

# Arkansas Tech University

## Adjunct Faculty Handbook



ARKANSAS  
**TECH**  
UNIVERSITY

August 2023

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## ACKNOWLEDGMENT

Upon electronic acknowledgment, I understand that the *Adjunct Faculty Handbook*, located at <http://www.atu.edu/academics/facultyhandbook.php>, along with the Arkansas Tech University *Faculty Handbook* (update 2023-2024), 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 Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures and the [Clery Act](https://www.atu.edu/psafe/cleryreport.php) (<https://www.atu.edu/psafe/cleryreport.php>).

THE ELECTRONIC ACKNOWLEDGEMENT WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

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# I

## 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 individuals with teaching responsibilities who are not otherwise employed in a full-time position at Arkansas Tech University, and are considered an integral and valued participant in realizing the above stated mission.

### MISSION AND VISION OF THE UNIVERSITY

The present mission of Arkansas Tech University is:

“Arkansas Tech University is dedicated to student success, access, and excellence as a responsive campus community providing opportunities for progressive intellectual development and civic engagement. Embracing and expanding upon its technological traditions, Tech inspires and empowers members of the community to achieve their goals while striving for the betterment of Arkansas, the nation, and the world.” (FH, page 1).

The present vision of Arkansas Tech University is:

“Arkansas Tech University: where students succeed, innovation thrives, and communities flourish”.

### General Education Goals

The general education curriculum is designed with the philosophy of "college, career, community" to provide a foundation for knowledge common to educated people and to develop the capacity for an individual to expand that knowledge over his or her lifetime. Students who have completed the general education curriculum at Arkansas Tech University will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Demonstrate knowledge of the arts and humanities
- Practice Civic Engagement

## II 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**

Faculty must provide Official Transcripts of their graduate degree work to the Office of Academic Affairs, located in the Administration Building, Room 200. If no graduate degree exists, then transcripts of the bachelor's degree must be provided. Transcripts should be sent directly from the university attended to either your Dean or, preferably, to Academic Affairs. Transcripts may be sent either electronically or by hard copy from the university. If sent electronically, send to [academicaffairs@atu.edu](mailto:academicaffairs@atu.edu). 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>

### **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) Website: <http://www.atu.edu/academics/>

### **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, General Education Associates and all Bachelor's degree seeking students, (excluding the Online Learning Center and all other Associate degrees) continue to be advised by the AAC's professional staff until approximately sixty (60) credit hours.

Each semester after the 11th class day, the AAC will aid students who will earn approximately 60 hours by the end of the current semester in the transition to a faculty advisor. Visit the AAC website at <http://www.atu.edu/advising/> or contact Marika Lederman, Associate Dean for Academic Advising and Career Services, for further information.

### **Academic Advising Center**

Rothwell Hall, Room 107

Phone: 479-964-0843

Fax: 479-890-8091

e-mail: [advise@atu.edu](mailto:advise@atu.edu) Website: <http://www.atu.edu/advising>

### **Human Resources:**

The Arkansas Tech University Human Resources office is committed to excellence through people by attracting, retaining and developing a talented and diverse workforce. We strive to promote a meaningful work culture that is equitable, ethical and fair while fostering the growing needs of our

dynamic institution. Our goal is to proactively provide a superior level of service, ensuring systematic consistency in processes, policies and regulatory compliance to support Faculty and Staff in maintaining a quality learning environment for students. We coined the term “Excellence through People”. As we structure our professional development program we will focus on continually improving knowledge and skills that will develop and maintain this excellence. (<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 <https://www.atu.edu/hr/resources-forms.php>

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

### **Human Resources**

Human Resources Office

715 N. El Paso Avenue

Phone: 479-968-0396

Fax: 479-968-0693

E-mail: [hr@atu.edu](mailto:hr@atu.edu) Website: <http://www.atu.edu/hr/>

Offices 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 may complete an Access eXception Request if additional access is needed. For security reasons, access to university systems other than those accessed by the email account is based on a demonstrated need for the service and must be approved by the Department Head and the Data Owner of the requested access. Access to Query Grant FUND information is obtained through the Budget Office.

