Overview of Faculty Resources and Requirements

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October 19, 2021
Outline

• Tripartite mission
• Overview of all topics
• Academic calendar review
• Final grades
• Additional teaching information
• Information technology
• Faculty Handbook/Tenure and Promotion
• Academic Regulations and Procedures for Undergraduates
• Regional Accreditation
• University forms
• Words of wisdom
Tripartite Mission

Teaching and advising
• Instructing courses
• Reporting for accrediting bodies
• Advising students

Research, scholarship and/or creative activity

Service
• Departmental
• College/School
• University
  • Faculty Senate
  • Ad hoc committees
• Professional
• Community Outreach
Past, Current and Future Topics Overview

Teaching/Advising
- Blackboard LMS: Sonsauhray Price (8/10)
- REACH Student Support: TBD
- ODEOL: Dr. John Nworie
- ADA and Counseling: Ardelia Lunn (TODAY)
- Library Services: Juanita Roberts
- Student Records and Success: Dr. Elaine Bromfield (TODAY)
- Course Material Adoptions: TBD
- Navigate: Edna Woodson

Research
- Office of Sponsored Programs: TBD
- Title III: Genece Blackmon

Service
- Global Initiatives: Dr. Rhonda Collier (TODAY)
- Faculty Senate: Dr. John Tilghman (TODAY)
- Student Engagement Initiatives: TBD

General
- Title IX: TBD
- Evaluation, Tenure & Promotion: (TODAY)
- Academic Regulations & Procedures for Undergraduates: (TODAY)
- Colleague & TigerWeb: TBD
- Regional Accreditation: TBD
Academic Calendar Review

Midterm and final grades
Convocations
Career fair
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
Grade change data
  • 143 May 2016 to June 2017
  • < 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 58)
Additional Teaching Information

Adoption of Course Materials
• Every semester
• Faculty responsibility
• Ideally ~3 months before term begins
• 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 on the hour and end 10 minutes before the hour

Aerial View of Campus
Information Technology

Systems

• Colleague/TigerWeb: administrative information system
  • Input grades (TigerWeb)
  • Print class roster (TigerWeb or Colleague)
  • Register students (Colleague)
  • Email students (TigerWeb)
• Blackboard: learning management system (Blackboard, Canvas, D2L…)

Training

• Historically, Blackboard training is continuously available with the Blackboard Administrator, Sonsauhray Price.
• Historically, Colleague/TigerWeb training is less frequent. There is a video uploaded in the Blackboard Faculty Fundamentals Course for Colleague. It should be in your current courses in Blackboard. If you don’t find it on the list, please contact the Blackboard administrator, Sonsauhray Price (soprice@tuskegee.edu) so that she can add you to the course.
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
• Dossier preparation

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%20Senate/FacultyHandbook-Blackline-version-effective-spring-2020-final-edited-05.28.20.pdf
Faculty Handbook: Vacation

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
Faculty Handbook: 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 may be accumulated up to a maximum of 75 working days. An employee will be REQUIRED to furnish notice to their supervisor and satisfactory proof of illness, injury or disability any time sick leave is taken. This notice requirement applies without regard to whether the faculty member has arranged for coverage of his/her [classes]. … 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, or
2. Because of an appointment with the physician, dentist, or optometrist.

… UNUSED SICK LEAVE WILL NOT BE COMPENSATED.

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

Faculty Handbook, Pages 33-34
The normal faculty appointment is for an academic year, defined as August 15th to May 15th of the following year. A faculty member on a contract based on the academic year will receive his/her first paycheck on the first working day in September and the last paycheck on the first working day in June.
### Faculty Handbook: First Year Review Important Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Faculty member under tenure-track appointment submits first-year review report and supporting documents to the department head</td>
<td>By the end of the second week of October of second year</td>
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<tr>
<td>The department head prepares the report and submits to the dean. The dean reviews and makes a written recommendation to the Provost.</td>
<td>By the end of the first week of November</td>
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<tr>
<td>The dean and department head meet with the faculty member to receive feedback on his/her report and guidance on professional development plan</td>
<td>By the end of the third week of November</td>
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<tr>
<td>The faculty member submits a professional development plan to the department head for approval.</td>
<td>By the end of the second week of January</td>
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<tr>
<td>The department head provides feedback/approval of the professional development plan.</td>
<td>By the end of the fourth week of January</td>
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Academic Regulations and Procedures for Undergraduates

Regulations regarding grades – Page 17
Good standing, probation, suspension and dismissal – Page 23
Appeal of academic decisions – Page 25
Academic honesty – Page 26
Honors – Page 27

https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Academics/academic-rules-regulations.pdf
Regional Accreditation

• The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is our regional accreditor
• Regional accreditation principles govern many aspects of higher education.
• Most institutions of higher education are accredited by a regional accreditor.
University Forms: PAF

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

[Link to webpage](https://www.tuskegee.edu/discover-tu/human-resources/employee-forms)
University Forms: Requisition

- Formalizes a request to purchase
- Initiates a purchase order
University Forms: Intra-Institutional Voucher (IV)

- University services
- McQuick Printing*

*Historically
University Forms: Check Request
• Used for reimbursements.
• Do not engage in unauthorized circumvention of the purchase order process.
University Forms: Leave Request Form
- Sick Leave for Faculty
- Official Travel for TU

https://www.tuskegee.edu/discover-tu/human-resources/employee-forms
University Forms: Travel Request Form
• Official Travel paid for by TU

https://www.tuskegee.edu/discover-tu/human-resources/employee-forms
Important Topics: Relevant Links

Teaching/Advising
• REACH Student Support: https://www.tuskegee.edu/institutional-effectiveness/reach
• Office of Distance Education and Online Learning (ODEOL): http://elearning.tuskegee.edu/
• Library Services: https://tusk.ent.sirsi.net/client/en_US/home
• Course Material Adoptions: See weekly email for Spring 2022 deadlines.
• Title IX: https://www.tuskegee.edu/student-life/title-ix

Research
• Office of Sponsored Programs: https://www.tuskegee.edu/research-innovation
• Title III: https://www.tuskegee.edu/resources/title-iii

Service
• Global Initiatives: https://www.tuskegee.edu/tugo
• Faculty Senate: https://www.tuskegee.edu/academics/faculty-senate
• Student Engagement Initiatives: https://www.tuskegee.edu/student-engagement-initiatives
Words of Wisdom

• Make sure that Blackboard grade posts are complete.
• Read the Faculty Handbook, Academic Regulations and Procedures for Undergraduates, the Graduate Handbook and area-specific guidelines.
• **Protocol**: Department Head, Dean, Provost then President

https://www.tuskegee.edu/Content/Uploads/Tuskegee/Files/GraduateHandbook2021kp.pdf