Dear New Colleague,

Congratulations on your appointment to the J. William Fulbright College of Arts and Sciences.

According to Senator Fulbright, "The highest function of higher education is the teaching of things in perspective, toward the purposes of enriching the life of the individual, cultivating the free and inquiring mind, and advancing the effort to bring reason, justice, and humanity into the relations of men and nations."

We take very seriously his commitment to higher education and his vision of peace through education. As a result, your inclusion in the Fulbright family is important to us.

By becoming part of Fulbright College you join more than 8,000 students, 600 faculty members, and 350 staff members who are currently working across many disciplines that include the fine arts, humanities, natural sciences, and social sciences. But more importantly, our faculty members are finding engaging pathways between the traditional disciplines and implementing curricula in innovative ways.

As global culture has become a vital component of American higher education, Fulbright College is leading the way in forging new connections among fields of study and across continents.

In our search to find you, we sought the most talented, promising individuals who can help us continue to further the Fulbright legacy. All of us in the Dean’s Office want to help you succeed in your research, teaching, and service responsibilities. We want to help you feel comfortable on this campus that we call home.

The University of Arkansas is driven by excellent faculty, and I believe that you will help continue that tradition. Please feel free to call upon me if I can be of service.

Sincerely,

Todd Shields
Dean
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Getting “Checked In” the College

New Hire Paperwork

All new employees must see the Department Representative to complete the required new hire forms within three days of his or her hire date. To complete this, you will need to bring legal proof of your identity appropriate to complete a federal W-2 and I-9 (please see the list of acceptable documents: http://www.uscis.gov/sites/default/files/files/form/i-9.pdf). You may access the new hire paperwork in advance by visiting http://hr.uark.edu/newemployees/24.aspx.

You must also arrange to have an official copy of your transcript from your terminal degree sent to the College. The transcript may be addressed to:

Sharon McFarland
Assistant to the Dean
Fulbright College of Arts and Sciences
Old Main 525
University of Arkansas
Fayetteville, AR 72701

Receipt of the first paycheck may be delayed if these forms are not completed in a timely manner. Due to the time it takes to process new employment documents, it is highly advantageous to complete the paperwork as soon as possible prior to your hire date. You must do this at least two weeks prior to the start of the semester (and many new faculty do this during the summer months when they first move to Northwest Arkansas).

After completing the “new hire paperwork,” you will be asked how you want to receive your paycheck. If you want to use direct deposit, you will need to have a canceled or voided check (or your bank account number) with you.

New hire paperwork must be completed before you can obtain your University of Arkansas ID card, email address, parking permit, etc.

International faculty should consult with the Office of International Students and Scholars (http://iss.uark.edu) for information on processing visas and work information.

Benefits

The University employee benefits package is discussed in detail during New Employee Orientation. It's important that enrollment forms be completed and submitted to Human Resources within the first 31 days of appointment. A guide to new employee benefits may be found at http://hr.uark.edu/benefits/index.php.
Pay

You will either have your paychecks directly deposited or a check mailed to you. September – April you will be paid on the last business day of the month, and you will receive ½ month’s pay at the end of August and mid-May. Retirement is the only benefit that comes out of your August check, and full benefits come out of your May check. Your benefits are covered through the following August if you remain with the University. You may also have your nine-month salary distributed over a 12-month period.

Nine-month employees (on one-half time or greater appointments) may receive their annual salary on the basis of 12 equal installments, provided that no monthly installments shall commence earlier than the first day of the month in which the employee begins work. See Faculty Handbook under “Employment and Compensation” for more information. The “Nine Over 12 Month Agreement” form may be found on the HR website under Forms/University Employment Forms: [http://hr.uark.edu/forms/index.php](http://hr.uark.edu/forms/index.php) and should be completed by August 20 of every year that you plan to participate.

Business Cards

Please see your department’s administrative assistant for ordering business cards. Typically, a department will order your business cards around the beginning of your first semester and will reorder them as necessary (change in office location, promotion or change in title, etc.).

Basic Technology and Email Access

- Your University ID number will be issued after your new hire paperwork has been processed. You may then set up your email account and other technology access.
- To activate your email, go to [https://waprd2.uark.edu/web-apps/uits/password/Main](https://waprd2.uark.edu/web-apps/uits/password/Main) and click “Activate New Account” and create a password to access University of Arkansas technology.
- To get started with University of Arkansas technology, go to [http://its.uark.edu/get-started/](http://its.uark.edu/get-started/) and follow the steps to create your New User Checklist.
- Access the University’s Exchange server at [http://exchange.uark.edu](http://exchange.uark.edu) for integrated email, calendar, and Lync messaging.
- Download free antivirus software for on- or off-campus computers. ([http://its.uark.edu/internet/antivirus/index.php](http://its.uark.edu/internet/antivirus/index.php)).
- Set up mobile devices or laptop to access UA Secure, the University’s secure wireless service, with your UARK username and password. UA Wireless is also available for campus guests and offers limited internet access.
- Learn about sending files too large for email attachments, using the computer labs, and staying safe by avoiding phishing and other online scams at [http://its.uark.edu](http://its.uark.edu).
Computer (Office and Home)

Before purchasing a computer, please contact Fulbright College IT Support (arscsup@uark.edu, 479-575-7512). They can provide you with sound advice and quotes on systems that follow proper purchasing procedures. They can also recommend supportable configurations. They have a great relationship with the UA Computer Store and are willing and able to help recommend logical choices and existing services that meet the unique needs of research computing.

ID Card

You will be issued a University of Arkansas ID card. Identification cards are made in the Campus Card Office (campuscardoffice.uark.edu) located in the Arkansas Union. New faculty joining the University of Arkansas at the beginning of a new academic year can either get their ID card during the summer or at New Faculty Orientation (typically the Tuesday before the first day of classes in August).

