New Faculty Orientation

Dr. Tamara Floyd Smith
Professor of Chemical Engineering
Assistant Provost

August 17, 2017
About Me: Tamara Floyd-Smith, Ph.D. P.E.

• General
  – Assistant Provost since April 2015
  – 15th year at Tuskegee University, Professor of Chemical Engineering
  – TU undergrad, MIT grad
  – Alabama native, married w. 2 children, ages 10 and 4

• Teaching
  – Undergraduate (all levels) and graduate (600 level)
  – Have never taught summer school or online “officially”

• Research
  – $2.6M as TU PI
  – Supervised 3 M.S., 2 Ph.D. and more than 30 undergraduate researchers
  – 20+ peer reviewed journal publications including education and outreach

• Service
  – Advising coordinator for COE
  – Faculty Senate Academic Affairs Chair
  – 2008 QEP Development Committee

Source: http://tastethehappy.net/wp-content/uploads/2013/06/About-Me-Banner.jpg
Outline

- Tripartite mission
- Overview of invited speakers
- Academic calendar review
- Final grades
- Additional teaching Information
- Information technology
- Faculty Handbook
- Regional Accreditation
- University Forms
- Words of wisdom
- Announcements

Image source: https://www.wsfcs.k12.nc.us/cms/lib/NC01001395/Centricity/Domain/926/Pictures/course_outline2.jpg
**Tripartite Mission**

- **Teaching and advising**
  - Instructing courses
  - Reporting for accrediting bodies
  - Advising students

- **Research, scholarship and creative activity**

- **Service**
  - Departmental
  - College/School
  - University
    - Faculty Senate
    - Ad hoc committees
  - Professional
  - Community Outreach
Invited Speakers Overview

• **Teaching/Advising**
  – IT Infrastructure: Jenell Sargent
  – T-CAEIL: Sherry King
  – ODEOL: Jacquelyn McArthur
  – ADA and Counseling: Ardelia Lunn
  – Library Services: Juanita Roberts
  – Advising: Elaine Bromfield

• **Research**
  – Office of Sponsored Programs: Danette Hall
  – Title III: Jeanette Moss-Smith

• **Service**
  – Global Initiatives: Rhonda Collier
  – Faculty Senate: Sheena Harris
  – Student Engagement Initiatives: Sheena Harris

Academic Calendar Review

• Start/end dates driven by accreditation requirements
• Midterm and final grades
• Convocation requirements
• Career fair
• Fall break
• Homecoming
  – No classes after noon on Friday
• Spring term – faculty return to work
• Spring break
• Easter break
• Vacation time

*Source: https://s-media-cache-ak0.pinimg.com/564x/d2/45/35/d24535ca9450f2e8d8f836d3b220da23.jpg
Final Grades

- Penalty in faculty handbook
- Graduating senior grades in spring and summer
- Grade change data
  - 143 since May 2016
  - < 1% error rate
  - 82 data entry or instructor error
  - 22 accepted late work
  - 142 of 143 were increasing the grade

Reporting of Grades
Faculty members are required to report final grades to the office of their respective deans as required by the Registrar. It is extremely important for faculty to meet the deadlines so that the Registrar may make the various reports in a timely fashion. Failure to report grades on time will result in a financial penalty of up to $300 per day for each day that grades are late. Faculty members are required to report all grades in accordance with the instructions released by the Registrar, including mid-semester grades and graduating senior grades.

(Faculty Handbook, Page 69)
Additional Teaching Information

• Adoption of Course Materials
  – Every semester
  – Faculty responsibility
  – Ideally ~3 months before term begins
  – 2016 AUC Training
    • Online adoptions preferred
    • Students suffer when adoptions are not submitted
    • An adoption is needed even when **NO MATERIALS** are required for the course

• Minimum Class Size
  – 10 for summer session
  – 15 for fall and spring

• Classes begin 10 minutes after the hour and end on the hour

Aerial View of Campus
Information Technology

• Systems
  – DataTel/TigerWeb: administrative information system
  – Blackboard: learning management system (Blackboard, Canvas, Moodle…)
  – Starfish: record attendance (FEDERAL COMPLIANCE!)

• Training
  – Historically, Blackboard training is continuously available
  – Historically, DataTel/TigerWeb training is less frequent

• Do you have logins to the three systems?
• Do you have questions about either of the three systems?
Faculty Handbook

• Tenure and promotion
  – Know your current status: tenure track OR non-tenure track
  – If tenure track, note the end of your probationary period
  – 1st year, 3rd year and post tenure reviews

• Academic freedom

• Grievances
  – Most issues other than compensation or administrative
    • Termination
    • Administrator violation of Faculty Handbook

• Summer salary
  – No faculty member is entitled to summer salary.

[Link to Download Faculty Handbook](https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Academics/Faculty-Handbook.pdf)
Vacation

Members of the faculty, except heads of administrative offices, receive vacation days as follows:

1. Christmas and spring holidays are indicated in the University calendar
2. Established holidays of the University as stated in the University calendar

There are no additional vacation days for faculty members employed on academic year contracts.

Faculty Handbook, Page 60

Sick Leave

All faculty members appointed on a full-time basis are entitled to sick leave during the fiscal year; a faculty member must be under contract in order to be eligible for sick leave pay. Sick leave is earned at the rate of one working day per month and accumulates up to a total of 75 working days. An employee will be required to furnish satisfactory proof of sickness or disability.

Sick leave is granted only when an employee is unable to render service because of sickness or disability. Sick leave is defined to mean the absence of an employee from work for one of the following reasons:

1. Because of an illness or injury which has incapacitated the employee from performing duties
2. An appointment with the physician, dentist, or optometrist

Credit for sick leave accumulates during an employee’s leave of absence with pay.

Employees who transfer from one department to another take with them the balance of unused sick leave.

In case of serious and prolonged illness of a faculty member beyond the sick leave to which an employee is entitled, a recommendation may be made by the dean/unit head to the President for consideration. UNUSED SICK LEAVE WILL NOT BE COMPENSATED.

The Family Medical Leave Act (FMLA) supersedes this policy.

Faculty Handbook, Pages 60-61
The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. (Definition of credit hours)

**Standard**: Minimum of 3 hours of work per week for 15 weeks per credit hour

**Fulfilment**
1. Sufficient lecture days in the academic calendar.
2. Sufficient work outside of lectures and exams required by the instructor.
**University Forms: PAF**

- **PAF = Personnel Action Form**
- **Required for official employee action**
  - Summer hire
  - Leave of absence
  - Pay adjustment

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**PERSONNEL ACTION FORM**

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**STATUS COMMENTS**

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<th>POSITION BUDGET NUMBER</th>
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**APPROVALS**

| 1. Supervisors/Dean/President | Date |
| 2. General Office (Associate Dean/Assistant Vice President) | Date |
| 3. Grants Manager (For Restricted Funds Only) | Date |

**NOTE:** Please obtain approvals in the order noted, as applicable. The approval process steps of the personnel action request is not approved by the Budget Officer prior to submission to the Office of Human Resources.
- Used for reimbursements.
- Historically used to pay student stipends.
University Forms: Requisition

- Requisition
  - Formalizes a request to purchase
  - Initiates a purchase order
  - Institutional Vouchers (IV) used in some cases
    - University services
    - Office Depot*
    - McQuick Printing*

*Historically
Words of Wisdom

• Make sure that Blackboard grade posts are complete.
• Read the *Faculty Handbook, Academic Rules and Regulations for Undergraduates*, and area-specific guidelines.
• **Protocol:** Department Head, Dean, Provost then President
• Should receive a request to evaluate this session