

Arkansas Tech University

Adjunct Faculty Guide

August, 2015

Table of Contents

I.	General Information.....	Page 1
II.	Facilities and Contacts	Page 2
	Academic Affairs	Page 2
	Human Resources	Page 2
	Payroll	Page 3
	Information Systems	Page 4
	Student Accounts	Page 5
	Public Safety	Page 5
	Ross Pendergraft Library	Page 6
	Academic Advising Center	Page 6
	College Deans	Page 8
III.	Instruction Responsibilities.....	Page 9
	Course Syllabi.....	Page 9
	Utilization of Class Time	Page 10
	Textbooks.....	Page 10
	Class Records.....	Page 10
	University Grades and Attendance	Page 10
	Federal Attendance Accounting.....	Page 10
	Class Attendance.....	Page 10
	Faculty.....	Page 11
	Students.....	Page 11
	Grading – Policy and Reporting	Page 12
	Grading System.....	Page 12
	Grading	Page 12
	Reporting Grades	Page 13
	Examinations.....	Page 13
	Plagiarism	Page 14
IV.	Policies and Procedures	Page 14
	FERPA	Page 14
	Disability Services for Students.....	Page 14
	Sexual and Gender Harassment	Page 14
	Sexual Misconduct Policy and Procedures	Page 14
	Consensual Relations	Page 15
	Affirmative Action.....	Page 16
	Conflicts of Interest.....	Page 16
	Non-Discrimination Policy	Page 17
	Campus Safety and Preparedness	Page 18
V.	Technology	Page 19
	eTech.....	Page 19
	Email.....	Page 20
	Banner Help and Instructions.....	Page 22
	Campus Map	Page 22

ACKNOWLEDGMENT

I understand that the *Adjunct Faculty Guide*, located at <http://www.atu.edu/academics/facultyhandbook.php>, along with the Arkansas Tech University *Faculty Handbook* (update 2015), 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.

I will also familiarize myself with the Sexual Misconduct Policy (Faculty Handbook pages 25-61) and the Clery Act (<http://www.atu.edu/securityact/docs/CampusSecurityReport2013.pdf>).

(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. THE FORM MAY BE FAXED TO 479-968-0644 OR EMAILED TO academicaffairs@atu.edu.

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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

Website: <http://www.atu.edu/academics/>

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.php>

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/>).

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 prior to the first day of class. These forms can be found at <http://www.atu.edu/hr/forms.php>

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

Human Resources

Browning Hall Suite 106

1505 N. Boulder Avenue

Phone: 479-356-6203

Fax: 479-356-6204

E-mail: hr@atu.edu

Website: <http://www.atu.edu/hr/>

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 Office 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.

The Payroll Office is located in the Administration Building Room 208 and the Special Services Office is located in the Young Building Conference Room. Our office hours are 8:00 AM to 5:00 PM, Monday - Friday.” (<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 via Direct Deposit. A Direct Deposit authorization form is included in the Human Resources hire packet. Email 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 racquetball courts during faculty/community hours for the adjunct faculty and immediate family members (spouse and children)
- Admission to TechFit for adjunct faculty with \$25 semester fee

Adjunct faculty should present their Tech picture ID when requesting these benefits.

Payroll

Administration Building, Room 208

1509 N. Boulder Avenue

Phone: 479-968-0696

Fax: 479-968-0227

E-mail: payroll@atu.edu

Website: <http://www.atu.edu/payroll/>

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

Office of Information Systems (OIS):

All technology access is controlled by OIS. 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 computers, OneTech and many other campus technology resources.

All adjunct faculty are automatically given access to Banner Self-Services for Faculty. Most adjuncts will find this is all that is needed. However, if additional access, such as Internet Native Banner or Banner Finance, is needed, please contact the Department Head. The Department Head will decide what access is truly needed and will direct the completion of a Security Access Request Form (SARF). For security reasons, access to university systems other than those accessed by the e-mail account, is based on a demonstrated need for the service and must be approved by the Department Head.

For help related to Information Systems, contact, Campus Support, in Pendergraft, Room 150.

Office of Information Systems

Campus Support

Pendergraft, Room 150

305 West Q Street

Phone: 479-968-0646

Toll-Free: (866) 400-8022

Fax: 479-964-0565

E-mail: campussupport@atu.edu

Website: <https://ois.atu.edu/>

The Campus Support Center is open 24 hours a day each day of the week. When the library is closed, only email and telephone support is available.

