

Arkansas Tech University

Adjunct Faculty Guide

August, 2011

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**ACKNOWLEDGMENT**

I understand that the *Adjunct Faculty Guide*, located at [http://www.atu.edu/academics/docs/Adjunct\\_Guidebook\\_2011.pdf](http://www.atu.edu/academics/docs/Adjunct_Guidebook_2011.pdf) , along with the Arkansas Tech University *Faculty Handbook* (update 2011), constitutes the general policies and procedures of Arkansas Tech University, and I will familiarize myself with the information therein. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

PLEASE SIGN AND RETURN THIS FORM TO THE ACADEMIC AFFAIRS OFFICE, ROOM 200, ADMINISTRATION BUILDING. THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

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## GENERAL INFORMATION

Welcome to Arkansas Tech University. This adjunct guide is designed to assist all non-regular, part-time faculty in the application of their instruction. This guide acquaints part-time faculty with the goals of ATU, introduces various offices on the Tech Campus, and provides significant instructional guidelines from The Office of Academic Affairs, College Deans, The *ATU Faculty Handbook* (FH), and *Student Handbook* (SH). The guide will also introduce faculty to the ATU E-mail system and Blackboard.

Adjunct faculty are an integral part of a University whose mission is to provide quality instruction to both undergraduate and graduate students. Through quality leadership and instruction, ATU continues in its pursuit of excellence in degree programs and instruction:

### **The present mission of Arkansas Tech University is:**

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners. (FH, page 1).

## FACILITIES AND CONTACTS

There are many offices on the ATU campus that adjunct faculty need to become familiar with. Each administrative office manages a variety of functions. A few are listed below with applicable information to assist adjunct faculty. The first is the Office of Academic Affairs.

### **Academic Affairs**

Administration Building, Room 200

1509 N Boulder Ave.

Phone: 479-968-0319

Fax: 479-968-0644

E-mail: [academicaffairs@atu.edu](mailto:academicaffairs@atu.edu)

Faculty must provide Official Transcripts of all college course work and degrees to the Office of Academic Affairs, located in the Administration Building, Room 200. Transcripts should be sent directly from the university attended to either your Dean or, preferably, to Academic Affairs. A completed, signed Faculty Record form, along with a current resume must also be submitted. The form is located at <http://www.atu.edu/academics/facultyrecord.shtml>

### **Human Resources:**

“The Office of Human Resources provides management and oversight of employee services, benefits, and personnel policies and procedures and facilitates long-range programs and services which support faculty and staff in providing a quality learning environment for students”( <http://www.atu.edu/hr/index.shtml> ).

Faculty are required to complete a hire packet supplied by Human Resources that includes information requests. Complete these forms and return them to the Human Resources Office. Also included in the hire packet is an adjunct faculty identification (ID) card which is to be used at ATU for identification purposes, such as to obtain a Library card.

Assistance is available from the departmental secretary in the completion of any forms and packets required by the University.

### **Human Resources**

Bryan Hall, 1<sup>st</sup> Floor West

105 W. “O” Street

Phone: 479-356-6203

Fax: 479-356-6204

E-mail: [hr@atu.edu](mailto:hr@atu.edu)

Offices hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.; the office is closed during the noon hour from 12:00 – 1:00 p.m.

**Payroll:**

The payroll office is located in Bryan Hall. “The Director of Payroll and Special Services is responsible for the processing of University payrolls in compliance with related employment regulations, and various reporting responsibilities including employment and non-resident alien taxation, the issuance of student form 1098-T and other miscellaneous reports as requested by University management.” (<http://www.atu.edu/payroll> ).

Adjunct faculty are normally paid in four equal installments each fall or spring semester. For the fall semester, installments are paid at the end of September, October, and November, with the final installment due to the faculty member on the last working day of December prior to the Christmas break. During spring, installments are paid at the end of February, March, April, and May. For summer terms, the first summer term payment is made at the end of June, and the second summer term payment is made at the end of July. Classes with unusual beginning or ending dates may necessitate a different payment schedule from that described above, which would be noted on the “Notice of Appointment” (i.e., contract).

Adjunct faculty will receive their disbursement on the last working day of the month, or they may choose Direct Deposit. A Direct Deposit authorization form is included in the Human Resources hire packet. Email [payroll@atu.edu](mailto:payroll@atu.edu) with any payroll questions.