For help related to information systems, please contact the Campus Support Center.

## **The Campus Support Center**

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](mailto:campussupport@atu.edu)

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

The Campus Support Center operates 7 days a week 7:00 a.m. – 1:00 a.m. (subject to change). See <https://ois.atu.edu> for the most up-to-date operational services.

### **Payroll:**

The Payroll Office 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 and other miscellaneous reports as requested by University management.

The Payroll Office is located at 404 N. El Paso Avenue, Russellville, AR 72801. 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 holiday break. During spring, installments are paid at the end of February, March, April, and May. For summer sessions, the first summer session payment is made at the end of June, and the second summer session 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](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 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
- Eligible for enrollment in TIAA

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



## **Payroll**

404 N. El Paso Avenue

Phone: 479-968-0696

Fax: 479-968-0227

E-mail: [payroll@atu.edu](mailto:payroll@atu.edu) Website: <http://www.atu.edu/payroll/>

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

## **Public Safety**

Adjunct faculty should go to the Department of Public Safety to obtain an ATU Parking Hangtag. All adjunct faculty will be issued a free yellow hangtag upon presentation of their University ID card. If the adjunct faculty member wishes to “upgrade” to a red hangtag, they should go to Student Accounts to pre-pay for a \$45 red hangtag, and take the receipt and yellow hangtag to the Department of Public Safety to receive the red hangtag.

To report a crime, call Public Safety. If it’s an emergency, call 911. Public Safety is located at 716 North El Paso Avenue, Russellville, AR 72801.

- **Law Enforcement Authority:** Department of Public Safety (DPS) Officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. DPS law enforcement authority comes from Arkansas State Statute 25-17-304 which confers upon the President of a state institution or higher education the right to create a University agency with the same powers and authority as any municipal, county, or state police agency in Arkansas. DPS officers have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If any minor offenses involving a violation of Arkansas Tech University rules and regulations are committed by a University student, DPS officers may also refer the individual to the Office of Student Conduct.
- **Law Enforcement Jurisdiction:** All service drives, alleyways, parking lots, any real or personal property owned or controlled by Arkansas Tech University and which is physically located within the Russellville city limits or elsewhere, shall fall under the jurisdiction of DPS. DPS works closely with other federal, state, and local law enforcement agencies including the Russellville Police Department, Pope County Sheriff’s Office, Arkansas State Police, Fifth Judicial Task Force, Ozark Police Department, and Franklin County Sheriff’s Office. DPS also maintains Mutual Aid Agreements, under the laws of Arkansas, with the Pope County Office of Emergency Management, Russellville Police Department, Pope County Sherriff’s Office, and surrounding agencies. This agreement allows each department to provide assistance when necessary, for the purpose of investigating alleged criminal incidents. All members of the campus community are encouraged to cooperate fully with police personnel for their safety and convenience of everyone.
- **Reporting Crime or Emergencies On-Campus:** To maximize safety on campus, DPS strongly encourages anyone with knowledge about any crime, suspicious activity, or unsafe

actions or conditions on campus to make an immediate and accurate report to DPS in person or by telephone. Reporting does not mean you must take legal action; however, it may help law enforcement stop further incidents as well as help keep the community informed about criminal activity. All crimes should be reported to DPS to aid in providing timely warnings or emergency notifications to the community when appropriate and for inclusion in the annual crime statistics disclosure. Call 911 in an emergency if you are the victim of or witness to a crime and need police, fire, or medical assistance. In nonemergency incidents, reports can be made in person at the Department of Public Safety, located at 716 North El Paso Avenue, Russellville, AR, 72801 or call (479) 968-0222 to speak with an officer. Arkansas Tech University students requiring non-emergency medical care and counseling services may contact the ATU Health and Wellness Center at (479) 968-0329.

