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Overview of Faculty Resources and Requirements

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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





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Tripartite Mission

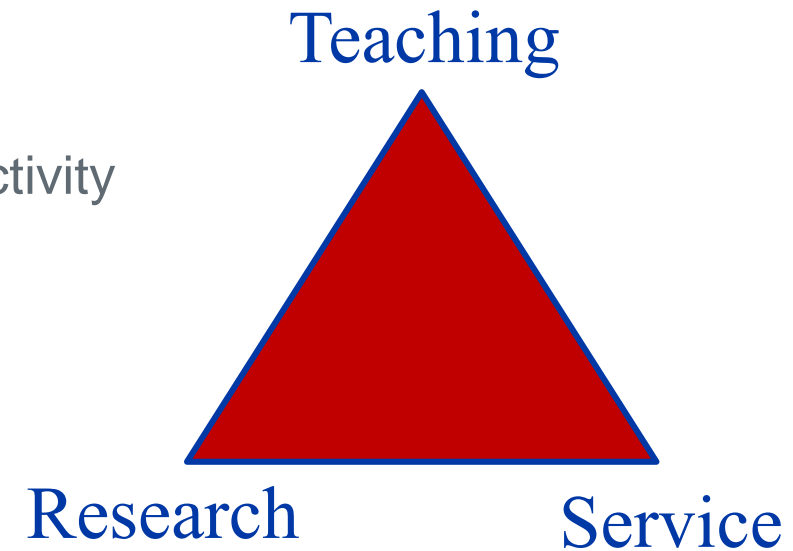
Teaching and advising

- 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





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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
- 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



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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



Faculty Regalia for Convocation*

*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)



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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



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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.



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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

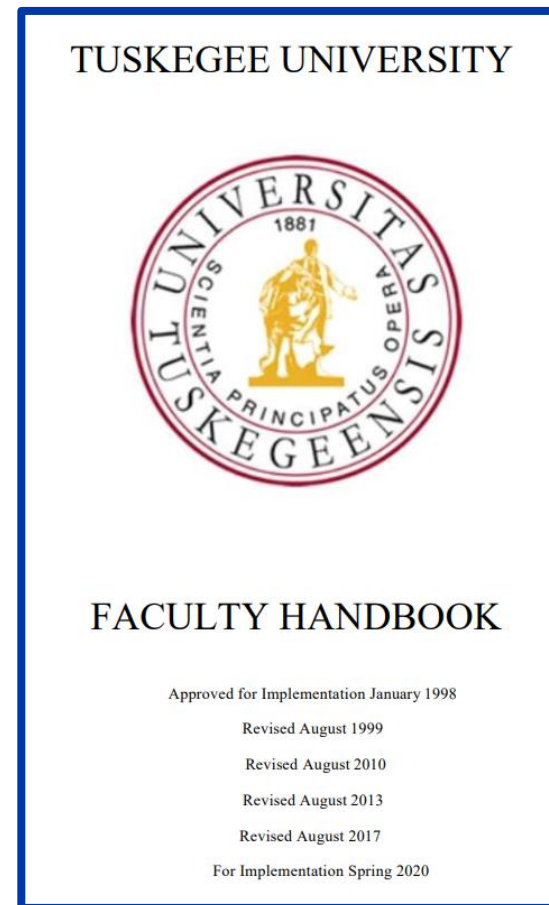
Academic freedom

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>



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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, Page 33



Image Source: http://vacationidea.com/pix/img25Hy8R/travel/august_vacation_travel_t5.jpg



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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



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Faculty Handbook: Salaries and Compensation

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

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



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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>



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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.