Adjunct faculty receive the following benefits:

- Admission to regular Tech sporting events for the adjunct faculty and one guest
- Faculty discounts at the Tech bookstore (20% on apparel and supplies; 10% on books)
- Admission to the Tech pool and racquetball courts during faculty/community hours for the adjunct faculty and immediate family members (spouse and children)

Adjunct faculty should present a picture ID along with the paper ID issued by Human Resources when requesting these benefits.

**Payroll**

Bryan Hall

105 W. O Street

Phone: 479-968-0696

Fax: 479-356-2098

E-mail: [payroll@atu.edu](mailto:payroll@atu.edu)

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

## **Computer Services:**

All technology access is controlled by the Computer Services Department. Each adjunct faculty member is provided with an e-mail account upon employment. The username and password for the e-mail account provides access to library search and many other campus technology resources.

Most adjunct faculty will find they do not need computer access beyond the standard Banner Self-Service for faculty that is automatically applied to your role as a faculty member. However, if you should find that you are in need of additional access such as Internet Native Banner, or if you need to manage one or more budgets and therefore have a need for Banner Finance access, please contact your department head. The department head will be able to help you decide what access you truly need and will direct you in filling out a Banner Data Access Request Form. For security reasons, access to university systems other than those accessed by the e-mail account, are based on a demonstrated need for the service and must be approved by the Department Head.

For help related to computer services, contact Angela Linden, Campus Support Administrator, in Pendergraft, Room 150.

## **Computer Services**

Campus Support

Pendergraft, Room 150

305 West Q Street

Phone: 479-968-0646

Fax: 479-964-0565

E-mail: [tech.support@atu.edu](mailto:tech.support@atu.edu)

Beginning May 1<sup>st</sup>, Campus Support Center hours are:

Sunday 4pm until Midnight

Monday 24 hours

Tuesday 24 hours

Wednesday 24 hours

Thursday 24 hours

Friday 12 am until 6 pm

Saturday CLOSED

**Student Accounts:**

For those adjunct faculty wishing to purchase a red hangtag, the Student Accounts Office will collect the \$30 fee and issue a receipt to be taken to Public Safety. The yellow hangtag that is initially issued to you will need to be taken back when you get the red tag.

**Student Accounts**

Marilyn Johnson, Business Manager

Doc Bryan Student Services Center

Room 133

1605 Coliseum Drive

Phone: 479-968-0271

Fax: 479-968-0322

e-mail: [business.office@atu.edu](mailto:business.office@atu.edu)

Office Hours are Monday through Friday, 8:00 a.m. – 4:00 p.m.

**The Ross Pendergraft Library and Technology Center (RPL):**

Visit the library and encourage students to do the same. Activate your library account at the Circulation Desk, or place on reserve selected library holdings, such as periodicals, documents, or books that are of interest to your classes. The multimedia reserves are located in the Music Lab on the second floor. Faculty can check out multimedia items, so visit the Music Lab.

Each fall semester, the library offers orientation sessions of approximately forty-five minutes in length for Composition classes, or new students or faculty who are unfamiliar with the Library. These introductory sessions will orient new students and faculty to the library's web services, acquaint them with the online catalog, and more. Please email [pendergraftlibrary@atu.edu](mailto:pendergraftlibrary@atu.edu) for additional information.

**The Ross Pendergraft Library and Technology Center**

Bill Parton, Director

305 W. Q Street

Phone: 479-968-0289 (Administrative Specialist) 479-968-0417 (Director)  
479-964-0569 (Circulation Department) 479-498-6060 (Technology)

e-mail: [pendergraftlibrary@atu.edu](mailto:pendergraftlibrary@atu.edu)

Website: [library.atu.edu](http://library.atu.edu)

Library hours are Sunday, 2:00 p.m. – 12:00 a.m.

Monday through Thursday, 7:00 a.m. – 12:00 a.m.

Friday, 7:00 a.m. – 6:00 p.m.

Saturday, 10:00 a.m. – 6:00 p.m.

**Academic Advising Center:**

The Academic Advising Center serves a variety of functions, from assisting students in the selection of a major to working with high school and transfer students. The Advising Center advises students who are undeclared majors or entering freshmen. They strive to increase student success and retention through their Early Warning Program ([early.warning@atu.edu](mailto:early.warning@atu.edu)) which is designed to assist faculty in locating and resolving student attendance matters. The office sends an Early Warning Program reminder to all faculty at the beginning of the semester. Contact Linda Clarke, Director, for further information.

