New Faculty Orientation

Teaching at Texas State University

Fall 2022
Agenda

• Welcome
• NLF Chair: Dr. Jenn Jensen
• Introductions of Presenters
• Brief Introductions of Attendees (Name and Department)
• Zoom Engagement: How to ask ?’s, Use Chat and use the Reaction button
• Eat ‘Em Up!
Faculty Senate

• Composed of 15 faculty representing, proportionally, each of the academic colleges

• Faculty Senate liaison for departments not represented by a Senator

• Both Senators and Senate liaisons are elected by the voting faculty (hold academic rank in a department at a rate of 50% or more and who do not hold an administrative appointment outside of their College.)

• Meets weekly

• Open meetings
Nontenure Line Faculty Committee

• Created in 2011
• A representative from every Department across most colleges and programs on campus.
• Focus on programs, services and policies that affect and/or support Nontenure Line Faculty
Where to Get Answers

• Course Coordinator
• Faculty that have previously taught the course
• Department Chair
• Department Admin
• IT-Assistance Center (512-245-ITAC)
• NLFC Member

Nontenure Line Faculty Committee : Faculty Senate : Texas State University (txst.edu)
Questions
FIRST
THINGS
FIRST

Amy or Shannon
To Do, Before Anything Else:

• Texas State ID
• Internet ID / Email
• Parking
• CATSWEB
Online Services

• Lets you activate your Net ID and set up a password; set up your Texas State ID; manage your email; and enter profile information.

Faculty Menu

• Allows you to download and certify rosters, find information about your students, and submit grades online.

Faculty Help & Tutorials

• Available for many functions.
Teaching
Before Semester Starts

- Syllabus
  - Requirements
  - Post on HB2504 site
- CANVAS
- First Class Day:
  Monday, August 22, 2022
Texas State Syllabus

- A written syllabus is required and must be distributed to students in a printed or electronic form. Faculty Handbook (*2019-2020) https://www.provost.txstate.edu/faculty-handbook.html (pg. 78)
- All course syllabi must include specific information. Conduct and Planning of Courses AA/PPS [No. 02.03.01 (4.01)], Effective 7/26/2021 AA/PPS 4.01 and 13.01. http://www.provost.txstate.edu/pps/policy-and-procedure-statements/4-teaching/pps4-01.html
Some Syllabus Key Components

- Grading Policy
- Due Dates for Major Exams / Assignments
- Absentee Policy
- Disability Statement
- Honor Code
- General description of the subject matter of each lecture or discussion
- Seating Charts
• Public Access to Course Information

• Applicable to each undergraduate classroom course offered for credit

• Faculty use “Editor Access” to upload curriculum vita and course syllabus

• Faculty administer the “Student Perception of Instruction” (SPI) survey each semester. This year, administration will be on-line. Watch for announcements!

• Searchable by Faculty member or course

• A GREAT resource for past course syllabi for the last 3 years
Key Dates During the Fall 2022 Semester

• First Day of Class: Monday, August 22, 2022
• Census Day of Classes: September 7, 2022
• Automatic “W” Deadline: October 24, 2022

Before the automatic “W” deadline, a student can drop any course with a “W”; after the automatic “W” deadline, a student cannot drop a class unless they withdraw from the University.

• Withdrawal Deadline: November 17, 2022

Withdrawal means that the students have dropped all of their courses and are no longer enrolled in any classes at the University

• Last Day of Classes: December 1, 2022
Final Exams

- **Final Exam** Schedule: December 3 - 8, 2022. You MUST:
  - *Allow the FULL 2.5 hours for the student.
  - Follow the schedule

*Subject to change based on university mandates.*
During the Semester

KEEP CALM
THIS SEMESTER WILL BE FINE

Kevin
CANVAS (Learning Management System)

• CANVAS training is available all year long!

• Additional information can be found here: https://doit.txstate.edu/services/canvas
Outcomes Assessment

- Student Learning Outcomes (SLO’s) and core objectives are assessed in all Core Curriculum Courses (check with department for details)
- Some courses outside the core may be subject to assessment for Evaluation of Program (check with department for details)
- Assessment may affect your syllabus, so check before school starts.
WHO'S AWESOME?