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PERSONNEL ACTION FORM									
DATE:		DEPARTMENT NAME (type in the space below)							
EMPLOYEE ID #: (Do not use SSN)									
PERSONNEL ACTION FOR:	FACULTY <input type="checkbox"/>	ADJUNCT FACULTY <input type="checkbox"/>	<input type="checkbox"/> TENURED <input type="checkbox"/> TENURED TRACK <input type="checkbox"/> NON_TENURE	STAFF <input type="checkbox"/>	INTERIM STAFF <input type="checkbox"/>	STUDENT <input type="checkbox"/>	<i>Failure to include necessary information or justification may delay processing.</i>		
EMPLOYEE NAME: Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>		LAST		FIRST		MIDDLE	DATE OF BIRTH		
ACTION: <input type="checkbox"/>		01 – Initial Employment 02 – LOA with Pay 03 – LOA without Pay 04 – Return from LOA 05 – Separation/Termination 06 – Resignation/Retirement		07 – Promotion 08 – Job Reclassify 09 – Demotion 10 – Job Assignment Change 11 – Transfer 12 – Additional Duties/Pay		13 – Renewal 14 – Data Change/Correction 15 – Rehire 16 – GL # Change 17 – Pay Adjustment 18 – Other			
SUMMER <input type="checkbox"/> ANNUAL <input type="checkbox"/>		Regular <input type="checkbox"/> Temp <input type="checkbox"/>		Full Time <input type="checkbox"/> 37.5 Hours <input type="checkbox"/> 40 Hours <input type="checkbox"/> Exempt <input type="checkbox"/>		Part Time <input type="checkbox"/> Other <input type="checkbox"/> Non-Exempt <input type="checkbox"/>			
COMMENTS:									
POSITION TITLE:				PAYOUT SCHEDULE (FACULTY): <input type="checkbox"/> 10 MONTHS <input type="checkbox"/> 12 MONTHS					
START DATE:	END DATE:	ANNUAL PAY RATE	SUMMER PAY RATE	PAY CYCLE: <input type="checkbox"/> MONTHLY <input type="checkbox"/> BI-WEEKLY					
GL ACCOUNT NUMBER (& Line No.):	MONTHLY RATE:	HOURLY RATE:	PERCENT:	START DATE:	END DATE:				
1									
2									
3									
4									
5									
6									
APPROVALS:									
1. Department Head/Director		Date		3. Grant Manager (Grants Only)		Date			
2. Dean/Vice President		Date		4. Provost (for Faculty Only)		Date			
3. Budget Officer		Date		5. Office of Human Resources		Date			
3. Financial Aid (Work-Study Only)		Date		6. President		Date			

NOTE: Please obtain approvals in the order noted, as applicable. The approval process stops if the personnel action request is not approved by the Budget Officer prior to submission to the Office of Human Resources.

