

Arkansas Tech University

Adjunct Faculty Guide

August, 2018

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## 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 2018), 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 78-111) and the Clery Act (<https://www.atu.edu/psafe/cleryreport.php>).

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(Signature)

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(Please Print Name)

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(Date)

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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](mailto:academicaffairs@atu.edu).

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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 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 will be able to:

- Communicate effectively
- Think critically
- Develop ethical perspectives
- Apply scientific and quantitative reasoning
- Demonstrate knowledge of the arts and humanities
- Understand wellness concepts

## 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 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>

### **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 College of eTech 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. AAC advisors strive to increase student success and retention through the Academic Early Warning Program. It is designed to assist faculty in locating and resolving student performance and attendance matters. The office sends an Academic Early Warning Program reminder to all faculty at the beginning of the semester. Faculty can report students to the Academic Early Warning Program through their OneTech account. The link can be found under the Faculty/Advisor tab in the Academic Links channel. 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: [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 <http://www.atu.edu/hr/forms.php>

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

**Human Resources**

Brown Hall Suite 343

105 West O Street

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.; the office is closed during the noon hour from 12:00 – 1:00 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 is available 24 hours a day each day of the week.

### **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 in Brown Hall Suite 410. 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

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



## **Payroll**

Brown Hall, Suite 410

105 West O Street

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, please 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 across the street from the Tomlinson Building.

- **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 1508 N. Boulder 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 <http://www.atu.edu/securityact/>.
- **Drug-Free Schools and Communities Act Amendments of 1989:** In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the institution has developed and implemented a program to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees. The institution's annual Drug-Free Schools and Communities Act notification includes the items listed below. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: <http://www.atu.edu/cscenter/aod.php>.
- **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**

1508 North Boulder Ave, 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 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](mailto: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](http://library.atu.edu)

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

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

Friday, 7:00 a.m. – 8:00 p.m.

Saturday, 10:00 a.m. – 8:00 p.m.

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

## **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/stuaccts/index.php>

Office Hours are Monday through Friday, 8:00 a.m. – 5:00 p.m.

## Other Contacts

### Deans:

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

College of Business  
Dr. Lisa Toms, Dean  
Rothwell 435  
479-968-0490  
[ltoms@atu.edu](mailto:ltoms@atu.edu)

College of Education  
Dr. Linda Bean, Dean  
Crabaugh 214  
479-964-3217  
[lbean@atu.edu](mailto:lbean@atu.edu)

College of Engineering and Applied Sciences  
Dr. Judy Cezeaux, Dean  
Corley 111D  
479-968-0338  
[jcezeaux@atu.edu](mailto:jcezeaux@atu.edu)

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

College of eTech  
Dr. Jeff Aulgur, Dean  
Online Learning Center  
715 North El Paso Avenue  
479-964-3637  
[jaulgur@atu.edu](mailto:jaulgur@atu.edu)

Graduate College  
Dr. Jeff Robertson, Dean  
Tomlinson Hall 108  
479-968-0398  
[jrobertson@atu.edu](mailto:jrobertson@atu.edu)

### **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.

#### **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
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives

\*Approved Dean's Council 12/3/12

- 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” (FH page 140).

### **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” (FH page 130).

### **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.” (FH page 130).



## **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--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 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 137 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 131).

## 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.” (FH page 132).

### **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 133).

**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 134).

## 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 Services Office” (FH page 143).

### **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).” (FH page 128).

### **Sexual and Gender Harassment**

As stated in the *Faculty Handbook*, “It is the policy of Tech 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 74-77).

### **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.**<sup>1</sup> 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.

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<sup>1</sup> 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.

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 78-111)

### **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 conflict 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.” (FH page 112).

### **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 Director of Human Resources and Affirmative Action officer, Mr. Robert Freeman.” (FH page 73).

### **Office of Affirmative Action**

Phone: 479-968-0241

Fax: 479-968-0693

E-mail: [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or [rfreeman18@atu.edu](mailto:rfreeman18@atu.edu)

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

### **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 113)

### **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 Robert Freeman, Director of Human Resources and Affirmative Action officer who can be reached by emailing [rfreeman18@atu.edu](mailto:rfreeman18@atu.edu) or calling 479-968-0396.” (FH page 113)

### **Office of Affirmative Action**

Phone: 479-968-0241

Fax: 479-968-0693

E-mail: [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or [rfreeman18@atu.edu](mailto:rfreeman18@atu.edu)

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

*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

### **College of eTech**

The College of eTech enhances and supports the delivery of online courses. The College of eTech facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses. The College can be accessed at [www.atu.edu/eTech](http://www.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 150 of the *Faculty Handbook*.

The university uses Blackboard as its learning management system. Links are available on the college's site (<http://www.atu.edu/etech/resources.php>) 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.

The College of 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](mailto:campussupport@atu.edu) or visit the Information Systems website at <http://ois.atu.edu>.