Note: New hires must be registered in the University’s personnel system (hereafter, “the system”) before being issued an ID card, which means that you have to complete your New Hire Paperwork first. You must have your ID card before you can get your parking permit or keys.

Parking Permits

If you park in spaces designated by a UA lot, parking meters, or street-marked without a valid parking permit, you will receive a ticket subject to a fine. Fee information for parking permits plus the forms for Vehicle Registration and Payroll Deduction can be found by clicking on Parking Permits at: http://parking.uark.edu/20.php.

Depending upon the street and the area, on-street parking may be enforced by UA or the City of Fayetteville. A map of designated parking areas may be found at http://parking.uark.edu/parkmap.pdf.

There are two levels of parking permits for faculty and staff: general yellow window decals and reserved blue. The reserved blue window decals are for specific parking lots and are restricted to ensure adequate parking for blue decal holder. Both options are available to faculty and staff, but the reserved blue permits are more expensive than the general yellow.

To pay for parking permits, faculty members can use payroll deduction or pay with a credit card (online) or check (at the Transit and Parking Department on Razorback Road).
Keys

Your department will authorize the appropriate security access for your position. The Key Office (http://fama.uark.edu/bsad/service-center.php) in Facilities Management manages the issuance of keys to most University property. This process includes getting a “key card” from your department chair, having the card completed with the appropriate building and/or room keys identified, and having the card signed by the building executive or alternate building executive.

The list of building executives can be found here: http://vcfa.uark.edu/policies/fayetteville/vcfa/7021-list.pdf

Once the card is signed, you will need to take the card and your University ID to the Key Office, located on Razorback Road. Their website is: http://fama.uark.edu/keys.php

Telephone

Your department will issue a five-digit long-distance code to use for work-related calls placed from your departmental office. Each month you will be provided a detailed listing of the long distance telephone calls charged to the code. You must sign and return this listing to your departmental office each month verifying that the calls were made in behalf of your work assignment at the University.

If you have questions about any of the areas covered in this section go to https://hr.uark.edu/working/new-employees/ and follow the appropriate link.

Orientation

New Employee Orientation presents important information and resources you need as you begin your career. The Provost’s Office will contact you about attending the All-University New Faculty Orientation, typically held Tuesday or Wednesday before classes begin. New faculty should contact Teaching & Faculty Support Center for details (http://teaching.uark.edu, tfsc@uark.edu, 479-575-3222).

In addition, the College holds a new faculty workshop, typically Thursday afternoon before classes begin.

Department chairs are responsible for providing each new faculty member with a copy of the College’s working calendar, a schedule of deadlines, and links to departmental and college personnel documents.
**Required Training**

Sexual Harassment Prevention and Child Maltreatment (if applicable) training are required every three years. Information regarding the training can be found on the Human Resources website. Every employee is also required to attend “Promoting Diversity and Inclusion at the University of Arkansas” training. It is your responsibility to attend training and notify the College’s Human Resources and Diversity Manager, Elecia Smith (ecs002@uark.edu, 479-575-3312) of the date you attended. It is the responsibility of the department chair to help get you to one of the trainings. More information may be found on the Employee Development Program website (https://edp.uark.edu).

**Sexual Harassment.** Sexual Harassment is a form of sex discrimination prohibited by the Civil Rights Act of 1964 and University Policy. This training will provide the definition of and legal considerations associated with sexual harassment. The responsibilities of all employees and the proper actions for dealing with complaints associated with harassment will also be covered. All university employees must receive this training.

**Child Maltreatment.** The University of Arkansas is strongly committed to maintaining a safe and secure environment for children. Policy 217.1 briefly summarizes important steps to protect children on campus or participating in programs that may be connected with the University, and to comply with applicable legal requirements and institutional policies.

**Diversity and Inclusion.** The “Promoting Diversity and Inclusion at the University of Arkansas” training is the foundation of Human Resources’ education programs to support the University’s diversity initiatives. All employees are expected to attend a Promoting Diversity session. New employees are also encouraged to participate in the Diversity Certificate and Awards Programs designed to develop and recognize commitment to the University’s diversity initiatives.
Part II

Checklist

Before you arrive:

☐ Communicate with your department head to find out your upcoming teaching assignments.

☐ Request copies of the textbook and previous syllabi.

☐ Be clear about the method of instruction (on campus, online, hybrid, etc.).

☐ Have your official terminal degree transcripts sent to the J. William Fulbright College of Arts and Sciences, ATTN: SHARON MCFARLAND.

☐ Review your health care insurance and other benefit options and begin to make choices.

Once you are here:

☐ Get a bank account.

☐ Complete new hire paperwork with your departmental representative (bring proof of identity).

☐ Establish technology and communication connections.

☐ Obtain your campus ID, keys, and parking permit (in that order).

☐ Enroll in the benefits program.

☐ Review rules and regulations related to academic integrity before you finish writing your syllabi.

☐ Get ready for the semester.
Don’t forget:

☐ Check your classroom before the semester starts (check your technology needs, and remember, you can only override and enroll students to the physical capacity of the room).

☐ Login to the course management system called ISIS to obtain a copy of your course roster. It may be helpful to review the roster containing pictures of students in the course.

☐ Set up a web-page support for your class if you need or want one (using Blackboard, the on-campus Learning Management System – https://learn.uark.edu).

☐ Make sure your in-class assessments are aligned with your program’s needs and/or protocol.

☐ Communicate with your department chair about opportunities for mentoring, travel funding, and campus engagement.

☐ Keep accurate records of what you do. You will report all of this each year in your Annual Evaluation.
  ☐ manuscripts submitted for publication
  ☐ grant proposals submitted
  ☐ presentations delivered; invited and guest lectures
  ☐ community, professional, departmental and university service activities
  ☐ changes in classes or instructional methods
  ☐ professional development activities
  ☐ appearances in the press
Part III

Our College

The J. William College of Arts and Sciences is the oldest, largest, and most academically diverse unit on the University of Arkansas’ campus with 19 departments and more than 30 academic programs and research centers. The College provides the core curriculum for all University of Arkansas students and is named for J. William Fulbright, former university president and longtime U.S. senator.

