



UNIVERSITY OF
ARKANSAS®

**Fulbright College
of Arts & Sciences**

2020-2021 New Faculty Guide

Office of the Dean
525 Old Main
University of
Arkansas
Fayetteville, AR
72701



UNIVERSITY OF ARKANSAS

Fulbright College of Arts and Sciences
Office of the Dean

Dear New Colleague,

Congratulations on your appointment to the Fulbright College of Arts and Sciences!

By becoming part of our Fulbright College family, you join more than 8,000 students, 600 faculty members, and 350 staff members who each day embody our mission to “enrich lives by promoting discovery, diversity, and inclusion, facilitating transformational experiences, and fostering peace through education.”

Consisting of three schools, 16 academic departments and more than 40 academic centers, the college offers degrees in the fine arts, humanities, natural sciences and social sciences. And it is here that the majority of all University of Arkansas students will begin forging a new path into their future.

Because no matter what a student’s major will be, no matter what they are interested in studying, most of their core courses will come from Fulbright College – and we are so excited for these students who will get to work with you, our outstanding faculty.

In our search to find you, we sought the most talented, promising individuals who can help further the Fulbright College mission. Likewise, we want to help you excel in your research, teaching, and service responsibilities, and here at Fulbright College, you are unlikely to find a more supportive, talented, intelligent and diverse group of people ready to help you succeed.

We are here to support you every step of the way, and our hope for you is that this guide and all the related resources helps you feel more empowered and inspired as you take your place at the University of Arkansas and Fulbright College.

Please feel free to reach out if I can help in any way.

Sincerely,

Todd Shields, Dean of Fulbright College

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Part I

Getting “Checked In” to the College

New Hire Paperwork

All new employees must see their 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 that is appropriate to complete a federal W-2 and I-9 (see the list of acceptable documents: <https://www.uscis.gov/i-9>). You may access the new hire paperwork in advance by visiting <https://fulbright.uark.edu/deans-office/offices-and-services/human-resources-and-diversity/employee-information.php>

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:

Donna Draper
Assistant Director of Faculty Services
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 amount of 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).

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 (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 hr.uark.edu/benefits/index.php.

Pay

Along with completion of the “new hire paperwork,” you will arrange to receive your pay. The University of Arkansas is committed to paperless payroll for safety, efficiency and to support sustainability. Direct deposit is the university’s standard method for paying employees. You will need to know your bank name and account number(s) for routing your paycheck to one or more accounts. This information is recorded on the Electronic Payment Authorization Form hr.uark.edu/forms/direct-deposit-form.pdf.

September – April you will be paid on the last business day of the month, and you will receive one half 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 the 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: 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 re-order 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 password.uark.edu 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 its.uark.edu/get-started and follow the steps to create your New User Checklist.
- Access the university’s Exchange server at outlook.office.com for integrated email, calendar, and Lync messaging.
- Download free antivirus software for on- or off-campus computers. 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 at:
its.uark.edu/internet/wireless/index.php
UA Wireless is also available for campus guests and offers limited internet access. Note: UARK Wifi and UARK Guest are the network names that are visible.
- Learn about sending files that are too large for email attachments, using the computer labs, staying safe by avoiding phishing and other online scams, and more at its.uark.edu.

Computer (Office and Home)

Before purchasing a computer, please contact Fulbright College IT Support (arscsup@uark.edu, or 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. Also, as of Spring 2018, all purchases for Apple devices made with institutional or grant funding must be initiated through Fulbright College IT Support.

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 is available at parking.uark.edu/parking-services/parking-permits/faculty-staff.php. The forms for Vehicle Registration and Payroll Deduction can also be found online at parking.uark.edu/parking-services/parking-permits/forms/index.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 parking.uark.edu/parkmap.pdf.