Document Control

Office of Human Resources (OHR) - Revised 03.30.20

University Forms: PAF

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

<https://www.tuskegee.edu/discover-tu/human-resources/employee-forms>



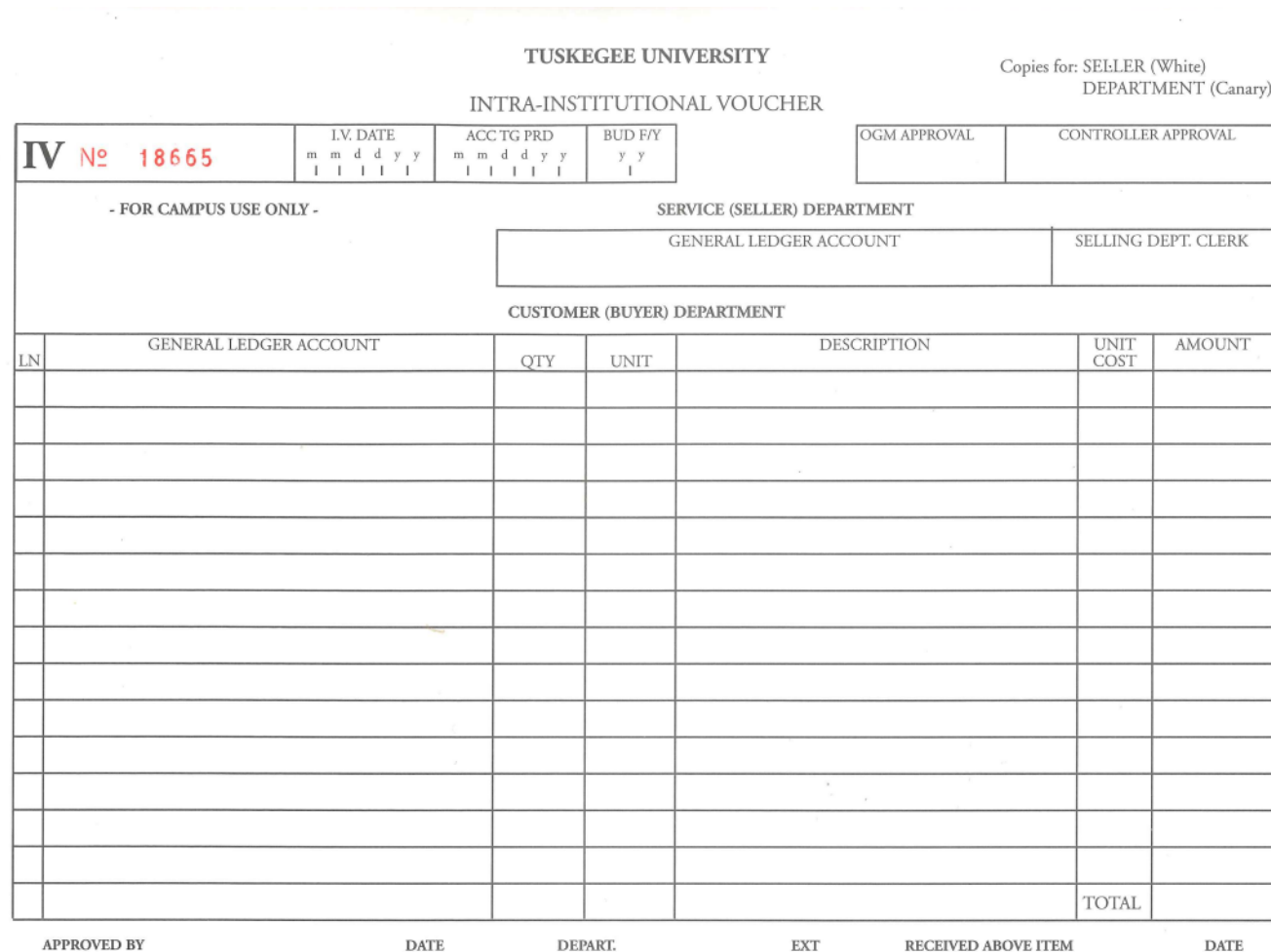
№ 85261

NO.	FUND	AREA	ORG.	OBJECT	SUB. ORG.
ROOM	ATTN:			PHONE	

[illegible]

THIS FORM TO BE PREPARED IN TRIPLICATE. ORIGINAL AND SECOND COPY ARE TO BE SUBMITTED TO THE PURCHASING DEPARTMENT. THIRD COPY TO REMAIN WITH THE DEPARTMENT SUBMITTING THE REQUISITION. SHOW EXACT PRICE IF KNOWN.

- Formalizes a request to purchase
- Initiates a purchase order



- University services
- McQuick Printing*

**Historically*



- Used for reimbursements.
- Do not engage in unauthorized circumvention of the purchase order process.

[illegible]




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University Forms: Leave Request Form

- Sick Leave for Faculty
- Official Travel for TU


TUSKEGEE UNIVERSITY
OFFICE OF HUMAN RESOURCES MANAGEMENT
EMPLOYEE LEAVE REQUEST FORM

Name: Date:
Title: Department:

Type of Leave Requested (check all that apply):
☐ Emergency ☐ Vacation ☐ Sick/Personal ☐ Military ☐ Family Medical Leave (FML)
☐ Leave without pay (LWOP) ☐ Bereavement ☐ Other

I request leave on the date(s) indicated below to be charged as follows:

EMERGENCY LEAVE:	<input type="text"/> Date	to/and	<input type="text"/> Date
VACATION LEAVE:	<input type="text"/> Date	to/and	<input type="text"/> Date
SICK LEAVE/PERSONAL:	<input type="text"/> Date	to/and	<input type="text"/> Date
LEAVE OF ABSENCE:	<input type="text"/> Date	to/and	<input type="text"/> Date
MILITARY:	<input type="text"/> Date	to/and	<input type="text"/> Date
BEREAVEMENT:	<input type="text"/> Date	to/and	<input type="text"/> Date
OTHER:	<input type="text"/> Date	to/and	<input type="text"/> Date

OFFICIAL BUSINESS FOR TUSKEGEE UNIVERSITY

Purpose:
City/State:
 Date to/and Date

Employee Signature: Date:
Approval Signature: Date:

Document Control Office of Human Resources Rev. 08/18/2015 snb

<https://www.tuskegee.edu/discover-tu/human-resources/employee-forms>



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University Forms: Travel Request Form

- Official Travel paid for by
TU



REQUEST FOR TRAVEL AUTHORIZATION FORM

Requestor's Name: Date(s) of Travel

Department Name: Contact Number#:

City of Origin:

Destination:

Estimated Expenses:

Registration	\$ <input type="text"/>
Airline Ticket	\$ <input type="text"/>
Hotel	\$ <input type="text"/>
Ground Transportation	\$ <input type="text"/>
Meals	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>
TOTAL ESTIMATED EXPENSES \$ <input type="text"/>	

Account Number to Charge:

Travel Justification must include one or more of the following:

- Describe need/benefit to the University (include in the purpose of the trip)
- Required travel by granting agency if applicable (attach appropriate page of budget)
- Required for professional licensure relevant to position(s) held (include in purpose of trip)
- Describe detriment to the University for failure to attend/participate (include in purpose of trip)
- Requisitions and/or check requests should be submitted with the request for travel authorization. If requisitions or check requests are not included at the time of submission, the approved authorization form must be attached when they are submitted for purchase order or payment.

Travel Justification:

Describe arrangements made to cover job responsibilities: (teaching, administrative and other)

Provide contact numbers where you may be reached during the period of travel:

Signature of Requester:

Approval of Department Head:

Approval of the Dean:

Approval of the Vice-President (if applicable):

Approval of PI/Grants Office (if applicable):

Approval of CFO:

Approval of Provost (if applicable):

Approval of President (if applicable):

<https://www.tuskegee.edu/discover-tu/human-resources/employee-forms>



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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>



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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>