As part of the United States’ government Land Grant Act, the University of Arkansas was founded in the 1870s to provide a practical higher education to the citizens of Arkansas. The College of Arts and Sciences was formalized as a unit within the University in 1913.

In 1982, the University of Arkansas formally dedicated the J. William Fulbright College of Arts and Sciences in recognition of the Fulbright’s many contributions to Arkansas, the United States, and the world. In addition to his service to the University of Arkansas and the U.S. Senate, Fulbright was also a member U.S. House of Representatives, the longest serving chair of the Senate Committee on Foreign Relations, founder of the Fulbright Program, and an influential advocate for international relations and cultural understanding.

As home to more than 50 undergraduate majors and concentrations, and more than 36 graduate programs, Fulbright College offers premier programs in the fine arts, humanities and natural sciences, and social sciences. The more than 8,000 students majoring in the College’s academic programs are taught by a team of more than 600 faculty members.

Dean Todd G. Shields, is the 15th dean to serve the College in its 100 year history. The dean makes use of a College Advisory Council, comprised of business, industry, and educational leaders from both within and outside the State of Arkansas; and a College Cabinet, comprised of peer-elected tenured or tenure-track faculty from within the College.

Academic Programs

The College is organized into 19 academic departments, which fall into four areas:

<table>
<thead>
<tr>
<th>Fine Arts</th>
<th>Humanities</th>
<th>Natural Sciences</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Communication</td>
<td>Biological Sciences</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Music</td>
<td>English</td>
<td>Chemistry &amp; Biochemistry</td>
<td>Political Science</td>
</tr>
<tr>
<td>Theatre</td>
<td>History</td>
<td>Geosciences</td>
<td>Psychological Science</td>
</tr>
<tr>
<td></td>
<td>Journalism</td>
<td>Mathematical Sciences</td>
<td>Social Work</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td>Physics</td>
<td>Sociology &amp; Criminal Justice</td>
</tr>
<tr>
<td></td>
<td>World Literatures, Languages &amp; Cultures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resources - Just a Few Examples:

- A $17 million renovation to create a performing arts center and additional visual arts lab and gallery space for visual arts. The new space, including collaborative programming with Crystal Bridges Museum of American Art and dozens of performing arts companies and museums worldwide, will create extraordinary student experiences and exceptional graduates in Fulbright College.
- Partnerships with local theatre companies and NPR affiliate station expand outreach to the general public and gives Fulbright College increased visibility.
- During the 2012-13 fiscal year, Fulbright College received an increase of more than $7 million to its hard budget and raised more than $6 million from donors, with an additional $900,000 donated to KUAF.
- With nearly $13.5 million in college research support (also in 2012-13), Fulbright College’s geosciences, physics, social work, anthropology, history, and creative writing programs led the way in external funding, ranking, and fellowship award winners.
- The art department’s Hill Avenue space is a 20,000 square-foot facility under construction, which will house sculpture, graduate and Bachelor of Fine Arts studios, resident visiting artist studio space, and permanent exhibits. A recent gift of $2 million will go toward the new art facility, equipment, and summer residencies for art majors.
- The Faulkner Performing Arts Center is a 39,400 square-foot facility that is scheduled to be completed in summer and open in fall 2015. The 585-seat hall will have 47 feet wide by 46 feet deep stage and host up to 250 performances per year.

International Collaboration

In the spirit of J. William Fulbright, Fulbright College has a long history in international collaboration. The College has developed and held working partnerships through Memoranda of Understanding with many institutions abroad, including: University of Bologna (Italy), University of Paris (France), Yarmouk University (Irbid, Jordan), Sichuan University (People’s Republic of China), Roma Tre (Rome, Italy), Moscow State Lomonosov University (Moscow, Russia), University of Regensburg (Germany), Shimane University (Japan), and University of Cape Coast (Ghana).

In addition to formal partnerships with international universities, the College has hosted international students for undergraduate and graduate programs, and recently hosted visiting scholars to the University including faculty from South Korea, the Philippines, Jordan, and Russia.

Fulbright College undergraduate and graduate students earn academic credit around the world. The College’s students traveling abroad comprise nearly half the University’s total study abroad participation. In the global community of today – a world without borders – Fulbright College provides a profound opportunity for students, faculty, and alumni to build lives and professions that enhance the quality of life and understanding around the world and contribute to the Fulbright legacy of peace through education.
Part IV

College Goals

Our mission was adopted from the following statement from J. William Fulbright’s writings:

…the highest function of higher education is what might be called the teaching of things in perspective, toward the purposes of enriching the life of the individual, cultivating the free and inquiring mind, and advancing the effort to bring reason, justice, and humanity into the relations of men and nations.

From *The Arrogance of Power* (1966)

We strive to be a globally conscious institution that demands critical thinking, and celebrates and promotes diversity. Fulbright College is proud to cultivate problem solvers and edgy thinkers who, like J. William Fulbright, are passionate advocates for revolutionary ideas and innovative thinking.

The University of Arkansas is committed to enhancing the institution’s ability to attract and retain underrepresented students, faculty, and staff by facilitating the creation of a more inclusive and diversity-sensitive campus community. The College’s administrative and faculty leaders recognize that the way to increase diversity is to encourage academic study and appreciation of multiple perspectives and cultures; garner resources to support equity- and need-based initiatives; and cultivate collaborations with diverse constituencies both on and off campus.