Student Accounts:

Adjunct faculty can get picture ID cards needed for benefits and also to be used as swipe cards to gain entrance in to their Academic buildings in the Office of Student Accounts free of charge.

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 will need to be taken back to obtain the red tag.

Student Accounts

Doc Bryan Student Services Center

Room 133

1605 Coliseum Drive

Phone: 479-968-0271

Fax: 479-968-0322

e-mail: business.office@atu.edu

Website: <http://www.atu.edu/stuaccts/index.php>

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

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 across the street from the Tomlinson Building.

Public Safety Department

1508 N. Boulder Avenue

Phone: 479-968-0222 non-emergency

911 – emergency

e-mail: dps@atu.edu

Website: <http://www.atu.edu/psafe/>

The Ross Pendergraft Library and Technology Center (RPL):

The Library serves as the academic heart of Arkansas Tech University. As a leader in information literacy, the professional librarians and staff provide excellent support for learning, research, and discovery to all members of the campus community. The library collection fills an essential role in the scholarship and instructional needs of faculty, supporting degree programs offered both on campus and online.

In addition to extended borrowing privileges for circulating collections, faculty may take advantage of a variety of services at the Ross Pendergraft Library and Technology Center, including Interlibrary Loan, classroom reservation, and course reserves.

The Library also offers orientation sessions about its services and collections to classrooms, as well as, to individual students and faculty members upon request. Please email stinerella@atu.edu for additional information or to schedule specific instruction.

Each academic department is assigned a librarian to act as a liaison for collection development and curriculum support, and as a resource expert to assist in student or faculty research. The library liaison is responsible for sharing library news, purchasing new materials to support degree programs, and soliciting feedback on collections, services, and database trials from the faculty. Please see the library's website for the most current list of librarians and the departments they represent.

The Ross Pendergraft Library and Technology Center

305 W. Q Street

Phone: 479-968-0289 (Administrative Specialist)

479-964-0569 (Circulation Department)

Website: library.atu.edu

Library hours are Sunday, 2:00 p.m. – 1:00 a.m.

Monday through Thursday, 7:00 a.m. – 1:00 a.m.

Friday, 7:00 a.m. – 6:00 p.m.

Saturday, 10:00 a.m. – 6:00 p.m.

24-Hour service available only during spring and fall semester final examination periods.

Academic Advising Center:

The Academic Advising Center (AAC) serves a variety of functions dedicated to assisting Tech's students. All incoming freshmen complete their first academic advising appointment and register for classes in the AAC. Undeclared students and students of all majors, (excluding the College of Professional Studies majors) continue to be advised by the AAC's professional staff until approximately sixty (60) credit hours are completed. At the completion of 60 credit hours, students will be aided by the AAC advisor in the transition to a faculty advisor. **AAC advisors** strive to increase student success and retention through their Early Warning Program (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. Visit the AAC website at <http://www.atu.edu/advising/> or contact Marika Lederman, Director, for further information

Academic Advising Center

Rothwell Hall

Room 107

Phone: 479-964-0843

Fax: 479-890-8091

e-mail: adviseme@atu.eduWebsite: <http://www.atu.edu/advising/index.php>

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 Arts and Humanities
Dr. Jeff Woods, Dean
Witherspoon 240
479-968-0274
jwoods@atu.edu

College of Business
Dr. R. Edward Bashaw, Dean
Rothwell 435
479-968-0490
ebashaw@atu.edu

College of Education
Dr. Mary Gunter, Dean
Crabaugh 214
479-964-3217
mgunter@atu.edu

College of Engineering and Applied Sciences
Dr. Douglas Barlow, Dean
Corley 112
479-968-0353
dbarlow@atu.edu

College of Natural and Health Sciences
Dr. Jeff Robertson, Dean
McEver 45
479-968-0498
jrobertson@atu.edu

College of eTech
Dr. Hanna Norton, Dean
Ross Pendergraft Library 321
479-880-4189
hnorton@atu.edu

Graduate College
Dr. Mary Gunter, Dean
Tomlinson Hall 108
479-968-0398
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.