- **Emergency Alerts:** The University is committed to the safety and well-being of its faculty, staff, students, and visitors to the campus. Upon the confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or staff occurring on the campus, a notification will be made without delay to the University community. The University initiates the notification to the community using the ATU Alert system. Emergency messages will be sent out via text messaging, email, phone calls, desktop notification, digital signage, ALERTUS notification system for large gathering areas, and RSS feed on the University website at [www.atu.edu](http://www.atu.edu).
- **Security of and Access to Campus Facilities:** The ATU campus is made up of a variety of facilities, primarily student residences and academic/administrative buildings. Academic/administrative facilities are open during normal business hours (8:00 AM to 5:00 PM) to faculty, staff, students, and University guests. After-hours access to locked academic and administrative buildings is restricted to authorized persons holding keys or electronic access cards for the facilities. After-hours access is limited to those who have authorization through their status as students, faculty, staff, or visitors in connection with special events or invitation. This access is granted through the ATU Card Office and/or DPS. Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters. Residence halls are for the use and enjoyment of the residents of the building and their guests. Students residing in residence halls are given keys and/or an electronic access card to their residence halls. All residence halls, except University Commons, Vista Place Apartments, and Stadium Suites, have an electronic card reader on the exterior entrances. Exterior doors remain locked 24 hours a day. Interior hallway doors are to be locked at all times. Access to the individual rooms is limited to the residents and authorized University employees who must follow procedures established to protect the safety of the residents. Public Safety Officers and Residence Life staff monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity.
- **Security Awareness and Crime Prevention Programming:** The safety awareness programs and crime prevention programs at ATU are based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others.

DPS in cooperation with other University organizations and departments, is responsible for presenting security awareness and crime prevention programs to the campus community annually and more often depending on the program type. The Department of Public Safety in collaboration with other University departments offer crime prevention programs throughout the year to raise awareness for a variety of topics including, but not limited to, suicide prevention, sexual assault, dating violence, harassment, and hazing prevention. DPS conducts the following security awareness and/or crime prevention programs for students each year: Residence Life Staff Training, CRASE (Civilian Response to Active Shooter Events), Emergency Preparedness Month, which includes CPR/AED certification course, weather spotting course, First 15 Minutes course, and Emergency Preparedness Expo, and New employee orientation.

- **The Annual Security and Fire Safety Report:** This report includes statistics for the previous three years (2014, 2015, and 2016) containing reported Clery reportable crimes and fires that occurred: (1) on-campus; (2) in certain off-campus buildings or property owned or controlled by Arkansas Tech University; and (3) on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies about campus security and policies addressing domestic violence, dating violence, sexual assault, and stalking. In accordance with the Clery Act, the Arkansas Tech University Russellville Campus (ATU Russellville) and the Arkansas Tech University Ozark Campus (ATU Ozark) are each defined as separate campuses and the 2017 Annual Security and Fire Safety Report contains information for both campuses (Russellville and Ozark). The complete 2017 Annual Security and Fire Safety Report, can be found as a digital version at <https://www.atu.edu/psafe/cleryreport.php>.
- **Drug-Free Workplace:** State agencies that receive federal funds certify that they will maintain a drug free workplace. Failure to do so may result in a suspension of contracted payments, contract termination or debarment from future government awards. Any employees violating this policy will be subject to discipline up to and including termination. State agencies, boards and commissions are required to certify that they are in compliance with the Drug Free Workplace Act of 1988. It is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Violation of this policy can subject employees to discipline up to and including termination.

Accordingly, the following are policy statements which shall govern the various forms of controlled substance abuse on the university campus or in the university workplace.

1. The university will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way illegally transfers a controlled substances to another person, or illegally sells or manufactures a controlled substance, or illegally uses a controlled substance while on the job, on university premises, or in university vehicles will be subject to discipline up to, and including, termination.
2. The term "controlled substance" means any drug listed in 21 USC §812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such

- drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, “crack”, and “ice”. Also included are legal drugs which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the university within five days after he or she is convicted of violation of any federal or state criminal drug statute if such violation occurred on university premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
  4. The university will notify the federal funding agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten days of receiving notice of the conviction from the employee or otherwise receiving actual notice of such conviction.
  5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to, and including, termination. Alternatively, and at the sole discretion of the university, the employee may be required to successfully complete a drug rehabilitation program sponsored by an approved private or government institution.
  6. Abiding by the Drug-Free Workplace policy is considered to be a condition of employment for all university employees. Human Resources will ensure that all employees acknowledge, in writing, receipt of a copy of this policy.
- **Parking and Traffic Information :** A complete list of parking and traffic information may be located at <https://www.atu.edu/psafe/park-info.php>. The regulations include information on the following important topics:
    - **Accessible Parking:** As required, a number of parking slots have been set aside for use by permanently handicapped individuals only. Each space has been marked with signs and or blue and white paint on the space. If these spaces are full, you may park in any color zone, but not in spaces marked as loading zones, timed parking and reserved, as long as you display your valid disability license plate or placard. Vehicles found illegally parked in these spaces are subject to towing and impoundment fees. Only individuals who have been issued, and are displaying, a disability license plate or placard issued by the State of Arkansas are permitted to park in spaces marked with blue and white stripes. Vehicles must also have valid Tech hangtag. License plates, decals and placards may be obtained from the State Revenue Office at 105 South Rochester, Russellville, AR. For information, call (479)968-1526. Transfer of a disability license or placard is a violation of the Arkansas state law. The offender will be ticketed accordingly. Persons requesting temporary disability status for parking must be authorized by the ATU Health and Wellness Center located in Doc Bryan and, if eligible, then obtain a special Temporary hangtag from DPS. You will then be eligible to park in the areas marked RED or handicapped space only for the dates specified.
    - **Ticket Appeals:** All appeals will be dealt with according to the rules and regulations stated in the Parking Booklet. All appeals must be made within three school days. Appeals made after three school days will not be considered. All faculty, staff and student appeals should follow the stated procedures. Appeals should be done online. Go to Onetech, Purchase Parking permit and the appeal form is on the same page.

### **Department of Public Safety**

716 North El Paso, Russellville, AR 72801

Phone: 479-968-0222

Email: [dps@atu.edu](mailto:dps@atu.edu) Website: [www.atu.edu/psafe](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 \*student academic success, scholarship, and the instructional needs of faculty, supporting degree programs offered both on campus and online.

\*\*The library houses over 200,000 physical items available for borrowing. This number includes books, journals, laptops, webcams, headphones, calculators, films on DVD or Blu-Ray, CDs, board games, and most of the textbooks required by general education courses. Additionally, the library provides access to over 100,000 full-text journals, 700,000 eBooks, 359 databases, and nearly 200,000 streaming videos searchable via the library's search database. Find It, at [findit.atu.edu](http://findit.atu.edu).

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, \*scanners and copiers, audio/video production labs, classroom reservation, and course reserves.

The Library also offers \*tours, workshops, and orientation sessions about its services and collections to classrooms, as well as, to individual students and faculty members upon request. Please email \*Sherry Tinerella, Public Services Librarian, at [stinerella@atu.edu](mailto:stinerella@atu.edu) for additional information or use this link: <https://atu.libwizard.com/f/instruction> to schedule specific instruction.

Each academic department is assigned a librarian to act as a liaison for collection development, 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 more information on library liaisons, current hours, special events, or to search the library's collection: <https://library.atu.edu>.

## **The Ross Pendergraft Library and Technology Center**

305 W. Q Street

\*Phone: 479-964-0588 (Library Administration)  
479-964-0569 (Circulation Department)

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

\*Library hours are Sunday, 1:00 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.

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

\*Updated 8/1/22

\*\*Updated 8/1/23

## **Student Accounts**

Adjunct faculty can get picture ID cards needed for benefits and also to be used as swipe cards to gain entrance into 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 \$45 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**

Brown Hall, Suite 241

105 West O Street

Phone: 479-968-0271

Fax: 479-968-0322

e-mail: [business.office@atu.edu](mailto:business.office@atu.edu) Website: <http://www.atu.edu/stuacct/index.php>

\*\*Office Hours are Monday through Friday, 9:00 a.m. – 3:00 p.m.