The three overarching goals embedded in the College’s vision are:

1. to ensure that original scholarship and discovery of knowledge are core values of the College faculty, and are woven into the fabric of both undergraduate and graduate education in the J. William Fulbright College of Arts & Sciences
2. to prepare students who are globally aware and culturally sensitive
3. to prepare student scholars for success in the 21st Century
Part V

Content and Your Discipline

Workload

The University makes use of a system of establishing what and how much you are teaching through a process called Setting Your Workload (or “workload” or “work effort” for short). The workload process is initiated by your department chair and entails a discussion regarding what you are going to teach and do during a given academic semester. If you are beginning in the fall term, you will need to establish your workload immediately with your department chair.

Ideally, a workload is set for a calendar year (this is a state requirement, otherwise an academic year would probably make more sense), and what you are going to teach is listed along with what committees you will serve on, how much of your time will be spent on research, etc.

A standard workload in Fulbright College is 40/40/20:

- 40% teaching (2 classes per semester, with each 3 hour class equaling 10% of your workload)
- 40% research
- 20% service and advising

Evaluation

Evaluations are conducted every winter. It is a three-step process:

- Step 1: Resume Update
- Step 2: Peer Review
- Step 3: Formal Evaluation

Resume Update. The process begins with your completing a faculty performance document, called the Annual Resume Update Form (http://fulbright.uark.edu/deans-office/faculty-and-staff/faculty-forms.php). Information from this document is used to outline what you have accomplished during the year (Jan. 1-Dec. 30). This report is due to your department chair typically by February 1.

Peer Review. The peer review process varies by department and allows other faculty members to provide you with feedback about your performance. This process is mandated by the state, and some departments have narrative feedback while others record numeric ratings in each category of work.

Formal Evaluation. The input from the peer review process is provided to the department chair who issues a numeric score. The score is conveyed to you in a face-to-face meeting and you have the opportunity to offer a rationale or rebuttal to the evaluation. Merit raises are based on these numeric ratings.
What are you teaching?

The College makes use of a wide variety of instructional formats, ranging from one-on-one supervision courses, to lectures, online courses, and even small discussion-based doctoral seminars. When you were asked to teach, you were most likely told the type of course and expected enrollment in the course for the semester you are to teach.

There can be some variation in the type of course you are teaching and you have tremendous autonomy in selecting your teaching strategies, however, the arrangement of a traditional face-to-face class vs. an online course has been pre-determined and is rarely changed. Therefore, the basic classification for courses is either “online” or “on-campus.”

Topic. All courses begin with a four-letter alpha-code to designate which academic program or department is offering the course. These alpha-codes are fairly self-evident, such as ANTH for Anthropology, BISC for Biological Sciences, THTR for Theatre, ENGL for English, etc.

Level. Course numbering at the University follows a general guide of 1000, 2000, 3000, 4000, 5000, and 6000 level courses. Generally, 1000 level courses are for freshman and have larger enrollments, 2000 for sophomores, etc. 5000 level courses are those offered at the master's degree level, and 6000 level courses are for doctoral students. These are not absolute, and you may find that a sophomore is in a junior level course and so on.

Credit Hours. Based on the University’s accreditation (we are accredited by the Higher Learning Commission of the North Central Region in Chicago), a semester credit hour is worth a certain amount of time in a classroom. Roughly 750 minutes of instruction are required for each credit hour of a course.

The last number in an identifying course number is the number of credits the course is worth. A course number 5243, for example, would indicate it is worth three semester credit hours, and 1011 would indicate it is worth one semester credit hour. Courses with a “V” in place of the fourth number indicate that it is worth a varying number of credit hours, as determined by the instructor and student. This typically applies to individual instruction such as readings or thesis and dissertation research.

Specialty Classes. An “L” following the course number, such as 3611L, indicates the class is a laboratory as opposed to a lecture. An “H” following the course number, such as 1123H, indicates the class is worth honors credit.

Sections. Following the course number, such as the 5243 or 1011, there is a second number which is called the section number. This three-digit number is typically used for multiple sections of a course in a simple fashion, such as 001 or 002. Courses taught online, however, use a section number that begins with a 9, so the section numbers would be 901, 902, 903, etc. Additionally, when searching the University’s Schedule of Classes (http://registrar.uark.edu/465.php), these online courses would be listed under the “off campus” section (in the drop-down menu in the class search category).
Examples.

<table>
<thead>
<tr>
<th>Course number …</th>
<th>Would indicate that it is …</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 5243</td>
<td>a masters level sociology course worth three semester credit hours</td>
</tr>
<tr>
<td>JOUR 2032</td>
<td>a sophomore level journalism course worth two semester credit hour</td>
</tr>
<tr>
<td>BIOL 498V</td>
<td>a senior level biology course worth a varying number of credit hours</td>
</tr>
<tr>
<td>HIST 1123H</td>
<td>a freshman level honors history course worth three semester credit hours</td>
</tr>
<tr>
<td>CHEM 3611L</td>
<td>a junior level chemistry laboratory course worth one semester credit hour</td>
</tr>
<tr>
<td>PLSC 499VH</td>
<td>a senior level honors political science course worth a varying number of credit hours</td>
</tr>
</tbody>
</table>

**How will you teach?**

You probably already have ideas about what kind of teacher you are. For many classes, such as the supervision of interns, your instructional style will probably differ greatly from other faculty members. You need to find the right instructional strategies that will meet the needs of students enrolled in your class and your program.

Talk with your department chair or program coordinator about what the course expectations are. In some situations you will be asked to use an instructional method that you might not naturally gravitate to – such as lecturing. In some disciplines, where there is a great density of information to convey, lecturing might be highly effective and expected by the academic program. In other cases, another form of instruction might be preferable.

You need to be comfortable with the strategies you use to teach your class. After discussing the program or departmental expectations, spend some time considering the student population you are teaching. Freshmen have a different level of sophistication, for example, and may be less apt to speak freely in a course. Doctoral students, however, may have a great expectation to have most of their classes taught through a discussion method.