**Academic Advising Center**

Linda Clarke, Director

Rothwell Hall

Room 107

Phone: 479-964-0843

Fax: 479-890-8091

e-mail: [advise@atu.edu](mailto:advise@atu.edu)

**Public Safety:**

Check with Public Safety to obtain an ATU Parking Hangtag. Adjunct faculty will be issued a free yellow hangtag. If the adjunct faculty member wishes to “upgrade” to a red hangtag, they may return the yellow one, go to Student Accounts to prepay for a \$30 red hangtag, and take the receipt to Public Safety to receive the red hangtag.

To report a crime or emergency call Public Safety. They are located between Bryan Hall and the Tomlinson Building.

**Public Safety Department**

1511 N. Boulder

Phone: 479-890-6914 non-emergency

479-968-0222 or on-campus 911 – emergency

e-mail: [dps@atu.edu](mailto:dps@atu.edu)

For additional information or questions about policies and procedures pertaining to adjunct faculty at ATU, see the Department Head or College Dean. An ATU map has been included in this guide for your convenience.

### Other Contacts

#### Deans:

College of Applied Sciences  
Dr. William Hoefler, Dean  
Corley 112  
479-968-0353  
[whoeflerjr@atu.edu](mailto:whoeflerjr@atu.edu)

College of Arts and Humanities  
Dr. Micheal Tarver, Dean  
Witherspoon 240  
479-968-0274  
[mtarver@atu.edu](mailto:mtarver@atu.edu)

College of Business  
Dr. R. Edward Bashaw, Dean  
Rothwell 435  
479-968-0490  
[ebashaw@atu.edu](mailto:ebashaw@atu.edu)

College of Education  
Dr. Eldon Clary, Jr., Dean  
Crabaugh 212  
479-964-3217  
[eclary@atu.edu](mailto:eclary@atu.edu)

College of Natural and Health Sciences  
Dr. Jeff Robertson, Dean  
McEver 45  
479-968-0498  
[jrobertson@atu.edu](mailto:jrobertson@atu.edu)

College of Professional Studies and  
Community Outreach  
Dr. Mary Ann Rollans, Dean  
Lake Point Conference Center  
479-356-2013  
[mrollans@atu.edu](mailto:mrollans@atu.edu)

Graduate College  
Dr. Mary Gunter, Dean  
Tomlinson Hall 108  
479-968-0398  
[mgunter@atu.edu](mailto:mgunter@atu.edu)

## INSTRUCTIONAL RESPONSIBILITIES

All faculty have the responsibility of upholding the University's mission statement and high standard of instruction. Since many non-regular faculty are not on campus on a regular basis, it is imperative that a timely system for communication, including the use of e-mail and faxes, is used. When departments request the return of a form, textbook request, etc., or when deadlines are set for reporting of class attendance or grades, please respect the deadline given and comply as early as possible. Departments shall provide information to adjunct faculty as soon as possible so that he or she is given adequate time to reply to any request that is made.

The Dean of each College is responsible for the curriculum and quality of instruction; therefore, Deans request that the following guidelines be adhered to. Both web courses and classroom courses must be taught in a consistent manner to ensure the highest level of instructional quality and integrity.

### **Course Syllabi:**

Course syllabi must be prepared according to the template which is required by Academic Affairs and submitted for approval to the department head at the beginning of each semester. The syllabus should contain specific information regarding the evaluation process and how the instructor will assign grades.

“The Deans' Council in August, 1999, approved guidelines for creating and distributing course syllabi. Syllabi should be distributed in each class during the first week of the semester. For electronically delivered classes, syllabi should be posted when the course is developed. The following information should be included for both face-to-face and electronic course delivery:

- A. Course number (e.g., HIST 1503)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, e-mail)
- D. Catalog description
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in the undergraduate catalog)
- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course).”

### **Utilization of Class Time:**

Adjunct faculty should maintain the course schedule and time slated for each class period. If faculty need assistance in the preparation of materials for instruction, they should talk to the department head or faculty supervisor:

“Faculty members are to meet their classes at the time and for the period scheduled. Early dismissals or absences for legitimate purposes should be considered only after consultation and approval of the Department Head or College Dean” (FH page 82).

### **Textbooks:**

Department Heads will obtain and distribute the instructor’s textbooks or request forms used for each course. Textbook selection is completed as soon as the schedule for each semester is finalized; therefore, any specific requests for textbooks must be submitted to chairpersons promptly so that the ATU Bookstore can order and receive the books in a timely manner.