There are two levels of parking permits for faculty and staff: general yellow decals and reserved blue. The reserved blue window decals are for specific parking lots and are restricted to ensure adequate parking for blue decal holders. 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, online at 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 at vcfa.uark.edu/policies/fayetteville/vcfa/7021.php

Once the card is signed, you will need to take the card and your University ID to the Key Office, located on Razorback Road. An additional web page with helpful links is: fama.uark.edu/keys.php

Telephone

As of spring 2019, the university is transitioning to a new Voice over Internet Protocol (VoIP), a modern and sustainable digital communication solution that can be used with physical office handsets or on mobile devices from anywhere with a digital connection. For more information on the VoIP service, connecting, and guides, updates, instructional videos and resources: <https://its.uark.edu/voip/> Both local and long-distance calls should only be made on behalf of your work assignment at the university: vcfa.uark.edu/policies/fayetteville/uits/7270.php

If you have questions about any of the areas covered in this section, visit 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 the Tuesday or Wednesday before classes begin. New faculty should contact the Teaching & Faculty Support Center for details at teaching.uark.edu (web page); tfsc@uark.edu (e-mail); or 479-575-3222.

In addition, the college hosts a new faculty workshop, typically on the 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 Elecia Smith, Fulbright College's Assistant Dean of Human Resources, Diversity and Faculty Services, at ecs002@uark.edu or 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 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. Fayetteville Policy & Procedures (FPP) 217.1 (vcfa.uark.edu/policies/fayetteville/vcac/2171.php) briefly summarizes important steps to protect children on campus or who are 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 a 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 Fulbright College of Arts and Sciences, ATTN: DONNA DRAPER.
- Review your health care insurance and other benefit options and begin to make choices.

Once you are here:

- Get a bank account.
- If you are moving from out-of-state, you will need an Arkansas driver's license and license plates/tags. For information and guidance, visit AR Dept. of Finance and Administration page: www.dfa.arkansas.gov/Pages/default.aspx
- 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 the 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 UACConnect, to obtain a copy of your course roster. It may be helpful to review the roster, which includes pictures of students in the course.
- Set up web-page support for your class if you need or want one (using Blackboard, the on-campus Learning Management System at 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 and/or accepted for publication
 - grant proposals submitted and/or accepted
 - presentations delivered; invited and guest lectures (keep details, e.g. dates and topics)
 - community, professional, departmental and university, state, national and international service activities
 - changes in classes or instructional methods
 - professional development activities
 - appearances in the press (TV, radio, newspaper, Newswire, etc).

Part III

Our College

The Fulbright College of Arts and Sciences is the oldest, largest and most academically diverse unit on the University of Arkansas' campus, with three schools, 19 departments and more than 40 academic programs and research centers. The college provides the majority of the core curriculum for all University of Arkansas students.

As part of the United States government's Land Grant Act, the U of A 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.

The college is named for J. William Fulbright, who was a U of A student who graduated in 1925, was later a law professor, and then became U of A president from 1939-41 – all prior to serving as a U.S. Senator for many years.

The university recognizes that J. William Fulbright's political legacy is controversial and complex. Along with signing the Southern Manifesto and opposing the landmark 1954 ruling of *Brown v. Board of Education*, Fulbright voted to filibuster the Civil Rights Act of 1964, and voted against the 1965 Voting Rights Act. He also supported the creation of the United Nations and his efforts to increase mutual understanding between people and nations resulted in the creation of the Fulbright Program.

The Board of Trustees of the University of Arkansas on November 20, 1981, resolved...

The College of Arts and Sciences at the University of Arkansas, Fayetteville, shall be named, henceforth, the J. WILLIAM FULBRIGHT COLLEGE OF ARTS AND SCIENCES. His name will imbue that college, and the University, with his reputation and image for a devoted interest in higher education and its accomplishments through its scholars as reflected in its students.

It's his work to enhance cultural understanding, peace, and international exchange through education that we honor, and his service to this institution as president.

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, natural sciences and social sciences. The approximately 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 more than 100-year history.