**Your syllabus**

A syllabus is the explanation of what you are going to do in the class, how you will do it, and what you expect from your students. A syllabus typically has several key parts that are optional, but the University also has some mandatory components to include. There are seven sample syllabi in the appendices that show some variations in presentation, content, and organization.

**Required Information**

Each syllabus must also contain a statement on academic honesty (https://provost.uark.edu/academic_initiatives.php) and a statement on learning disabilities (http://cea.uark.edu/syllabusstatement.php). These should be referenced or read to the class during the first class meeting.
Statement on Academic Honesty (recommended wording):

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University’s ‘Academic Integrity Policy’ which may be found at honesty.uark.edu/policy. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

Statement on Learning Disabilities (recommended wording):

University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you are a student with a documented disability who will be requesting accommodations, you should contact the Center for Educational Access Office at 479-575-3104, or web site: cea.uark.edu for more information on registration procedures. The office is located in Arkansas Union, Room 209. The director of the Center for Educational Access will meet with you and recommend appropriate accommodations and services after you have submitted the required documentation. Individuals eligible for services include, but are not limited to, those with chronic health, mobility, orthopedic, hearing, vision, speech, traumatic head injury, attention deficit learning, or psychiatric disabilities. The Center for Educational Access Office will validate your disability and tell me which accommodations I am required to make.

Recommended Information

Contact Information. Students may need to reach you for questions about class as well as emergencies. Include the email address and phone number you want students to use in contacting you. Although the University will provide you with an email address, you may wish to use your professional or personal account.

Office Hours. Students may need to meet with you outside of class. Indicate to students when you are available to meet with them (commonly referred to as “office hours”). Talk with your department chair or program director to see what the expectations are for holding office hours. There are no specific University rules for the number of office hours you need to hold, but you will most likely want to be available to students before or after your class. Additionally, you may want to indicate to your students that you are available by appointment.
Course Description and Objectives. Students need to understand what the class in which they have enrolled will cover. The Course Description is the official University description for the course that has been approved and is on record with the University. The Course Description cannot be altered and needs to be the primary directive in setting up your class. For an adjunct instructor, it is rare that the learning objectives for a course would be changed, however, some programs may not have defined learning objectives for a course or might allow you to create your own.

Course Outline. Students need to know what to expect and what will be expected of them. A general outline of the course and what instruments will be used to assess student learning (the assignments and grading) will go a long way toward achieving this goal. The outline might be a structured synopsis of the course with primary and secondary topics listed, followed by a description of assignments and their value. A description of grading should indicate the process for including individual assignments in determining the overall course grade. Many instructors will include a list of all assignments, papers, and tests for a course, how many points each is worth, and how many points equal the final course grade.

Grading Criteria. Students need to understand how they will be evaluated. Providing the criteria by which they are being graded will often prevent headaches and controversies at the end of the semester. Some faculty members simply list grading criteria and others use grading rubrics that indicate how many points are used for specific criteria on an assignment. The grading criteria should also include the instructor (or program or department) expectations and policies for accepting late work and incomplete grades. A discussion with your department chair will be beneficial in determining your own practice.

Calendar. Most syllabi conclude with a tentative calendar of dates for the course, including which topics and readings are to be covered on particular days, any planned exams or due dates, University holidays, and a statement that the course schedule or content of the syllabus could be changed, if necessary, by the instructor.
Part VI

Technical Stuff

Academic Policies

Academic Policy Series. Every university has different organizational methods for rules, regulations, and procedures. The University of Arkansas uses what it calls its “Academic Policy Series,” or “APS” when referenced in official memos or notices. Academic Policy Series items are the rules and regulations set in place to manage the affairs of all academic activities. Questions about when academic programs are reviewed and when and how external letters for tenure and promotion are requested are covered in the series. To review the series, or to look something up, go the webpage for the Office of the Provost and Vice Chancellor for Academic Affairs (http://provost.uark.edu/) to find the Academic Policies ([http://provost.uark.edu/policies/index.php](http://provost.uark.edu/policies/index.php)).

Items are organized both numerically and alphabetically on APS Contents page. To search by policy number, click on the “policy” column. To search by policy name, click on the “title” column. Click an additional time on either column to switch between ascending or descending lists. There is also a search bar above the table to look for policies by key word.

Faculty Handbook. The University of Arkansas Faculty Handbook (which contains different information from this document) also has a link from this page ([http://provost.uark.edu/faculty-handbook/index.php](http://provost.uark.edu/faculty-handbook/index.php)). Additional links, which lead to other policies and guidelines that may be of interest and use to faculty members, also are provided in the left navigation.

Email and FOIA

Act 93 of 1967, The Arkansas Freedom of Information Act (FOIA), allows any citizen of the state with a valid driver’s license to request and to receive information of a public official, including college professors and administrators. This means that any email you receive or send on your “uark” account is subject to request by the public and the media. Use caution and good judgment in what you say in your email – in content and tone.

Personal/Classroom Websites

Students, faculty, and staff can create personal websites using UARK WordPress, a free, easy-to-use, open-source blogging and web publishing platform ([http://wordpress.uark.edu](http://wordpress.uark.edu)).

Use of Blackboard and Online Classes

All faculty members are encouraged when possible to use Blackboard to report grades, communicate with students and/or house a backup assignment or lecture for emergency situations when a faculty member is unable to hold a live class.
Classroom Courses. There are two types of elements related to online courses. One type of course is referred to as Blackboard-supported courses, where the Blackboard course shell is constructed to house information and interaction for a class that is taught in a live environment (e.g., there is a teacher in the classroom teaching the class, and readings, or other course materials, are posted in the Blackboard course shell).

Online Courses. The second type of online class is that in which the students are physically removed from campus and more than half of the class interaction is based on the Blackboard course experience (e.g., videos to watch, articles to read, etc.).