## **CLASS RECORDS**

### **University Grades and Attendance**

“It is the responsibility of the faculty member to maintain adequate records necessary for grading and for accurate record keeping regarding daily student attendance throughout the semester/term. Class rolls and records should be retained for at least six months following the conclusion of the course or turned over to the department head or dean in the event that the faculty member leaves the University” (FH page 72).

### **Federal Attendance Accounting**

“Attendance accounting is required to fulfill a federal requirement regarding financial aid disbursement and to determine whether a student must be dropped for non-attendance or non-payment. At the beginning of each semester faculty members are expected to notify the Registrar concerning students on class rolls who have not reported to class. For electronically delivered classes, the faculty member must ascertain whether students logged in to the course at least once prior to the 5<sup>th</sup> class day of summer terms or the 11<sup>th</sup> class day of spring and fall semesters to verify attendance/participation. For purposes of attendance accounting, logging in to the course at least once before the 5<sup>th</sup> class day for summer terms or the 11<sup>th</sup> class day for regular terms constitutes attendance. Attendance accounting must be completed prior to the 11<sup>th</sup> day of class during the fall and spring semesters and the 5<sup>th</sup> day of class during summer terms. \*Attendance accounting is completed electronically in the Banner system. Instructions are provided to all faculty members prior to the beginning of each semester” (FH page 72).

### **Class Attendance**

“The following statements regarding faculty and student attendance and the faculty members’ responsibility to set student attendance expectations for each class do not release the faculty from the responsibility to maintain daily student attendance records throughout the semester/term.

**Faculty.** Any time that a faculty member must miss a class, the students are entitled to advance notice or, if the absence is due to a last minute emergency, to notification at the time they report to class. Absence by a faculty member must have the prior approval of the Department Head or the Dean of the College, as appropriate.

**Students:** The policy of the University in regard to class absences may be stated as the considered belief that regular class attendance is essential to the maximum growth and development of the student, and that students, in their own interest, are therefore responsible for attending all classes for which they are enrolled. For electronically delivered classes, where physical attendance is not a reasonable requirement, equivalent on-line interaction must be documented in lieu of attendance. Absence/participation policies and procedures are applicable both to the regular terms and to the summer sessions.

The procedure for implementation of this policy (as adopted by the faculty on September 9, 1966, and as amended by the Faculty Senate on September 27, 1990) is as follows:

1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance.
2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.
3. Before invoking the most severe penalty for unsatisfactory class attendance--dropping a student from a course with a grade of "FE" (i.e., F for excessive absences; formerly F\*)--the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty.
4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor.
5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade as outlined beginning on page 80 of the *ATU Faculty Handbook*.

The following comments and suggestions may be of some value to the faculty in the discharge of their responsibility for student class attendance:

1. Individual instructors have the option, and may find it advisable in some cases, to prescribe different class attendance requirements for different classes; i.e., between freshman and upper-level classes, or between class and laboratory requirements for a single course.

2. Certain departments may find it desirable to establish uniform absence policies within the department, particularly in those departments with multi-section courses.
3. In general, students who miss classes should be held responsible for making up the work through written reports or other appropriate means.
4. Each instructor is fully justified in requiring student promptness and in barring from class any student who persists in being tardy” (FH page 72-73).

## GRADING--POLICY AND REPORTING

### **Grading System**

“Arkansas Tech University uses the four-point system of computing grade points: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

A student may repeat any 1000- or 2000-level course and only the best grade will count in the student's cumulative grade point although all grades will be recorded on the student's record. Any 3000- or 4000-level course may be repeated with all grades for the course being counted in the cumulative grade point. It will be the student's responsibility to notify the Registrar's office upon completion of a repeated course.

### **Grading**

Although Arkansas Tech University does not require fixed percentages in individual classes, equitable grading requires certain rough proportions which should, generally, approximate the normal grade curves. This system is more applicable to lower level courses; upper-level courses will usually depart from this pattern.

Grades are reported through an on-line grading system at the conclusion of each semester or term. Mid-term grades are reported for freshmen and sophomore only. A grade of “I” may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student’s control, and has completed seventy-five percent of the course requirements. If a grade of “I” is assigned the instructor will complete an “Incomplete Grade Contract” setting a reasonable time limit within the following semester in which the work must be completed. The incomplete grade contract is to be signed by both the instructor and student. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade-point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade-point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade-point purposes until the "I" is removed. The change of a grade of "I" to a permanent grade is accomplished by written notification from the instructor to the Registrar.