Academic Programs

The college is organized into three schools and 19 academic departments, which fall into four major areas of discipline:

<u>Fine Arts</u>	<u>Humanities</u>	<u>Natural Sciences</u>	<u>Social Sciences</u>
Art (School of...)	Communication	Biological Sciences	Anthropology
Music	English	Chemistry & Biochemistry	Political Science
Theatre	History	Geosciences	Psychological Science
	Journalism & Strategic Media (School of...)	Mathematical Sciences	Social Work (School of...)
	Philosophy	Physics	Sociology & Criminology
	World Literatures, Languages & Cultures		

Resources – Some Examples of Recent Philanthropy-Supported Initiatives:

- In 2017, Fulbright College announced the formation of its new School of Art and the creation of the new Windgate Art and Design District in south Fayetteville to enhance art education and provide more community access to all. These tremendous endeavors were made possible thanks to a \$120 million gift from the Walton Family Charitable Support Foundation to establish the school, and a \$40 million gift from the Windgate Charitable Foundation to create the district.
- Alumnus Kaiyuan Chen established the Fui T. Chan and Kaiyuan Chen Endowed Research Scholarship in 2018, with a \$50,000 gift that was matched by his employer for a total of \$100,000 to the Department of Physics. This gift was made to honor a doctoral advisor who made all the difference for his students, and to pay this gratitude forward to the next generation of scientists and researchers.
- A \$1.5 million contribution from Barbara A. Tyson and the Tyson Foods Foundation Inc. in 2017 crafted new ways to preserve our state's history by funding the preservation and digitization of 26,000 hours of KATV footage at the David and Barbara Pryor Center for Arkansas Oral and Visual History.
- The new Sue Walk Burnett Journalism and Student Media Center opened in Kimpel Hall in 2018, thanks to a gift from School of Journalism and Strategic Media alumna Susan Walk Burnett and her husband, Rusty Burnett. The couple pledged \$1 million in 2016 for a new addition to the second floor of Kimpel Hall that includes an integrated newsroom where students from all journalism disciplines converge. A new UATV television studio is also open to a view of one of the busiest hubs on campus.

Some Additional Finance and Philanthropy-Related Facts:

- During the 2019-20 fiscal year, the college received a \$1.6 million increase to its hard budget, bringing the hard budget to more than \$75.5 million, and the college's tuition revenue remained at \$103 million.
- Additionally, in 2019 the college received more than \$6.12 million in private gift support, which includes gifts of cash, gifts-in-kind, planned gifts and new pledges.
- The college also received 116 grants totaling more than \$19.5 million in 2019.

International Collaboration

Fulbright College has active working partnerships through Memoranda of Understanding with close to 30 institutions abroad. Long-standing partners for student and scholar exchange include University of Graz (Australia), University of Essex (U.K.), University of Sussex (U.K.), University of Regensburg (Germany), Shimane University (Japan), Tainan National University of the Arts (Taiwan), University of Nebrija (Spain), Can Tho University (Vietnam), and most recently Kwame Nkrumah University of Science & Technology (Ghana) and the University of South Bohemia (Czechia).

In addition to formal partnerships with international universities, the college attracts visiting researchers, international students and scholars from around the world, including many Fulbright scholars hosted by Fulbright College for degree programs, Fulbright Language Teaching Assistantships (FLTA), pre-academic training and enrichment seminars.

Fulbright College undergraduate and graduate students are able to integrate academic credit from universities around the world into their degree plan. The college leads the other colleges and school in student enrollment in study abroad and a very popular International and Global Studies program which offers study, research, internships and service learning opportunities. In today's global community – a world challenged with breaking down barriers – 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 Mission, Values and Land Acknowledgement Statement

The college's mission is:

The Fulbright College of Arts and Sciences enriches lives by promoting discovery, diversity, and inclusion, facilitating transformational experiences, and fostering peace through education.