## **Other Contacts**

### **Deans:**

#### **College of Arts and Humanities**

Dr. Jeffrey Cass, Dean

Witherspoon 240

479-968-0274

[jcass@atu.edu](mailto:jcass@atu.edu)

#### **College of Business and Economic Development**

Tracy Cole, Interim Dean

Rothwell

479-968-0490

[tcole7@atu.edu](mailto:tcole7@atu.edu)

#### **College of Education and Health**

Dr. Time Carter, Interim Dean

Crabaugh 214

479-964-3217

[tcarter@atu.edu](mailto:tcarter@atu.edu)

#### **College of Science, Technology, Engineering, and Mathematics**

Dr. John Jackson, Interim Dean

McEver Building

479-964-0548

[jjackson@atu.edu](mailto:jjackson@atu.edu)

#### **Graduate College and Research**

Dr. Sarah Gordon, Interim Dean

Tomlinson Hall 108

479-968-0398

[sgordon6@atu.edu](mailto:sgordon6@atu.edu)

\*\*Updated 8/1/23

### III 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 and must be approved by the Office of Academic Affairs.

#### **\*Adjunct Evaluation Policy**

Adjunct evaluation at Arkansas Tech University is intended to promote better teaching, scholarship, and service of the faculty. Criteria used by the department head in faculty evaluation consists of student evaluations (reviewed each semester by the department head or appointed supervisor), submission of syllabi for all sections each semester (archived and reviewed each semester by the department head or appointed supervisor), and class or virtual observation(s) once per semester during the first two years of teaching. Department heads will deliver a summative assessment based on this information annually.

#### **Course Syllabi**

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

\*Approved Faculty Senate 3/10/2020

- 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)
- 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”.

### **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**

“It is the responsibility of the faculty member to maintain adequate records necessary for grading and accounting for student attendance prior to the official attendance date and throughout the semester/term. Class rolls and attendance 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”.

### **Attendance Accounting**

“The faculty member is to report students who have not reported to class by the official attendance date. Based on the reporting, students not reporting to class will be dropped for non-attendance.



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.”

### **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 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 or non-attendance--dropping a student from a course with a grade of "WN" – withdraw for non-attendance --the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty. The WN may also be awarded by an instructor to a student who does not participate in an online course as required by federal financial aid guidelines.
4. A student accumulating an excessive number of unjustifiable absences/non-attendance 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/non-attendance becomes final when the instructor reports this action in writing to the Registrar's Office. 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 168 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".

## 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 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 the 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."

### **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”.

### **Plagiarism**

Should faculty encounter cases of academic dishonesty, they may refer to the *ATU Faculty Handbook* for the Code of Academic Integrity:

“**Plagiarism** is stealing the ideas, data, tables, graphs, artistic works, or writing of another person and using them as one’s own. This includes not only passages, but also sentences and phrases incorporated in the student’s written work without acknowledgment 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 (MLA, APA, etc.). Plagiarism includes recasting the phrase or passage in the student’s own words of another’s ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.” (FH page 169).

## IV 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 Affairs Office” (FH page 174).

### **Disability Services for Students**

“The Office of Disability Services serves as the central campus resource for students with disabilities covered by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. This office partners with students, faculty, and staff to enable equal access to programs and services. The Office of Disability Services is located in Doc Bryan Suite 141, and may be contacted in the following ways: Phone: (479) 968-0302; TTY: (479) 964-3290; Email: [disabilities@atu.edu](mailto:disabilities@atu.edu).”

### **\*Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures**

ATU is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination and harassment based on a protected characteristic, and retaliation for engaging in a protected activity. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, ATU has developed policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.

The Title IX Office supports the Arkansas Tech University mission of student success, access, and excellence by cultivating a responsive campus community through education of federal laws and approaches to identify, prevent, and report discrimination, sexual misconduct, and retaliation. Title IX staff strive to conduct fair and equitable inquiries and investigations and implement stop, prevent, and remedy measures, including connecting those affected with campus and community resources. Arkansas Tech University is committed to fostering a safe and caring environment free from sexual and gender-based discrimination where students, faculty, and staff have the opportunity to succeed in their educational and professional pursuits.