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously reported. In such instances the instructor may correct the grade by

submitting a Grade Change Request form with an explanation of the change to the Vice President for Academic Affairs.

## **Reporting Grades**

Grades are to be reported at mid-term (for freshmen and sophomores only) and the end of a semester through an on-line grading system. Only final grades are reported in each summer term. Faculty members are obligated to report grades on schedule as requested by the Vice President for Academic Affairs.

After grade submission due dates, grades are available on the student's OneTech account. Notification is sent to students in academic jeopardy." (FH page 74).

## **Examinations**

"At the end of each fall and spring semester approximately one week is set aside for examination week. Examination week is established as a time to administer end-of-course examinations. For laboratory, internship, and other special courses approved by the College dean, examination week will be the last week of classes. For all other courses, examination week will be the week after the last day of classes. The end-of-course examination schedule is published by the Academic Affairs office. It is Arkansas Tech University policy that each full-time and each part-time faculty member will administer, at the assigned time, an end-of-course examination appropriate for each course assigned to the faculty member. Failure to administer an end-of-course examination, at the assigned time, may be considered an act of insubordination. Any deviation from the end-of-course examination schedule must be approved by the College dean. Instructors who wish to administer a single test to multiple sections of a course should submit such a request to the Academic Affairs office at least two months before examination week. In the summer terms there is no separate schedule of examinations-instructors give the end-of-course examinations the last day of the summer term.

Within a semester instructors may schedule a test for multiple sections, normally early in the evening, by submitting such request to the Dean of the College not later than the end of the third week of a semester. For each test the request will specify the number of students involved, the classroom desired, the dates (preferably with alternate dates), and the hours for beginning and ending the test. The appropriate College dean has the responsibility of synchronizing the scheduling of these tests, for checking against activities and with others who may be involved, and for publishing an official schedule of these tests in order that others concerned may plan accordingly.

Any student who has a justifiable reason for missing a test scheduled in the late afternoon or at night is to be excused by the instructor from the test and is to be given the privilege of taking a comparable examination at another time which is suitable to the student and to the instructor" (FH page 73).

**Plagiarism:**

Should faculty encounter cases of academic dishonesty, they may refer to the *ATU Faculty Handbook* for Student Academic Conduct Policies and Procedures:

“Plagiarism is stealing the ideas or writing of another person and using them as one’s own. This includes not only passages, but also sentences and phrases that are incorporated in the student’s written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student’s own words of another’s ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well” (FH page 76).

## POLICIES AND PROCEDURES

**Family Education Rights and Privacy Act (FERPA):**

“As stated in the Arkansas Tech University catalogs, FERPA legislation seeks to assure confidentiality of the educational records containing information directly related to a presently enrolled student, a former student, or alumni. As a matter of policy, Tech makes every effort to abide within the confines of confidentiality and security of educational records as prescribed in the FERPA laws and regulations.

Questions about specific access to information or the release of information to any third party should be referred to the Registrar’s Office or the Student Services Office” (FH page 84).

**Disability Services for Students:**

“Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the University Testing Center in Bryan Hall, Suite 103, and may be contacted by calling (479) 968-0302, (479) 968-0308 (TDD), (479) 968-0375 (FAX), or by e-mail at [disabilities@atu.edu](mailto:disabilities@atu.edu)” (FH page 69).

**Sexual and Gender Harassment:**

As stated in the *Faculty Handbook*, “It is the policy of Arkansas Tech University to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior” (FH page 20).

**Consensual Relations:**

“Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

An employee, whether faculty or staff, should not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department.

A supervisor, whether faculty or staff, should also not develop a dating or sexual relationship with an employee when the supervisor has a “position of authority” with respect to the employee.

Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with an appropriate supervisor. The supervisor, with advice from University Counsel, shall develop a mechanism to ensure that objective evaluation is achieved, that conflicts of interest are avoided, and that the interest of the other individual and University are fully protected. If this policy is violated, any discipline, if necessary, shall be reviewed on a case by case basis” (FH page 24-25).

### **AFFIRMATIVE ACTION POLICY**

Arkansas Tech University will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

Arkansas Tech University will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

Arkansas Tech University will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu). (FH page 19-20).