The college's set of values are:

- A Culture of Inclusion and Respect
- Academic Freedom
- All Individuals and Diverse Perspectives
- Discovery, Research, Creativity and Innovation
- Diversity, Civility and Cultural Competence
- Education, Access and Equity
- Educational and Lived Experiences
- International Collaboration
- Teaching and Service
- Transparency

The college's land acknowledgement statement is:

The Indigenous history of the land the University of Arkansas campus sits on goes back to time immemorial, and across that expanse of time, many successive groups have lived here and created sacred legacies in this area. Fulbright College acknowledges Indigenous peoples were forced to leave their ancestral lands, including the Osage, Caddo and Quapaw Nations with ties to Northwest Arkansas. We further recognize that a portion of the Trail of Tears runs through our campus, and that the Cherokee, Choctaw, Muscogee (Creek), Chickasaw and Seminole Nations passed through what is now Arkansas during this forced removal. We acknowledge all Indigenous teachers, researchers and all other residents in our community and region today. We proudly offer Indigenous Studies in our college and seek continuity and connection to the past as we look to the future with increased collaboration with Indigenous governments and entities. We say to the Citizens of Indigenous Nations: We see you and we thank you.

Additionally, Fulbright College's new mission, values and land acknowledgement statement are on the college web site.

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), 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 at: 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 in each performance area. The score is accompanied by an expository statement. The score is conveyed to you in writing using the Annual Evaluation of Faculty form. A draft of the intended evaluation shall be provided to you and the chair will meet with you to discuss the evaluation. You will be given a reasonable opportunity to provide a written response to

the evaluation before it is submitted to the dean. 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 a course 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 of 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 online courses, they would be listed from the U of A Online website at:

online.uark.edu/courses/index.php

Examples.

Course number ...	Would indicate that it is ...
SOCI 5243	a master's level sociology course worth three semester credit hours
JOUR 2032	a sophomore level journalism course worth two semester credit hours
BIOL 498V	a senior level biology course worth a varying number of credit hours
HIST 1123H	a freshman level honors history course worth three semester credit hours
CHEM 3611L	a junior level chemistry laboratory course worth one semester credit hour
PLSC 499VH	a senior level honors political science course worth a varying number of credit hours

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 from provost.uark.edu/academic_initiatives.php and a statement on learning disabilities from cea.uark.edu/faculty/syllabus-statement.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' 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 have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479-575-3104 or visit cea.uark.edu for more information on registration procedures). The office is located in Arkansas Union, Room 209.

Please familiarize yourself with and adhere to the UA Final Exam Policy at: provost.uark.edu/policies/150020.php. Key points from the policy are as follows:

- Final exams are to be given during the scheduled final exam period.
- The last exam (comprehensive and non-comprehensive) for the semester is always considered the final exam, and it should be administered during the final exam period (not the last week of class).
- Students cannot be required to participate in any class or extracurricular activities on Dead Day or Saturday or Sunday between Dead Day and the final exam period (unless it is a class scheduled on Saturday).
- Any exceptions to the campus policy or deviation from the final exam schedule must be approved by the appropriate Dean and the Provost and Executive Vice Chancellor for Academic Affairs.

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.

Inclement Weather. Most syllabi include a statement of what students in your class should do in the event of inclement weather. This topic is discussed more in the Emergency Issue and Weather section found later in this document.

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 related to making up work and 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.

Intellectual Property Statements: “Professional” Note-takers. A rash of incidents has occurred in which some students have been selling their class notes to online companies and sending a blanket e-mail to the class inviting them to buy the notes. General Counsel has recommended a plan moving forward:

If the instructor/faculty member has included a statement in his/her syllabus forbidding this type of exchange, then the Office of Academic Initiatives and Integrity views this as a Level 1 violation with .5 sanction points. This charge would be considered “Facilitating the act of academic dishonesty...”

One recommended phrasing for syllabi:

“Any commercial use or publication of lecture material without the permission of the instructor is prohibited and will be reported as an Academic Integrity Violation.”

If the instructor/faculty member does not include a statement in their syllabus in regards to this activity, then no violation has occurred. We understand that some faculty do not mind these types of exchanges and do not include verbiage about it in their syllabi.

