New Faculty Orientation

Teaching at Texas State University

August 2021
Agenda

• Welcome
• NLF Chair: Dr. Jenn Jensen
• Introductions of Presenters
• Brief Introductions of Attendees (Name and Department) and Valerie Anderson
• *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

• Two representatives from each academic college

• Liaisons for departments that are not represented by a member of the committee

• 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

https://www.txstate.edu/facultysenate/committees/nontenure-faculty.html
Questions
FIRST
THINGS
FIRST
A Few Reminders:

• **Get vaccinated and wear a face mask**: While Texas State cannot currently require you to be vaccinated or to wear a face mask, we strongly urge you to get vaccinated and wear a mask indoors, regardless of vaccination status. These prevention measures significantly reduce the risk of infection and transmission of COVID-19. Please schedule a vaccine appointment today.

• **Get tested**. Regardless of vaccination status, get tested before the start of the fall semester and when selected to participate in Texas State’s random COVID-19 testing program. Testing information can be found on the Texas State’s COVID-19 Testing, Reporting, and Response Steps webpage.
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.
Before Semester Starts

- Syllabus
  - Requirements
  - Post on HB2504 site
- Learning Management System (CANVAS)
- First Class Day: Monday, August 23, 2021
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)], Revised 4/23/2021
  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
• COVID-19 Specific Content
• 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 2021 Semester

- First Day of Class: Monday, August 23, 2021
- Census Day of Classes: September 8, 2021
- Automatic “W” Deadline: October 25, 2021
  
  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 18, 2021
  
  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 3, 2021
Final Exams

• Final Exam Schedule available online at Final Exam Schedules: Office of the University Registrar: Texas State University (txstate.edu)

• December 3 – 10, 2021. 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.
Instructional Technologies Support (ITS-ITAC)

- 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: https://www.library.txstate.edu/services/scholarly-research/subject-librarians.html

• **Library Instruction**: Schedule a librarian to speak to your class about library resources in one of the library’s classrooms: https://www.library.txstate.edu/services/teaching-learning.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

• **For even MORE information about University Library resources**, visit the Faculty Services Website: https://www.library.txstate.edu/services/faculty-staff.html
Emails You Should Expect

• Roster Certification/Census Day (CATSWEB). This is the 12th Class Day.
• Notifications from the Office of Disability Services
• Academic Early Alert:
  System targeting new freshmen during their initial transition to campus. You provide information regarding performance and attendance.
• Athletic Academic Center
• Positive Action with Students (PAWS) Alert
  System where any student can be referred, for any issue, at any time during the semester.

https://www.vpsa.txstate.edu/facstaff/facresource.html
TEMV

- Testing, Evaluation & Measurement Center
  [https://www.txstate.edu/temc/](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 TREC, 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
• Trained Service Animals 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 Digital Measures
  (http://facultyqualifications.its.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.
University Policies Related to Teaching

Academic Policies:

**PPS** = Policy and Procedure Statement
[https://policies.txstate.edu/university-policies/01-01-01.html](https://policies.txstate.edu/university-policies/01-01-01.html)

**UPPS** = University Policy and Procedure Statement
[https://policies.txstate.edu/university-policies/01-01-01.html](https://policies.txstate.edu/university-policies/01-01-01.html)
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.


- 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.
Title 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.texasstate.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
- Computer Labs
- Tutoring Available Through Student Support Services
Support for Faculty
Professional Development for Faculty

Faculty Development

https://www.facdvl.txstate.edu/

• Dr. Candace Hastings, Director
• Patricia Clarke, Administrative Assistant, II
• Classroom instruction and research

University Library Reference Services

http://www.library.txstate.edu/

• Dianna Morganti, Director
• Research, Instruction & Outreach Librarian

Division of Information Technology (DOIT)

https://doit.txstate.edu/services/#All/All%20Categories/

• Dr. Carlos Rodolfo Solis, AVP
• Technologies for teaching and learning

Testing Evaluation & Measurement Center

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.

• NLF Book Club
  - Additional information will be made available later this fall.
NLF Reception

Tentatively scheduled for Thursday, October 21, 2021 in the Wittliff Collections, 6th Floor of Alkek from 4:00 – 6:00 pm.
Faculty Perks

• University Resources
  (http://www.worklife.txstate.edu/wlunivresources.html)
  Child care, elder care, training and development etc.

• Employee Discount Program
  (http://www.beneplace.com/txstate)
  Wireless phones, travel, retail, recreation, auto, dining/grocery

• Bobcat Balance:
  (http://www.hr.txstate.edu/worklife/bobcatbalance.html)
  Resources: legal, financial, family, free counseling sessions

• Wellness Opportunities (https://wellcats.txstate.edu/)

• Mother Friendly Worksite
  (http://www.worklife.txstate.edu/mfw.html)
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 Dr. Jenn Jensen, Chair of the NLF Committee and NLF members assisting in this presentation today. Additionally, special thanks to our past Chair, Dr. Lynn Ledbetter.
Nontenure Line Faculty Committee

Valerie Anderson, Administrative Assistant for Faculty Senate and our committee

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