## **CONFLICTS OF INTEREST**

All members of the Arkansas Tech University community, including faculty, staff and members of the Board of Trustees, should remain free from conflicts of interest. The following describe areas of possible conflict of interest:

- Using or attempting to use their official position to secure special privileges or exemptions for themselves or their spouses, children, parents, or other persons standing in the first degree of relationship, or for those with whom they have a substantial financial relationship that are not available to others except as may be otherwise provided by law.
- Accepting employment or engaging in public or professional activity while serving as public officials and in which they might reasonably expect would require or induce to them to disclose any information acquired by them by reason of their official positions that is declared by law or regulation to be confidential.
- Disclosing or using information gained by reason of their position for their personal gain or benefit.
- Receiving gifts for the performance of the duties and responsibilities of their position. This does not apply to gifts from friends, professional associates and relatives that are not work related or to awards recognizing achievement. Nominal gifts (having a value of \$100 or less) among faculty, staff and students are also excluded. (FH page 25)

### **Campus Safety and Preparedness:**

“As stated in the *Faculty Handbook*, Arkansas Tech University places the highest priority on the health and safety of its on-campus population and visitors. In the event of a threatening situation Tech will communicate vital information as quickly and efficiently as possible for our students, faculty, staff and visitors . . . .

The Campus Emergency Procedures provide guidance to be followed in the event of threatening situations to which the campus is vulnerable. Students, faculty, and staff should review these procedures and have ready access to them if needed. A copy of these procedures is available at [http://eam.atu.edu/emergency\\_procedures.pdf](http://eam.atu.edu/emergency_procedures.pdf).

The Emergency Operations Plan defines lines of authority and responsibilities, promotes working relationships, and imparts knowledge necessary to protect lives and property and to maintain the operational integrity of the University. A copy of the Emergency Operations Plan can be found at <http://eam.atu.edu/TechEOP.pdf>” (FH page 83).

## TECHNOLOGY

### eTech

eTech is a campus-wide initiative to enhance and support the delivery of online courses. eTech facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses. eTech can be accessed at <http://etech.atu.edu>.

The *Faculty Handbook* requires that teaching be evaluated by a standard, university-wide student evaluation. The current student evaluation system is ClassClimate.

Online courses are subject to the same requirements as traditionally taught courses. An online course is evaluated when it reaches 80% completion. At that point, students are sent an invitation email to complete the evaluation. Follow up emails are sent until the evaluation is completed or the survey closes. Results are analyzed and distributed by the Office of Institutional Research using the same procedures as those evaluations used in face-to-face courses.

eTech course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included on pages 89-90 of the *Faculty Handbook*.

eTech uses Blackboard as the course management system for the delivery of online courses. Links are available on the eTech site (<http://etech.atu.edu>) to the most current version of Blackboard and additional support materials.

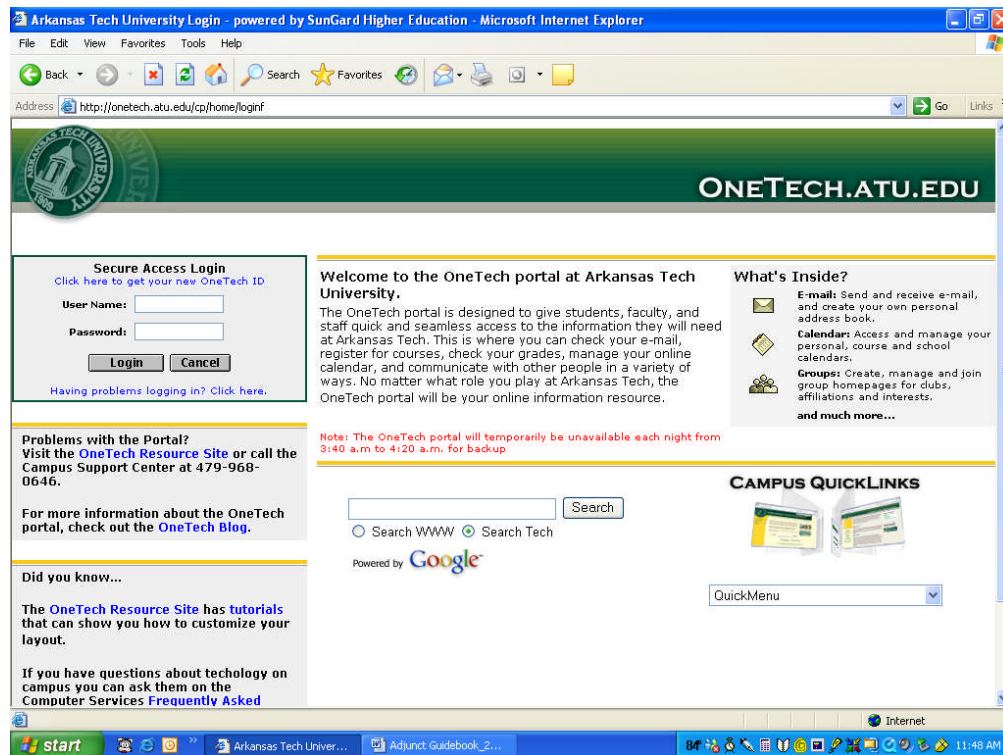
eTech works collaboratively with Computer Services. For technical support, please contact the Computer Services' Help Desk at 479-968-0646 or 1 (866) 400-8022. Assistance with general technical issues is available at [tech.support@atu.edu](mailto:tech.support@atu.edu). For specific support of Blackboard, contact the Help Desk at [bbsystem@atu.edu](mailto:bbsystem@atu.edu) or visit the Computer Services website at <http://cservices.atu.edu>. Computer Services is also on Facebook at <http://Facebook.com/ARTechCServices> and Twitter at <http://twitter.com/ARTechCServices>.