*Minimum qualifications for adjunct faculty are a master's degree with at least 18 graduate semester hours in the subject area. Exceptions may be made based on special credentials and/or experience.

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, and September, 2012, reviewed and recommended 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. At a minimum, the following information should be included for both face-to-face and electronic course delivery:

- A. Course number (e.g., HIST 1503; to also include the appropriate Arkansas Course Transfer System, or ACTS, course number when applicable)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, email)
- 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 undergraduate catalog)"

*Approved Dean's Council 12/3/12

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 122).

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 112).

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 course/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 have actively contributed to the course at least once on or before the attendance verification date for the course. For purposes of attendance accounting this means that faculty are required to have students complete the Blackboard Attendance Accounting Module or submit an assignment on or before the attendance verification date for the course.

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 112).

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 120 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 113).

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.

Students may repeat courses they have taken at Arkansas Tech University for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student’s cumulative grade point although all grades and all attempts are recorded on the student’s academic record. Students may not repeat a course in which the highest grade possible has already been earned. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

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 sophomores 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 set a reasonable time limit within the following semester in which the work must be completed. 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 recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.

A grade of “Pass” for pass/fail courses is not calculated in the grade point average, but does count in earned hours. A grade of “Fail” for these course is calculated in the grade point average as 0 points.

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 114).

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 115).

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 116).

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. For more information on FERPA, please go to <http://www.atu.edu/ucounsel/>

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 124).

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 Doc Bryan and may be contacted by calling (479) 968-0302, (479) 964-3290 (TDD), (479) 968-0375 (FAX), or by e-mail at emeans@atu.edu” (FH page 110).

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 20-24).

Sexual Misconduct Policy and Procedures:

As stated in the *Faculty Handbook*, “Arkansas Tech University (“the University”) is committed to providing programs, activities, and an educational environment free from sex discrimination.

Sexual misconduct, as that term is used in this policy, is any sexual act which violates the criminal laws of the State of Arkansas or laws of the United States including but not

limited to sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, stalking, and sexual exploitation.¹ Sexual misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual misconduct can be committed by men or women and can occur between individuals of the same or different gender. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy.

The University is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct Complaints, and in furtherance of that commitment, this Policy sets forth available resources ([Appendix A](#)), describes prohibited conduct (Article II), and establishes procedures for responding to Complaints of Sexual Misconduct (Articles III-VI).” (FH pages 25-61)

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 62).

¹ Sexual misconduct also constitutes sexual harassment. The Sexual Misconduct policy shall govern in cases involving sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. The University’s Sexual Harassment policy shall be applicable in all other sexual harassment cases not involving sexual misconduct.

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, sexual orientation, gender identity, 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, sexual orientation, gender identity, 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, sexual orientation, gender identity, 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, Ms. Jennifer Fleming (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 63)

Non-Discrimination Policy

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates, or financial aid.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Jennifer Fleming, Affirmative Action officer who can be reached by emailing affirmative.action@atu.edu or calling 479-498-6020. (FH page 63)

Office of Affirmative Action

Administration Building, Room 212

1509 North Boulder Avenue

Phone: 479-498-6020

Fax: 479-890-4430

E-mail: affirmative.action@atu.edu

Website: <http://www.atu.edu/affaction/>

CAMPUS SAFETY AND PREPAREDNESS

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 using one or more of the following communication tools (some services provided through the city and county):

- Outdoor Warning Sirens
- NOAA Weather Radios
- Tech Emergency Messaging Systems
- Commercial Television & Radio
- Campus Television & Radio
- Building Alarms
- Phones and cell phones
- E-mail
- Website
- Audible Announcements

Arkansas Tech University has an extensive Emergency Preparedness System in place to ensure a rapid response to and recovery from any crisis situation. Some important components of this system are the Campus Emergency Procedures, the University Emergency Operations Plan, and the Campus Continuity of Operations Plan. These are designed to assist students, faculty, staff, and visitors in timely and effective response to minimize the adverse effects of any threat, as well as to return to normal operations as quickly as possible after an incident.

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. These guidelines are provided in the Emergency Procedures Guide and a copy is also available at <http://www.atu.edu/emergency/>

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://www.atu.edu/psafe/docs/ATUEPlan.pdf>

The Continuity of Operations Plan lays out guidelines on how Tech will provide services during and after an incident when any given part of Tech's facilities is rendered inoperable. This plan will outline what the most important functions/services of the university are, and will lay out how to maintain those functions during a disaster and until recovery is completed.

