETL) and 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 how 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 students 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.

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## Instructional Technology and Design

### Learning Management System: Canvas

CWU uses Canvas for the Learning Management System.

- [Canvas login](https://canvas.cwu.edu) <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 form 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, 94, 00)

[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-minute 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](#)
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## Technical Support

If you are unable to login into any CWU online services (MyCWU, Canvas, Office365, etc.), please contact the [CWU Service Desk](#) 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](mailto:support@instructure.com). CWU Staff Muneeb Mobashar [Muneeb.mobashar@cwu.edu](mailto:Muneeb.mobashar@cwu.edu)

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