Proposed Adjunct Faculty Guide Edits 2022/2023

<u>**Current Guidebook (pg. 2):**</u>

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, Associate Dean for Academic Advising and Career Services, for further information.

<u>**Proposed Change:**</u>

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Rationale: Update information.

<u>**Current Guidebook (pg. 9)**</u>

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 the 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 Sherry Tinerella, Public Services Librarian, at 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, 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 more information on library liaisons, current hours, special events, or to search the library's collection: https://library.atu.edu. librarians and the departments they represent.

Proposed Change:

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, ~~the~~ 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 70,000 full-text journals, 600,000 ebooks, 387 databases, and nearly 90,000 streaming videos searchable via the library's search database, Find It, at 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 for additional information or use this link: https://atu.libwizard.com/f/instruction to schedule specific instruction.

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Please see the library's website for ~~the most current list of~~ more information on library liaisons, current hours, special events, or to search the library's collection: https://library.atu.edu. ~~librarians and the departments they represent.~~

Rationale: Update information.

Current Guidebook   (pg. 10)

The Ross Pendergraft Library and Technology Center
305 W. Q Street
Phone: 479-968-0289   (Administrative Specialist)
        479-964-0569 (Circulation Department)
Website: library.atu.edu
Library hours are Sunday, 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.

Proposed Change:

The Ross Pendergraft Library and Technology Center
305 W. Q Street
Phone: ~~479-968-0289~~   479-964-0588 (Administrative Specialist)
        479-964-0569 (Circulation Department)
Website: library.atu.edu
Library hours are Sunday, 1:00 p.m. – ~~1:00 a.m~~. 12:00 a.m.
Monday through Thursday, 7:00 a.m. – ~~1:00 a.m.~~ 12:00 a.m.
Friday, 7:00 a.m. – ~~8:00 p.m.~~ 6:00 p.m.
Saturday, 10:00 a.m. – ~~8:00 p.m.~~ 6:00 p.m.
24-Hour service available only during spring and fall semester final examination periods.

Rationale: Update information

Current Guidebook (pg. 18)

Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures
As stated in the *Faculty Handbook*, ATU is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. 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 process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and also for allegations of retaliation. (FH page 73).

Proposed Change:

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

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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.

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.

Rational: Update Information

Current Guidebook (pg. 25)

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

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.

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 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
Website: www.atu.edu/eTech

Adjunct Faculty Development

Developed by the eTech 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.

<u>Proposed Changes:</u>

~~College of eTech~~ Instructional Design Team

The ~~College of eTech~~ Instructional Design Team enhances and supports the delivery of online courses. The ~~College of eTech~~ Instructional Design Team 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~~

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Rationale: Update Information