An additional strategy of restricting students’ e-mail options in Blackboard Learn prevents “blanket” e-mails to all users, all groups, and various groups. This link will provide instructions on restricting student send e-mail options: tips.uark.edu/restrict-student-send-email-options/

Intellectual Property Statements: Tape-recording or Electronic Capturing of Lectures

Suggested Language:

Tape-recording and/or any other form of electronic capturing of lectures is expressly forbidden. Be aware that this is a legal matter involving intellectual property rights: State common law and federal copyright law protect my syllabus and lectures. They are my own original expression, and I may record my lectures at the same time that I deliver them in order to secure protection. Whereas you are authorized to take notes in class, thereby creating derivative work from my lectures, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes to anyone else, or to make any commercial use of them without expressed, prior permission from me. Persons authorized by the Center for Educational Access to take notes, audio record or electronically capture lectures will be permitted to do so, but such use still is limited to personal, non-commercial, non-public use. Similarly, you are permitted to reproduce notes for a student in this class who has missed class due to reasons deemed excusable by the university. Use of those notes is restricted to personal, classroom purposes, and they must not be shared for any other purpose.

Faculty are further advised to make an oral statement at the first meeting of each class along the same lines. Make it clear that persons authorized to take notes for the Center of Educational Access will be permitted to do so, but need to notify you beforehand, and such use would still be limited to personal, non-commercial use. This is not just an opportunity to put students on notice, but also to educate them about the issues involved with intellectual property. If not in the syllabi, it can be handed out as an addendum to syllabi which have already been distributed.

In addition, a practical strategy to secure copyright in your lectures is to record the entirety of each lecture as it is delivered, whether in audio or video format, in order to meet the requirement of federal copyright that expression be fixed in a tangible medium.

Part VI

Technical Staff

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 at provost.uark.edu to find the Academic Policies at 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: 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 documents, notes, emails you receive or send on your “uark” or personal account when used for work, texts and more are subject to request by the public and the media. Use caution and good judgment in your communications. Additionally, records requests should be handled with a sense of urgency because the statute requires immediate access unless the record is in active use or storage or exempt from disclosure. Penalties for failure to comply with the Arkansas FOIA may include misdemeanor or felony charges. If you receive a FIOA request, please let your chair and the college’s Director of Communications know as soon as possible. For more information and instructions on what to do if you receive a FOIA request, visit publicinfo.uark.edu/public-records-and-information/faculty-and-staff-guide-to-foia.php.

Email, Social Media and Political Activity

University of Arkansas employees who may engage in any type of political activity as citizens

are urged to familiarize themselves with applicable UA policies. Political activities can include running for office, working on a campaign, communicating personal thoughts or opinions about pending legislation and other forms of political advocacy.

University employees, as citizens, have the right to engage in political activity. However, university employees are not allowed to engage in political activities during usual office hours (generally considered as 8 a.m. – 5 p.m.) or use university communication devices or university signatures.

Please note that university employees may not use the name of the university or a constituent campus or unit, or their affiliation with the university, in any manner which suggests, implies, or indicates university endorsement, support, favor of, association with, or opposition to any activity, program, event, policy, political and/or social movement, product, service, candidate for political office, or similar activity. If there is potential for confusion in a statement describing affiliation with the university, one should dispel confusion by adding a disclaimer stating that the university is not involved in the activity.

For additional information, please see the related policies, or e-mail questions to

urelinfo@uark.edu: Board Policy 100.7 Use of University Name and Trademarks:
www.uasys.edu/board-policy/100-7/

Board Policy 465.1 Political Activity:
www.uasys.edu/policies/board-policies/

HR 9.7 Relations with Legislators and Elected Officials
hr.uark.edu/working/handbook/9-employee-conduct/9-6.php

Office of the Provost, Faculty Handbook 3.11 Relations with Legislators and Members of Congress
provost.uark.edu/faculty-handbook/3-policies-governing-faculty-service/11.php

University-wide Administrative Memorandum 910.1; Act 658 of 1999
hr.uark.edu/working/handbook/9-employee-conduct/9-7.php

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. For more information, visit sites.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 “25Live.” 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 help desk or chat link accessed at its.uark.edu/help/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 UAConnect

UAConnect: At uaconnect.uark.edu, is the software tool used to manage your classes. UAConnect provides you with the meeting time and location of your classes and a class roster, which includes contact information and a picture of everyone enrolled in your class. Through UAConnect, you can send collective email updates to your class.