## TECH E-MAIL

### Tech e-mail:

Arkansas Tech University's e-mail can be accessed by simply using an internet browser and/or you can download mail into an e-mail program such as Microsoft Outlook.

To access a TECH e-mail account from any location, simply open up OneTech from <http://onetech.atu.edu/>. The OneTech page will appear as pictured below.



### How to Log-in:

Your OneTech ID will be used to login to most, if not all of the systems on campus, including computer systems, the OneTech portal, Blackboard, and e-mail. Your OneTech ID will be your first initial combined with your last name. If you have a common last name, then your ID might end in a number as well. For example, if your OneTech ID is jdoe, your e-mail address would be [jdoe@atu.edu](mailto:jdoe@atu.edu). You would also log into campus computers using jdoe as your username. If you have never logged into your Tech email before, the initial password is your six-digit birth date followed by AtU. (MMDDYYAtU). For more information on using OneTech go to the OneTech resource page located at <http://www.atu.edu/cservices/onetech/>.

## **Office of Registrar Banner Help and Instructions**

### **Self-Service Banner**

[Attendance Accounting](#)

[Final Grading](#)

[Midterm Grading](#)

[Navigating within Faculty Services](#)

[Registration using Self-Service](#)

### **Internet Native Banner**

[Advisor Assignment](#)

[Basic Banner System Guidelines](#)

[Changing Enrollment Limits](#)

[Course Overload Override](#)

[Registration using INB](#)

[Resolving Registration Errors](#)