Online Students. There are two types of online students. “Online on-campus” refers to students that are designated as on-campus students but are taking one or several online courses. “Online off-campus” or “fully online” refers to students that are designated as off-campus students who are enrolled in online degree programs or taking online classes but not designated as an on-campus student.

Classrooms

Assignments. Classrooms are assigned based on the criteria submitted with a schedule of classes, and this request is typically submitted six months before a semester begins. Criteria include the size of the class and special technology needs. The University of Arkansas system that handles the scheduling is called “R25.” This system has an inventory of all classrooms on campus. If you indicate that you will have 18 students in a class, the system will find a classroom with at least 18 seats that most closely meets your specified needs. Any special requirements for technology or class space must be specified when the class is scheduled.

The Faculty Technology Center. The Faculty Technology Center staff (http://its.uark.edu/classroom/faculty-tech-center/staff/index.php) can help launch a project using technology, provide students with online course materials, or identify ways to engage students using technology.

Class Rosters and ISIS

Integrated Student Information System. ISIS, which is shorthand for the University’s Integrated Student Information System (https://isis.uark.edu), is the software tool used to manage your classes. This system will require a different password from the one used for your email account and cannot be changed through the University’s Password Manager (see Part VII). ISIS provides you with the meeting time and location of your classes and a class roster, which includes contact information and picture of everyone enrolled in your class. Through ISIS, you can send collective email updates to your class.

Most of the ISIS functions are intuitive to use. If you need help with either of these activities, you can contact your Departmental Administrative Assistant or you may contact the Fulbright College Academic Services Office in Old Main, room 525 (479-575-4801).
Once you have access to ISIS, you can review your class rosters and communicate with your students. There is also a student transcript (enrollment history) function in ISIS that will allow you to see a record of the student’s past performance.

Responsibilities. You have three responsibilities in working with your rosters:

1. Enter Final Grades
2. Enter Early Progress Grades (for those who teach 1000 and 2000 level courses)
3. Pre Dead Day Review

Early Progress Grades. Those who teach 1000 and 2000 level courses, early progress grades are due at the approximately sixth week of an academic semester. This is an early warning system for lower-level undergraduates. If a student is failing a course, Early Progress grades (or EP grades) are entered.

Pre Dead Day Review. All teaching faculty members are required to review the class roster during the week prior to Dead Day, which is the day between the final day of semester classes and the first day of the final examination period). This is your opportunity to note any students who have not attended class to eliminate the need for grade input on inactive students.

Roster Clean Up. In order to eliminate the need for grade input on inactive students, you must complete an Administrative Change of Registration form, which are available from the departmental administrative assistant or you at the Office of the Registrar website (http://registrar.uark.edu/AdministrativeChangeofRegistrationForm.pdf). In order for the form to be valid, you must:

• Complete the entire form
• Mark the box indicating that the student never attended the class
• Sign the form
• Submit the form to your departmental office for processing

Entering Grades

You must submit your final grades in ISIS within 48 hours of your assigned final exam time.

The final exam schedule is determined by the Office of the Registrar and announced at several times throughout the semester. You should get an email or notice in ISIS that informs you when your final exam is scheduled.

When you enter your final grades, you will have several options (including submit, edit, and save). You must click the “save” option in order for your grades to be officially and finally submitted.

Additional information and instructions are also provided on the ISIS webpage, under the “Help Centers” page (http://isishelp.uark.edu/help-centers/index.php) under the “Faculty/Advisor” link (http://isishelp.uark.edu/help-centers/faculty-and-advisor.php).
Change of Grades

Once you enter a grade for a semester (this does not impact early warning grades for undergraduates), you can change that grade using the “Request Grade Change” function in ISIS (http://isishelp.uark.edu/_resources/documents/facgrdchg.pdf).

The move to the ISIS-based Grade Change is fairly recent on the UA campus, and many faculty who do not have occasion to do this on a regular basis may still think that a paper copy of the Grade Change form is necessary – it is not and is only to be used with dated changes of grades.

Incomplete. An “Incomplete” issued as a grade will automatically become an “F” after 12 weeks.

Academic Integrity

As you probably noticed in the previous section on what to include in your syllabus, the University has a comprehensive policy on academic integrity, which deals with academic misconduct and student dishonesty (http://honesty.uark.edu). This policy details the types or categories of academic integrity violation a student may commit, and illustrates the penalty for each in the “sanction rubric” (http://honesty.uark.edu/sanction-rubric/index.php). As a faculty member, your role is very specific and well defined.

Allegation Evidence. If you suspect a student of violating academic integrity, your role is to file an Allegation Evidence Form (https://uark-advocate.syplicity.com/public_report/index.php/pid395057?rep_type=999). The form asks you to identify the student, what caused you to suspect an integrity violation, how you would categorize, and other details. The form is electronically submitted and sent to the Academic Integrity and Incentives where the student’s background is checked for previous violations and it is then sent to your Academic Integrity Monitor (AIM).

Academic Integrity Monitor. The Academic Integrity Monitor for Fulbright College of Arts & Sciences is Alishia Ferguson (ajfergus@uark.edu). Once you submit the form, you will be contacted by the AIM to go over the details and supporting evidence of the claim, and the AIM’s job is to work the allegation through the process from you to the All-University Academic Integrity Board (AUAIB).

Rooms for Meetings

Meeting rooms, such as conference rooms or a classroom for a special meeting, are reserved by contacting Kathy Matthews (kathym@uark.edu) in the Fulbright College Academic Services Office, Old Main, room 525. Kathy will need to know how many people you are hosting in the meeting, what time you need it (beginning and end times, including time needed for set-up or tear-down), and if you will require anything special, such as technology (white board, projector, etc.). Kathy should receive your request as an email and she can typically process a room request within 24-48 hours.
In order to reserve Giffels Auditorium (MAIN 201) or MAIN 523, you should contact Debbie Power via email at dlpower@uark.edu.