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>.

eTech course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included on pages 129-130 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.

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 works collaboratively with Information Systems. For technical support, please contact the Information Systems' Help Desk at 479-968-0646 or 1-866-400-8022. Assistance with general technical issues is available at campussupport@atu.edu or visit the Information Systems website at <http://cservices.atu.edu>.

eTech

Pendergraft, Room 321

305 West Q Street

Phone: 479-880-4189

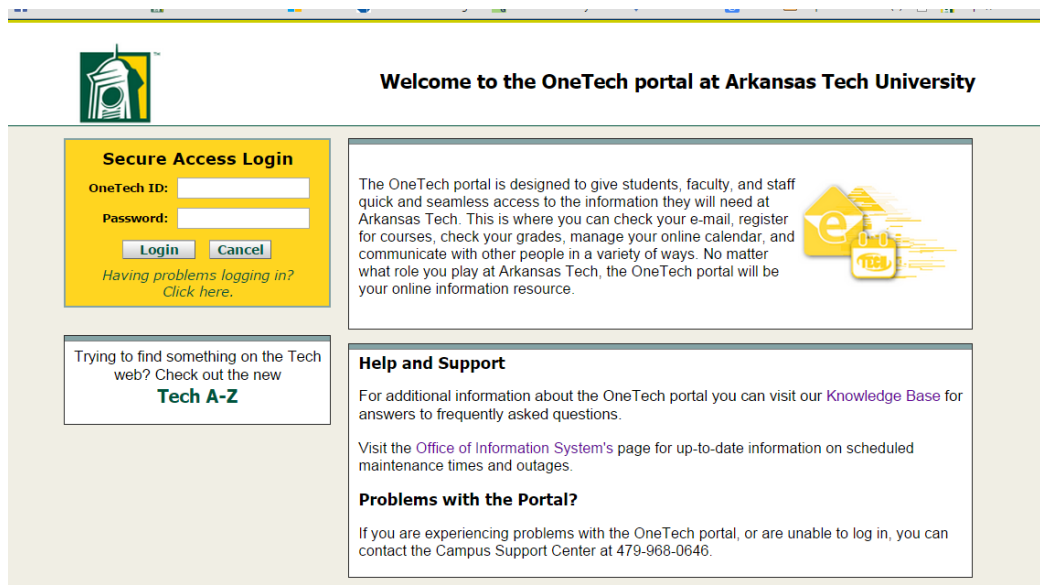
E-mail: hnorton@atu.edu


Website: <http://www.atu.edu/etech/>

TECH E-MAIL

Tech e-mail:

To access a TECH e-mail account from any location, simply open up OneTech from <https://onetech.atu.edu/>. The OneTech page will appear as pictured below. Once you are logged in to OneTech, click on the Office 365 logo and sign in using your OneTech ID and password.



 **Welcome to the OneTech portal at Arkansas Tech University**

Secure Access Login

OneTech ID:

Password:

*Having problems logging in?
Click here.*

Trying to find something on the Tech web? Check out the new **Tech A-Z**

Help and Support

For additional information about the OneTech portal you can visit our [Knowledge Base](#) for answers to frequently asked questions.

Visit the [Office of Information System's](#) page for up-to-date information on scheduled maintenance times and outages.

Problems with the Portal?

If you are experiencing problems with the OneTech portal, or are unable to log in, you can contact the Campus Support Center at 479-968-0646.

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. You can obtain your OneTech ID by going to <http://www.atu.edu/cservices/findusername.php> and entering either your social security number or your T number in to the form provided. Your social security number will be encrypted for security. If you have never logged into the Arkansas Tech network before, go to the Account Management System at <https://webapps.atu.edu/ams/forgot?active> to activate your account.