\*Updated 8/1/23

The entire Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures can be found online at <https://www.atu.edu/titleix/policy.php>. The Title IX Coordinator, Amy Pennington, can be contacted by phone at 479-968-0407 or by email at [apennington@atu.edu](mailto:apennington@atu.edu).

### **Consensual Relations**

“Sexual relations between employees and those with whom they also have an academic evaluative or supervisory relationship are fraught with the potential for exploitation. The respect and trust accorded a professor or staff member by a student, as well as the power exercised by the professor, or other staff member, in an academic or evaluative role, make voluntary consent by the subordinate suspect. Even when both parties have previously consented, circumstances could change and conduct that was once welcome could become unwelcome and the development of a sexual relationship renders both the employee and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between individuals in unequal positions.

In their relationships with students, members of the faculty, as well as employees whose position may be perceived as one of authority, are expected to be aware of their professional responsibilities and to avoid apparent or actual conflicts of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision takes place.

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”, real or perceived, 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. This includes resident assistants and students over whom they have direct responsibility. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department or college.

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”, real or perceived, 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 immediately. Failure to self-report such relationships may result in disciplinary action. 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. This will likely result in the removal of the employee from the supervisory or evaluative responsibility, or shift the individual out of being supervised or evaluated by someone with whom they have a consensual relationship.

ATU reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this Policy. ” (FH page 100).

## **\*Equal Employment Opportunity**

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 this notice and 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, through its strategic plans and other campus initiatives, develop and implement 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. 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.

\*Responsibility for implementation and compliance with this policy has been delegated to the Director of Human Resources and Affirmative Action officer, Ms. Melissa Riffle who can be reached by emailing [mriffle@atu.edu](mailto:mriffle@atu.edu) or by calling 479-968-0583 ext. 2200. (FH page 79).

### **Office of Affirmative Action**

Phone: 479-968-0396

Fax: 479-968-0693

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

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

### **\*CARE TEAM**

The CARE Team is a multidisciplinary proactive campus threat assessment and behavioral intervention team dedicated to improving campus safety through a coordinated, objective approach to prevention, identification, assessment, intervention, and management of situations that may pose a threat to safety and well-being of individuals and the university community. While threat assessment is a crucial component, the CARE Team also focuses on student success and retention by following up with referrals and connecting individuals to appropriate resources.

\*Updated 8/1/23

The primary work of the CARE Team (Campus Assessment, Response, and Evaluation Team) is to collect and assess all reports of threats or other alarming behaviors by any student or employee as well as others who might impact the safety or well-being of the university community.

By gathering information about individuals of concern, assessing the information in a systematic manner, determining the most effective response, implementing a plan to address the concern, and monitoring the effectiveness of the response, the team seeks to prevent disruptive or harmful incidents. Central to this process is enhancing and connecting campus communication to effectively detect patterns of behavior that in isolation might seem insignificant but when viewed in totality signal a more serious problem. By modeling effective behavioral intervention practices, this proactive approach seeks to address concerning behaviors before situations become critical.

To make a report to the CARE Team, please complete the reporting form located here:  
[https://cm.maxient.com/reportingform.php?ArkansasTechUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?ArkansasTechUniv&layout_id=1).

For more information on the CARE Team and all Jerry Cares educational initiatives, please visit  
<https://www.atu.edu/jerrycares/>.

## **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 152).

## **Ethics Policy**

### **“Introduction**

This ethics policy serves (1) to emphasize the University’s commitment to ethical conduct and compliance with the law; (2) to set forth basic standards of ethical behavior; (3) to provide



reporting mechanisms for known or suspected ethical violations; (4) to help prevent and detect wrongdoing.

Given the variety and complexity of ethical questions that may arise in the course of carrying out the University's business, this Code can serve only as a general guide. Confronted with ethically ambiguous situations, employees should keep in mind the University's commitment to the highest ethical standards and seek advice from appropriate levels of University administration so as to ensure that this commitment is honored at all times.

This ethics policy has been adopted by the Board of Trustees and is to be administered at the direction of the President. A campus, department, or area may implement more specific associational or professional policies that supplement this policy, but each must be approved by the President and each must have a higher (and not lower) ethical requirement than this policy. In the event of a conflict between this policy and those of a campus, unit, or area, this policy will control.