**Research Grants**

A significant portion of a tenure-track faculty member’s workload is finding ways to support research activities, namely, pursuing externally funded grant opportunities and awards. The University of Arkansas Office of the Vice Provost for Research and Economic Development (VPRED) and its Office of Research and Sponsored Programs (RSSP) assist investigators with the process of finding funding sources, submitting proposals, and managing awards. From the VPRED web site, a resource page: “Investigator’s Toolbox” ([http://vpred.uark.edu/units/rssp/investigator-s-toolbox.php](http://vpred.uark.edu/units/rssp/investigator-s-toolbox.php)) has links to searchable sites, indexes, and subscriptions; forms to assist with proposal preparation and post-award management; and a wealth of administrative resources.

The Office of the VPRED also supports faculty travel to federal funding agencies on request, and frequently offers workshops and meetings to support your research, including meetings with visiting federal officials. They also host several different electronic distribution lists in a variety of subject-matter areas ([http://vpred.uark.edu/about/distribution-lists.php](http://vpred.uark.edu/about/distribution-lists.php)). Subscriptions are open to anyone.

Assistance is offered through the Dean’s Office in the form of travel support for presenting research, and periodic workshops covering subjects such as grant proposal writing and publishing.
Part VII

Let's Go!

Teaching Support

The “Wally Cordes Teaching and Faculty Support Center” is an invaluable resource for new and not-so-new faculty members: (tfsc.uark.edu). Sponsored by the University of Arkansas, the Center will automatically add you to its email list, and you will receive regular announcements of luncheons and other events that the Center sponsors. The website itself offers excellent information and templates for syllabi, defining course goals, preparing for your first day and for subsequent classes. Also included are details on designing assignments and tests, assessing student performance, and more. The Center makes available a wide variety of teaching enhancement resources, including books, videos, and syllabi; it can also provide a consultant to help evaluate your teaching. (See the section immediately following, on Course Evaluations.)

The Cordes Center offers special topical programs related to enhancing teaching performance. These have included a summer “teaching camp,” a winter teaching symposium, and a fall teaching workshop. The Cordes Center sponsors monthly “Not-So-New Faculty Lunch Discussions,” typically held on a Thursday and repeated on a Friday. These topical luncheons have a guest speaker or expert on some teaching strategy (think assessment, technology integration, etc.), and, if a new faculty member attends all of these during the first academic year, the individual typically receives a special commendation.

Technical Support

Technical support is available for faculty:

Computer support:
- Fulbright College IT Services (arcsup@uark.edu, 479-575-7512)
- AskIT Online Help (University IT Services) http://askit.uark.edu

Classroom technology support and training:
- Fulbright College IT Services (smartrm@uark.edu, 479-575-6066)

Quick Links other services:
- UARK Central Login (http://its.uark.edu/personal/uark-central-login/index.php)
- Blackboard Learn (https://learn.uark.edu, bbhelp@uark.edu, 479-575-6804)
- UARK Gmail (https://idp.uark.edu/idp/Authn/UserPassword, 479-575-2905)
- Exchange (https://its.uark.edu/email/exchange/, 479-575-2905)
- Password Manager (https://waprd2.uark.edu/web-apps/uits/password/)
**Fulbright College IT Support: Who We Are**

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</thead>
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<tr>
<td>Teresa Waddell</td>
<td>Director of Technology</td>
<td><a href="mailto:twaddel@uark.edu">twaddel@uark.edu</a></td>
</tr>
<tr>
<td>Chris Clanton</td>
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<tr>
<td>Sean O’Bryan</td>
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<tr>
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<tr>
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<td>Classroom Support Professional</td>
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<tr>
<td>Will Simmons</td>
<td>Apple Computer Support Technician</td>
<td><a href="mailto:wds@uark.edu">wds@uark.edu</a></td>
</tr>
<tr>
<td>Margie Hoskins</td>
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<td><a href="mailto:mhoskins@uark.edu">mhoskins@uark.edu</a></td>
</tr>
<tr>
<td>Josh Watson</td>
<td>Hourly Support Staff</td>
<td><a href="mailto:jrwatson@uark.edu">jrwatson@uark.edu</a></td>
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**Fulbright College IT Support: What We Do**

Classrooms with Technology. Fulbright College IT Support provides technology support and training for most technology classrooms located in Fulbright Buildings. Training is strongly recommended to support your confidence with the technology and to ensure proper handling and maintenance. In the event of technology malfunction or issues in your classroom please call the number on the label on or adjacent to the equipment immediately for a fast responder. And please **always** help us care for the technology and resources by following the recommendations at the end of your class.

New Computing. Please refer to “Getting Checked In” (Part I).

Support. Fulbright College IT Support staff members are cross-trained in many areas: PC, Mac, and classroom support; limited software support; and virus removal on your University owned system(s). They can advise on most technical questions and can direct you to the correct resource or solution if they do not have an immediate answer; they are here to ensure that your computer and technical needs are met to help you move forward in your mission of teaching, research, and service.

Course Evaluations

Every faculty member teaching a course on campus must have a student evaluation of teaching survey each term and follow the policy guidelines. Each semester, the teacher and course evaluation process at the University of Arkansas begins with email notification from IT Services. Evaluations are managed through the CoursEval online system and are scheduled to be given the last week of classes, with scores and comments returned to faculty members 72 hours after final grades have been turned in.

Prior to surveys being opened to the students, you will receive an email message advising you that your course survey is ready for review. It is your responsibility to log in to CoursEval prior to evaluations being deployed to ensure accuracy of the information being provided to students, including title of course, instructor(s) to be evaluated, and accuracy of University, College and
Department core questions. There are core items that must be included and will be automatically added to the survey (these include items that the University requires in addition to those pre-determined by the College, Department, and Program). Inaccuracies or updates need to be reported to the CoursEval administrator before the evaluations deploy to students (courseval@uark.edu).