Banner Help and Instructions

http://www.atu.edu/registrar/banner_forms.php

Self-Service Banner

Attendance Accounting

http://www.atu.edu/registrar/docs/faculty/Attendance_Accounting.pdf

Final Grading

http://www.atu.edu/registrar/docs/faculty/final_grading.pdf

Midterm Grading

http://www.atu.edu/registrar/docs/faculty/Midterm_Grading.pdf

Navigating within Faculty Services

http://www.atu.edu/registrar/docs/faculty/navigating_faculty_services.pdf

Registration using Self-Service

http://www.atu.edu/registrar/docs/faculty/registration_SSB.pdf

Internet Native Banner

Advisor Assignment

http://www.atu.edu/registrar/docs/faculty/advisor_assignment.pdf

Basic Banner System Guidelines

http://www.atu.edu/registrar/docs/faculty/Basic_Banner_System_Guidelines.pdf

Changing Enrollment Limits

http://www.atu.edu/registrar/docs/faculty/enrollment_limits_INB.pdf

Course Overload Override

http://www.atu.edu/registrar/docs/faculty/course_overload_INB.pdf

Registration using INB

http://www.atu.edu/registrar/docs/faculty/registration_INB.pdf

Resolving Registration Errors

http://www.atu.edu/registrar/docs/registration_errors_INB.pdf

(Closed Classes and Prereq/Test Score Errors; click for the list of those authorized to approve overrides)
http://www.atu.edu/registrar/docs/registration_overrides.pdf

Schedule of Courses Procedures (checklist)

http://www.atu.edu/registrar/docs/faculty/schedule_procedures.pdf

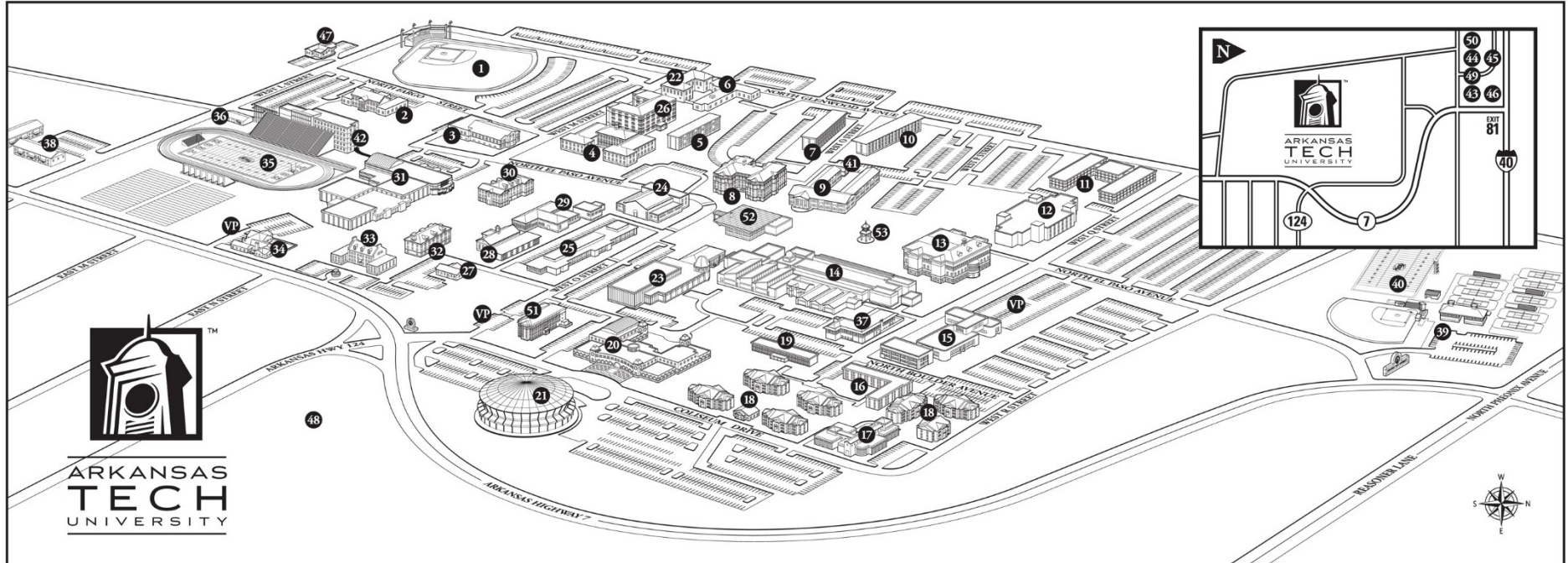
http://www.atu.edu/registrar/docs/faculty/schedule_checklist.pdf

Warning Message in INB

http://www.atu.edu/registrar/docs/faculty/Warning_Message.pdf

If you experience problems with your OneTech ID/Password, please contact Campus Support by phone (968-0646) or [email](#).