This ethics policy applies to all Arkansas Tech University employees. This policy may be amended or supplemented from time to time by the Board of Trustees.

Public employment is a public trust. It is the policy of Arkansas Tech University to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the university. The policy is implemented by prescribing essential restrictions against conflict of interest without creating unnecessary obstacles to entering public service.

The institution and its employees shall conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the following principles:

- Conduct that is beyond reproach and integrity of the highest caliber;
- Act with honesty and fairness in good faith and professionalism;
- Accountability, transparency and commitment to compliance with statutory requirements; and
- Being proactive in pursuing ethical conduct in future years.

#### **Definitions**

1. "Confidential information" means any information which is available to an employee only because of the employee's status as an employee of this state and is not a matter of public knowledge or available to the public on request.
2. "Employee" means an individual drawing a salary from the university and any non-salaried individual performing personal services for the university.
3. "Gift" is defined for purposes of this policy using the definition of the Arkansas Ethics Commission rule §300(b), which is set forth in its entirety in attachment "A".
4. "Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

5. “Immediate family” means a spouse, children, parents, brother and sisters, and grandparents.
6. “Personal gain” means a benefit or advantage that relates to a particular person rather than to a business, group or organization.

### **General standards of ethical conduct**

1. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee’s duties is a breach of a public trust.
2. Employee Conflict of Interest.
  - a. It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application, in any request for ruling or other determination, in any claim or controversy, or in any other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to the employee’s knowledge;
    - (i) The employee or any member of the employee’s immediate family has a financial interest;
    - (ii) A business or organization has a financial interest, in which business or organization the employee, or any member of the employee’s immediate family, has a financial interest; or
    - (iii) Any other person, business, or organization with whom the employee or any member of the employee’s immediately family is negotiating or has an arrangement concerning prospective employment is a party.
  - b. “Direct or indirect participation” shall include, but not be limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, including the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
3. Gratuities and kickbacks
  - A. It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, including the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
  - B. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the

award of a subcontract or order. Meals provided as part of a conference are excluded from this provision.

4. Use of confidential information

A. It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.

5. Non-employees

A. Any effort to influence any public employee to breach the standards of ethical conduct set forth herein is also a breach of ethical standards.

6. Violations

Violations of this policy may constitute violations of law as set forth in A.C.A. §19-11-701 et. seq.

7. Reporting suspected violations

Employees wishing to report a suspected violation of this ethics policy may report it anonymously to the Human Resources department or the Office of University Counsel. Submit a suspected violation.

(<https://www.atu.edu/standingcommittees/ethics-form.php>)

8. Guidance

All employees must work together to ensure prompt and consistent enforcement of this Ethics Policy. In some situations, it may be difficult to know if a violation has occurred. Because it is impossible to anticipate every situation that will arise, it is important to approach a new question or problem with confidence. Employees having questions about their obligations under this Code should consult the University's administration and/or the University Counsel." (FH page 154).

***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.***

## V TECHNOLOGY

### **\*Instructional Design Team**

The Instructional Design Team enhances and supports the delivery of online courses. The Instructional Design Team facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses.

Course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included in the *Faculty Handbook*.

The University uses Blackboard as its learning management system. Links are available on the college's site ( <https://bblearn.atu.edu/> ) for the most current version of Blackboard and additional support materials.

The *Faculty Handbook* requires teaching be evaluated by a standard, university-wide student evaluation.

Online courses are subject to the same requirements as face-to-face 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.

### **Adjunct Faculty Development**

Developed by the Instructional Design team, the *Transitioning to Teaching Online (T2TOL)* course is a self-paced professional development activity most beneficial to those with limited or no prior experience teaching in the virtual environment.

The *Transitioning to Teaching Online (T2TOL)* course addresses six domains:

- Getting to Know Your Course
- Making the Course Ready for Students
- Taking Care of Non-Instructional Paperwork
- Communicating with Your Students
- Facilitating Student-to-Student Interaction
- Assessing Student Knowledge

The course is available to all faculty within Blackboard. Within "Courses," search for *Transitioning to Teaching Online*.