You're awesome.
Each supported classroom on campus is equipped with the essentially the same cabinet and projection system.

The key is identical regardless of the classroom.

Instructions on how to use the cabinet are provided in the supporting documentation.

For problems, call 512.245.4822. Priority given to instructors in the classroom.
University Library: Instruction Support

• **Library Liaison program**: Tap librarian expertise for specific courses in all subject disciplines. Find your liaison here:
  [Faculty Liaisons and Subject Librarians: University Libraries: Texas State University (txstate.edu)](https://www.library.txstate.edu/services/faculty-staff.html)

• **Library Instruction**: Schedule a librarian to speak to your class about library resources in one of the library’s classrooms:
  [Teaching & Learning: University Libraries: Texas State University (txstate.edu)](https://www.library.txstate.edu/services/teaching-learning/research-instruction.html)

• **Class Research Sessions**: Schedule library open space to meet with your class when a course requires use of library materials
  [https://www.library.txstate.edu/services/teaching-learning/research-instruction.html](https://www.library.txstate.edu/services/teaching-learning/research-instruction.html)

• For even MORE information about University Library resources, visit the Faculty Services Website:
  [https://www.library.txstate.edu/services/faculty-staff.html](https://www.library.txstate.edu/services/faculty-staff.html)
Emails You Should Expect
OR
Send to Support Student Success at TX ST

• Roster Certification/Census Day (CATSWEB). This is the 12th Class Day.

• Notifications from the Office of Disability Services

• Athletic Academic Center

• Academic Early Alert: System targeting new freshmen during their initial transition to campus. You provide information regarding performance and attendance.

• Positive Action with Students (PAWS) Alert System where any student can be referred, for any issue, at any time during the semester.

• Student Behavior Assessment Team (BAT)
TEMC

- Testing, Evaluation & Measurement Center
  https://www.txstate.edu/temc/
- Scanning service for multiple choice exams
  1-day turnaround
- Academic testing for students with disabilities
- Research Support
Office of Disability Services

• Students must be registered with ODS and have an Academic Accommodation Letter on file with ODS for any accommodations to be received. *You may receive an e-mail notice in place of an accommodation letter.

• For academic testing at TMEC, students must be registered, and faculty must provide exams within specific time periods.

• Faculty members are encouraged not to “work with” students based on their statement of need as educational accommodations are a matter of federal law.

• Student accommodations are to provide equal access to students with an identified qualified disability.
Examples of Accommodations

Faculty members may be asked to provide or coordinate for a student with a disability (not a comprehensive list).

- Additional handout materials or Alternate format materials
- Access to printed materials by a visually impaired student
- Sign Language Interpreters or CART (captioning)
- Attendance issues
- Note taking assistance in the classroom for lectures
- Testing accommodations (distraction free environment, extended time)
- Assistive seating or preferential seating in the classroom
Student Issues

- Have emotional problems
- Financial problems
- Attendance issues
- Cheating/Online cheating
- COVID-19
The end of the semester

• Student Evaluation of Faculty Teaching
  – Departmental
  – SPI for HB2504
• Submit Grades (via CATSWEB or CANVAS)
Expectations
Varies by Department

Teaching
• Depends on Department
• Depends on Contract

Service
• Departmental Committees
• Personnel Committee (PC) - varies by College/Department
• College Committees
• Senate Committees
• For Senior Lecturers: required

Research
• Depends on Department
• Depends on Contract

• CV on Faculty Qualifications: Faculty Qualifications Support: IT Assistance Center: Texas State University (txstate.edu)
Faculty Evaluation

- Faculty performance evaluations – AA/PPS 04.02.11 (8.11)
- Must be conducted once annually and before reappointment
- Department specific (ask your department for your policy)
- Normally involves some combination of the following:
  - self-evaluation by the faculty member
  - evaluations by administrators, peers, and students (student evaluations must be done at least once each semester)
  - evaluations from those outside the department/school and from other sources.
Policies
University Policies Related to Teaching

Academic Policies:

**PPS = Policy and Procedure Statement**

[UPPS 01.01.01 - Policy and Procedure Statement System : Policy and Procedure Statements : Texas State University (txstate.edu)]

**UPPS = University Policy and Procedure Statement**

[UPPS 01.01.01 - Policy and Procedure Statement System : Policy and Procedure Statements : Texas State University (txstate.edu)]
FERPA

• The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

• Texas State-UPPS No. 01.04.31-Access to Student Records Pursuant to the Family Educational Rights and Privacy Act of 1974 [https://policies.txstate.edu/university-policies/01-04-31.html]

• Begins when a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.