This is also the time that any additional questions may be added to your course survey. Instructions for adding questions will be included in the same email notification.

Quantitative information on course evaluations is available to designated department chairs, and deans, however comments are private and not shared unless you choose to do so.

No course with an enrollment less than five will be evaluated unless it is combined with another course taught by the same instructor.

In addition to the student evaluations of teaching, faculty are encouraged to participate in other forms of teaching evaluation. These might include, for example, a peer evaluation or an evaluation by your program coordinator or department chair. These must be coordinated and initiated by you, and can be as informal as asking a fellow colleague to sit in on your class and to give you some feedback. Using this feedback in reporting annual accomplishments is a good practice and is highly encouraged for all faculty. Feel free to contact your department chair or the dean’s office to discuss options and to request recommendations about who should be involved and when to involve others.

Additional information on course evaluations is available through the Office of the Provost (https://provost.uark.edu/course-evaluations.php, 479-575-2151).

Emergency and Weather Issues

The University has a notification system called “RazALERT” (pronounced with a long “A,” like Razorback) that will send you a text message, an automated voice message, and an email message in the event of an emergency. The system takes your contact information from your personnel files, so you do not have to do anything special to be included.

In addition to the information below, one of most frequent questions is what to do about snow and ice. The University has an official inclement weather policy (FPP 210.0 – http://vcfa.uark.edu/policies/fayetteville/vcfa/2100.php), but your safety and the safety of your students should guide your decision about holding class. Many faculty members will tell students that they will not hold class if the local public schools closed. This is a decision for you as the instructor.

Many emergencies may occur on a university campus. Instructions for specific emergencies may be found at the University’s Emergency Preparedness site (http://emergency.uark.edu).

Severe Weather (Tornado Warning). This is an urgent announcement that a tornado has been reported and warns you to take immediate action to protect life and property.

- Follow the directions of the instructor or emergency personnel.
• Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
• If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building. Avoid being underneath heavier objects which may fall.
• Stay in the center of the room, away from exterior walls, windows, and doors.

**Violence / Active Shooter.** In event of active violence on campus, all are encouraged to Call, Avoid, Deny, Defend (CADD).

- Call 9-1-1 immediately. Contact emergency service or the University of Arkansas Police Department (479-575-2222) from mobile phone or off-campus number.
- Avoid the violent situation. If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- Deny access to the perpetrator. Lock your office or classroom door if possible. Barricade the door with desk, chairs, bookcases, or any other item. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe to leave.
- Defend yourself and others. Use chairs, desks, cell phones, or whatever is immediately available to distract the perpetrator and/or defend yourself and others from attack.

**Bookstore**

The University of Arkansas Bookstore is located in Garland Center, 616 N. Garland Ave., across from the Northwest Quad Residence Hall and the Pat Walker Health Center, with convenient parking in the adjacent 1500-space parking garage. There are also several private university bookstores near the University’s campus.

**Textbook Adoption.** When your course is scheduled, you will be asked about books to be purchased by students. Although you do not have to determine the book at the time of course scheduling, Arkansas Law (Act 175 of 2007) requires all textbook and course material information to be made available for public viewing:

- by November 1 for Spring term
- by April 1 for Summer and Fall terms.

This is to provide for efficient, consistent, timely, and accurate ordering of classroom materials, and also allows all bookstores in Fayetteville an opportunity to provide materials for your students.

If the deadline is not met, or if a textbook change is made after the deadline, a petition for a late adoption must be completed and approved by your department chair and the assistant dean for academic affairs (Lisa Summerford). The form is available online (https://bookstore.uark.edu/adoption/forms/late-adoption-approval-form.pdf).

More information on textbook adoption and order requests is handled at the department level. Your department may have recommended textbooks for particular classes. Additionally, your department may provide funding to purchase possible textbooks, and many publishers will provide examination copies of books prior to assigning them for a class.
**Reading Packets.** Reading packets are handled through the UA Bookstore or may be handled through your Blackboard account. In each case, attention must be given to assuring all copyright clearances are approved.

**Razorback Gear.** Razorback gear may be purchased at the University of Arkansas Bookstore or at one of Razorback Shops, which located in the Arkansas Union, Harmon Shop (part of the Harmon parking facility), Northwest Arkansas Mall, and Promenade Mall (in Rogers).
Part VIII

Resources for Teaching

There are many, many resources to help you with your teaching, and probably the best are found from talking to other University of Arkansas faculty members. The sharing of ideas, critiques, and past experiences can go a long way in helping you begin your teaching career.

One place for sharing ideas is the University of Arkansas Teaching and Faculty Support Center (http://teaching.uark.edu), which is named after the late Wally Cordes, a long-time Fulbright College chemistry professor.

In addition to the TFSC and word-of-mouth, there are many online and published resources to aid you in all aspects of your teaching. Listed below a few of the many you might find online:

Websites
- “Faculty Focus” (http://www.facultyfocus.com)
- “Center for Research on Learning and Teaching,” University of Michigan (http://crlt.umich.edu)
- “Resources for College Teaching” (https://faculty.staff.richmond.edu/~dforsyth/teach/)
- “Teaching Resources,” University of Washington Center for Teaching and Learning (http://www.washington.edu/teaching/teaching-resources/)
- “Teaching Resources,” University Center for the Advancement of Teaching, Ohio State University (http://ucat.osu.edu)

Books
- *Teaching Strategies for the College Classroom: A Collection of Faculty Articles* (M. Weimer, R. Kelly, and A. Cassidy, 2013, Magna Publications)
- *Teaching Tips* (W. McKeachie and M. Svinicki, 2013, Wadsworth)

Journals
(available online or through Mullins Library)
- College Teaching
- Journal on Excellence in College Teaching
- Journal of Faculty Development
- Learning Communities Journal
- Journal on Centers for Teaching and Learning