### **College of eTech**

Online Learning Center  
715 N. El Paso Avenue  
Phone: 479-964-0583 ext. 2601  
E-mail: [jaulgur@atu.edu](mailto:jaulgur@atu.edu)  
Website: [www.atu.edu/eTech](http://www.atu.edu/eTech)

## 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.

## **Banner Help and Instructions**

### **Banner Schedule Procedures**

[http://www.atu.edu/registrar/docs/faculty/schedule\\_procedures\\_.pdf](http://www.atu.edu/registrar/docs/faculty/schedule_procedures_.pdf)

### **Advisor Assignment**

[https://www.atu.edu/registrar/docs/faculty/advisor\\_assignment.pdf](https://www.atu.edu/registrar/docs/faculty/advisor_assignment.pdf)

### **Course Overload**

[http://www.atu.edu/registrar/docs/faculty/course\\_overload\\_INB.pdf](http://www.atu.edu/registrar/docs/faculty/course_overload_INB.pdf)

### **Final Grading Procedures**

[https://www.atu.edu/registrar/docs/faculty/Final\\_Grading.pdf](https://www.atu.edu/registrar/docs/faculty/Final_Grading.pdf)

### **Navigating Faculty Services**

[https://www.atu.edu/registrar/docs/faculty/navigating\\_faculty\\_services.pdf](https://www.atu.edu/registrar/docs/faculty/navigating_faculty_services.pdf)

### **Internet Native Banner Registration Procedures**

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

### **Banner Schedule Checklist**

[https://www.atu.edu/registrar/docs/faculty/schedule\\_checklist.pdf](https://www.atu.edu/registrar/docs/faculty/schedule_checklist.pdf)

### **Attendance Accounting Instructions**

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

### **AdAstra Academic Procedures**

<https://www.atu.edu/registrar/docs/Ad%20Astra%20Academics.pdf>

### **Midterm Grading Procedures**

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

### **Internet Native Banner Registration Errors**

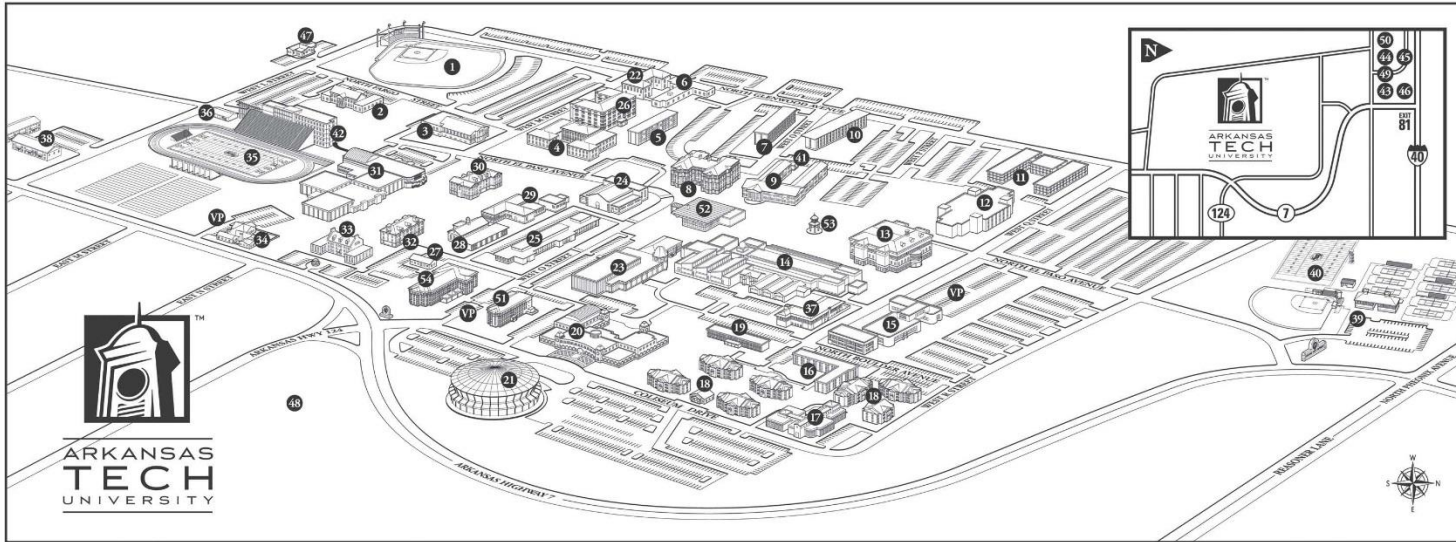
[https://www.atu.edu/registrar/docs/faculty/registration\\_errors\\_INB.pdf](https://www.atu.edu/registrar/docs/faculty/registration_errors_INB.pdf)

### **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)

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).

# Welcome to Arkansas Tech University



## Alphabetical Legend

- Administration Building - 29
- Alumni House - 34
- Animal Science Teaching Lab - 46
- Baswell Residence Hall - 42
- Baswell Technionery - 52
- Brown Hall - 54
- 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
- Technionery - 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 - Technionery
- 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 Technionery
- 53 - Hindsman Tower
- 54 - Brown Hall