• **Students have the right to privacy regarding their education, even if the parent is paying for that education.**
Equal Opportunity and IX
and You

• **Reporting** – there is no option but to report sexual misconduct if a faculty member is told about it, and

• **Sanctions** – unlike past policies, sanctions go into effect immediately, even before an appeal.
Support for Students
Student Services A-Z

The Division of Student Affairs-ensures student success and enhances student learning and development.

- Academic Calendar
- Admissions
- Advising (PACE/College specific)
- Alkek Library
- Alumni Association
- Associated Student Government
- Athletics
- Attorney for Students
- BobcatBond
- Bookstore
- Campus Activities
- Campus Security
- Catsweb

http://www.studentsuccess.txstate.edu

A student engaged within the university is a more successful student academically and personally!
Student Support Services (SSS) is a grant funded program which provides student development and educational support services in order to increase the retention and graduation rates of eligible college students (first-generation, low income and students with disabilities).

- Academic Support
- One-on-One Tutoring
- Workshops for College Success
- SSS Bobcat Leadership Board/BLB Peer Pals
- Cultural Enrichment Activities
- Big Brothers Big Sisters of Hays County
- Graduate and Professional School Preparation
- TechSpot Computer Labs for students
- Tutoring Available Through Student Support Services
Support for Faculty
Professional Development for Faculty

**Faculty Development**

[Faculty Development : Texas State University (txstate.edu)]

Dr. Candace Hastings, Director

- Patricia Clarke, Administrative Assistant, II
- Classroom instruction and research

**IT Services**

[IT Services : Texas State University (txstate.edu)]

- Technologies for teaching and learning

**Research and Learning Services**

Sarah Naper

[Research and Learning Services : University Libraries : Texas State University (txstate.edu)]

**Testing Evaluation & Measurement Center**

[https://www.txstate.edu/temc/](https://www.txstate.edu/temc/)

- Dr. Larry R. Chapa, Director
- Support for testing and survey research
Professional Development for NLF

• Workshops
  – Information for upcoming workshops will be made available later this fall.

• PodCats
  – Additional information will be made available later this fall.
NLF Reception Fall 2022

*Kevin is working to finalize a Mid-October date for the fall Reception.

Plans are being made for a Spring Reception at RR in the spring.
Faculty Perks

- **University Resources** ([Work Life Resources : Office of Human Resources : Texas State University (txstate.edu)](https://txstate.edu))
  - Child care, elder care, training and development etc.
- **Employee Discount Program** ([Texas State University Employee Discount Program (beneplace.com)](https://beneplace.com))
  - Wireless phones, travel, retail, recreation, auto, dining/grocery
- **Bobcat Balance**: ([Bobcat Balance : Office of Human Resources : Texas State University (txstate.edu)](https://txstate.edu))
  - Resources: legal, financial, family, free counseling sessions
- **Wellness Opportunities** ([WellCats : Texas State University (txstate.edu)](https://txstate.edu))
- **Mother Friendly Worksite** ([Becoming a New Parent : Office of Human Resources : Texas State University (txstate.edu)](https://txstate.edu))
Questions
Thank You!

We hope you have a great *Bobcat* semester. Stay safe and Healthy. Be certain to connect with your Nontenure Line Faculty Representative.

Special thanks to the NLF Committee and NLF members assisting in this presentation today.
Nontenure Line Faculty Committee

GG Mortenson, Administrative Assistant for Faculty Senate and assists with senate committees (512-245-8823)

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Need to locate your Liaison:
Committee Membership/Liaisons for 2021-2022