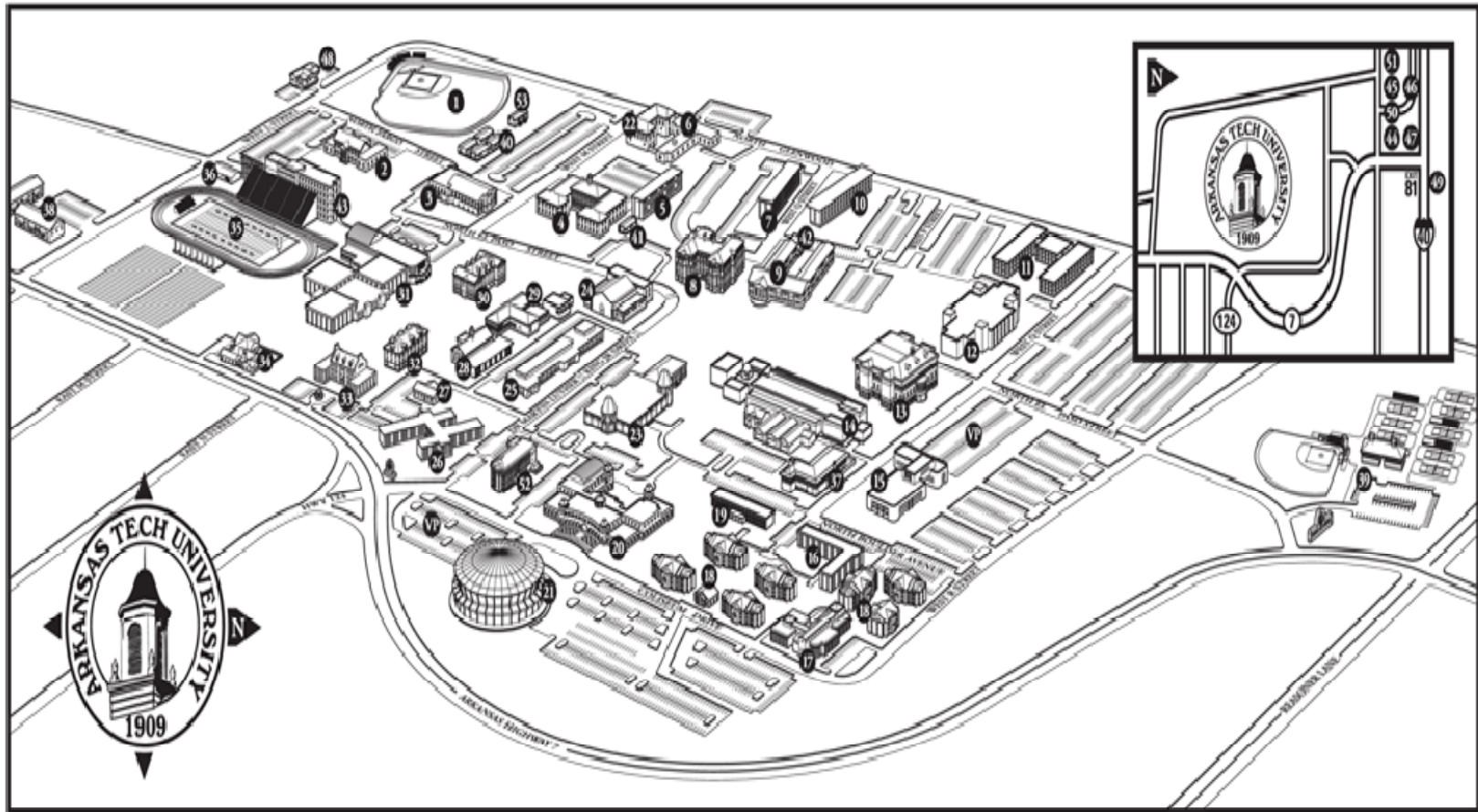
(Closed Classes and Prereq/Test Score Errors;  
click for the list of those [authorized to approve overrides](#))

[Schedule of Courses Procedures](#)

[Warning Message in INB](#)

If you experience problems with your OneTech ID/Password, please contact Campus Support by phone (968-0646) or [email](mailto:Tech.support@atu.edu) Tech.support@atu.edu.

# Arkansas Tech University Campus Map



## Arkansas Tech University Campus Legend

- 20 Administration Building
- 14 Alumni House
- 17 Animal Science Teaching Lab
- 1 Baseball Field
- 13 Baswell Residence Hall
- 7 Brown Residence Hall

- 26 Bryan Hall
- 49 Campus Court
- 33 Caraway Residence Hall
- 23 Chambers Cafeteria
- 39 Chatwell's Athletic Complex
- 15 Corley Hall

- 30 Crabaugh Hall
- 44 Crabaugh House
- 6 Critz Residence Hall
- 9 Dean Hall
- 20 Doc Bryan Student Services Building

- 17 Energy Center
- 46 Fisheries, Wildlife and Engineering Lab
- 48 Garden House Student Housing
- 31 Hull Hall
- 22 Hughes Residence Hall

- 16 Jones Residence Hall
- 14 McEver Hall
- 17 Norman Hall
- 8 Nutt Residence Hall
- 32 Old Art Building
- 52 Rothwell Hall

- 19 Roush Residence Hall
- 38 Stadium Suites Student Housing
- 3 Stroupe Building
- 15 Tech Farm
- 51 Tech Greenhouses

- 24 Techionery
- 40 Temporary Buildings #1-4
- 41 Temporary Building #5
- 42 Temporary Nursing Building
- 35 Thone Stadium at Buerkle Field

- 28 Tomlinson Hall
- 21 Tucker Coliseum
- 5 Tucker Hall
- 10 Turner Residence Hall
- 18 University Commons Apartments

- 56 Visiting Team Dressing Facility
- 25 W.O. Young Hall
- 2 Williamson Hall
- 4 Wilson Residence Hall
- 12 Witherspoon Hall

- 11 Paine Residence Hall
- 30 Physical Plant Building
- 27 Public Safety
- 15 Ross Pendergraft Library and Technology Center
- 53 ROTC Building