\*Updated 8/1/22

## Tech e-mail

To access your ATU e-mail account from any location, open up your browser, type <https://mail.atu.edu> in your browser and hit Enter. The ATU E-Mail login page will appear as pictured below. Use your OneTech ID and password to login.



## How to Access ATU Systems

The Office of the Human Resources will provide you with your OneTech ID and information about how to activate your account at <https://ams.atu.edu>. If you need help activating your account or accessing systems, please call the Campus Support Center at (479) 968-0646 during operating hours.

## **Banner Help and Instructions**

[https://www.atu.edu/registrar/banner\\_forms.php](https://www.atu.edu/registrar/banner_forms.php)

Attendance Accounting Instructions

[https://www.atu.edu/registrar/docs/Attendance\\_Accounting\\_.pdf](https://www.atu.edu/registrar/docs/Attendance_Accounting_.pdf)

Final Grading Procedures

[https://www.atu.edu/registrar/docs/faculty/2018\\_Final\\_Grading.pdf](https://www.atu.edu/registrar/docs/faculty/2018_Final_Grading.pdf)

Midterm Grading Procedures

[https://www.atu.edu/registrar/docs/faculty/Midterm\\_Grading312017.pdf](https://www.atu.edu/registrar/docs/faculty/Midterm_Grading312017.pdf)

Self-Service Banner Registration Procedures

[https://www.atu.edu/registrar/docs/faculty/registration\\_SSB.pdf](https://www.atu.edu/registrar/docs/faculty/registration_SSB.pdf)

Other Banner Help and Instructions can be found at:

[https://www.atu.edu/registrar/banner\\_forms.php](https://www.atu.edu/registrar/banner_forms.php)

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



- |                                  |                                     |                            |                            |                                      |                                  |   |  |
|----------------------------------|-------------------------------------|----------------------------|----------------------------|--------------------------------------|----------------------------------|---|--|
| 1 Green & Gold Cupboard          | 8 Multi-Sport Complex               | 15 Caraway Residence Hall  | 22 Crabaugh Hall           | 31 Dean Hall                         | 38 Campus Recreation Fields      | 45 Corley Hall                                    | 51 Tech Greenhouses                        |
| 2 Public Safety                  | 9 Williamson Hall                   | 16 Brown Hall              | 23 Techionery              | 32 Hindsman Tower                    | 39 Tucker Coliseum               | 46 Ross Pendergraft Library and Technology Center | 52 Fisheries, Wildlife and Engineering Lab |
| 3 Rock House                     | 10 Baswell Residence Hall           | 17 ROTC                    | 24 Wilson Residence Hall   | 33 Baswell Techionery                | 40 University Commons Apartments | 47 Witherspoon Hall                               | 53 Tech Farm                               |
| 4 Stadium Suites Student Housing | 11 Visiting Team Dressing Facility  | 18 Browning Hall           | 25 M Street Residence Hall | 34 McEver Hall                       | 41 Energy Center                 | 48 Paine Residence Hall                           | 54 Animal Science Teaching Lab             |
| 5 Taco Villa Building            | 12 Thone Stadium at Buerkle Field   | 19 Tomlinson Hall          | 26 Tucker Residence Hall   | 35 Chambers Cafeteria                | 42 Jones Residence Hall          | 49 Marching Band Practice Field                   | 55 Facilities Management Building          |
| 6 Campus Recreation Offices      | 13 Hull Physical Education Building | 20 W.O. Young Building     | 27 Hughes Residence Hall   | 36 Rothwell Hall                     | 43 Sand Volleyball Court         | 50 Chartwells Athletic Complex                    | 56 Crabaugh House                          |
| 7 Tech Field                     | 14 Alumni House                     | 21 Administration Building | 28 Brown Residence Hall    | 37 Doc Bryan Student Services Center | 44 Norman Hall                   |   | VP Visitor's Parking                       |
|                                  |                                     |                            | 29 Turner Residence Hall   |                                      |                                  |   |  |
|                                  |                                     |                            | 30 Nutt Residence Hall     |                                      |                                  |   |  |