Welcome to Arkansas Tech University



ARKANSAS
TECH
UNIVERSITY

Alphabetical Legend

- Administration Building - 29
- Alumni House - 34
- Animal Science Teaching Lab - 46
- Baswell Residence Hall - 42
- Baswell Techionery - 52
- Brown Residence Hall - 7
- Browning Hall - 32
- Campus Recreation Fields - 48

- Campus Recreation Offices - 47
- Caraway Residence Hall - 33
- Chambers Cafeteria - 23
- Chartwells Athletic Complex - 39
- Corley Hall - 15
- Crabaugh Hall - 30
- Crabaugh House - 43
- Critz Residence Hall - 6
- Dean Hall - 9

- Doc Bryan Student Services Center - 20
- Energy Center - 17
- Facilities Management - 49
- Fisheries, Wildlife and Engineering Lab - 45
- Hindsman Tower - 53
- Hughes Residence Hall - 22

- Hull Physical Education Building - 31
- Jones Residence Hall - 16
- M Street Residence Hall - 26
- Marching Band Practice Field - 40
- McEver Hall - 14
- Norman Hall - 37
- Nutt Residence Hall - 8
- Paine Residence Hall - 11

- Public Safety - 27
- Ross Pendergraft Library and Technology Center - 13
- Rothwell Hall - 51
- Roush Residence Hall - 19
- Stadium Suites Housing - 38
- Stroupe Building - 3
- Tech Farm - 44
- Tech Field (Baseball) - 1

- Tech Greenhouses - 50
- Techionery - 24
- Temporary Nursing Building - 41
- Thone Stadium at Buerkle Field - 35
- Tomlinson Hall - 28
- Tucker Coliseum - 21
- Tucker Residence Hall - 5
- Turner Residence Hall - 10
- University Commons Apartments - 18

- Visiting Team Dressing Facility - 36
- W.O. Young Building - 25
- Williamson Hall - 2
- Wilson Residence Hall - 4
- Witherspoon Hall - 12

Numerical Legend

- 1 - Tech Field (Baseball)
- 2 - Williamson Hall
- 3 - Stroupe Building
- 4 - Wilson Residence Hall
- 5 - Tucker Residence Hall
- 6 - Critz Residence Hall
- 7 - Brown Residence Hall
- 8 - Nutt Residence Hall

- 9 - Dean Hall
- 10 - Turner Residence Hall
- 11 - Paine Residence Hall
- 12 - Witherspoon Hall
- 13 - Ross Pendergraft Library and Technology Center
- 14 - McEver Hall
- 15 - Corley Hall
- 16 - Jones Residence Hall

- 17 - Energy Center
- 18 - University Commons Apartments
- 19 - Roush Residence Hall
- 20 - Doc Bryan Student Services Building
- 21 - Tucker Coliseum
- 22 - Hughes Residence Hall
- 23 - Chambers Cafeteria

- 24 - Techionery
- 25 - W.O. Young Building
- 26 - M Street Residence Hall
- 27 - Public Safety
- 28 - Tomlinson Hall
- 29 - Administration Building
- 30 - Crabaugh Hall
- 31 - Hull Physical Education Building

- 32 - Browning Hall
- 33 - Caraway Residence Hall
- 34 - Alumni House
- 35 - Thone Stadium at Buerkle Field
- 36 - Visiting Team Dressing Facility
- 37 - Norman Hall
- 38 - Stadium Suites Housing
- 39 - Chartwells Athletic Complex

- 40 - Marching Band Practice Field
- 41 - Temporary Nursing Building
- 42 - Baswell Residence Hall
- 43 - Crabaugh House
- 44 - Tech Farm
- 45 - Fisheries, Wildlife and Engineering Lab
- 46 - Animal Science Teaching Lab
- 47 - Campus Recreation Offices

- 48 - Campus Recreation Fields
- 49 - Facilities Management
- 50 - Tech Greenhouses
- 51 - Rothwell Hall
- 52 - Baswell Techionery
- 53 - Hindsman Tower