Most of the UAConnect 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 at (479-575-4801).

Once you have access to UAConnect, you can review your class rosters and communicate with

your students. There is also a student transcript (enrollment history) function in UAConnect 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. For those who teach 1000 and 2000 level courses, early progress grades are due at the approximately eighth 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, faculty will be able to flag these students using their faculty center. Two additional columns have been added to the "class" roster. Those columns are "Attendance Status" and "Last Date Attended." (The "At Risk" option is not new. If records indicate no attendance at all for a student, the student may be dropped from the class by clicking on the drop-down menu of the "Attendance Status" column and "Never Attended" should be selected. We are not currently using the "At Risk" option or the "Last Day Attended." After all students in the course have been reviewed, save any changes by clicking on the "Save" button at the bottom of the page. Students who are marked "Never Attended" will be shown as enrolled in the class until the end of the semester. At the end of the term, the student will be dropped with a mark of "W." In order to view this roster you should use the following path: Self- Service>Faculty Center. There should be a list of classes that you will be responsible for entering the grades. If the enrollment for the class is equal to "0" a roster will not be generated. To view the roster, click on the Class Roster icon located in the "My Teaching Schedule" section of the page. If upon review the roster is correct, no action is required.

Entering Grades

You must submit your final grades in UAConnect 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 UAConnect 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 UAConnect webpage, under the “Help Centers” page at help-uconnect.uark.edu/help-centers/index.php and under the “Faculty and Advisor” link at help-uconnect.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 UAConnect at help-uconnect.uark.edu/_resources/documents/graderoster-gradechange.pdf.

The move to the UAConnect-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, at 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” at 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, found at: uark-advocate.symphlicity.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 Initiatives and Integrity Office where the report is processed and sent to your Academic Integrity Monitor (AIM).

Academic Integrity Monitor. The Academic Integrity Monitor for Fulbright College of Arts & Sciences is Shane Barker, whose email is spb028@uark.edu. Once you submit the form, the AIM will review the case. You may be contacted by the AIM to go over the details and supporting evidence of the claim, or to answer additional questions. 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 Danna Gardner by e-mail at arsccert@uark.edu in the Fulbright College Academic Services Office, Old Main, room 525. You will need to indicate how many people you are hosting in the meeting, what time you need the space (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.). Your request as an email can typically be processed within 24-48 hours. Alternatively, 25Live can be used to request rooms by following this link: 25live.collegenet.com/uark

In order to reserve Giffels Auditorium (MAIN 201) or the Dean's Conference Room (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 Chancellor for Research and Innovation (VCRI) 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 VCRI web site, a resource page called "Investigator's Toolbox" at research.uark.edu/units/rssp/investigator-s-toolbox.php has links to searchable sites, indexes, and subscriptions; as well as forms to assist with proposal preparation and post-award management; and a wealth of administrative resources.

The Office of the VCRI 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, found at research.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. Through the department of English, technical writing assistance is also offered, visit fulbright.uark.edu/departments/english/graduate/graduate-certificate-technical-writing-public-rhetorics/index.php

Tenure as a Process

Tenure is a process, not an event. We would be remiss if we did not introduce this topic early in your time here at the University of Arkansas. Included in the appendices (Appendix I) is a seven-page offering, "Tenure Dossiers: Strategies for Success." We hope this will be a welcome introduction and aid to preparing for and achieving tenure at the University of Arkansas.

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 alike, online at teaching.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; it can also provide a consultant to help evaluate your teaching. (See the section below, on Course Evaluations.)

The Cordes Teaching 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 Teaching Center sponsors monthly “New Faculty Luncheons,” typically held on the first Tuesday and Wednesday of the month. For the purpose of these luncheons, you are considered “New Faculty” for your first two years of working at the U of A. There are also “Not-So-New Faculty Lunch Discussions,” which are typically held on the third Thursday and Friday of the month. You are considered “Not-So-New Faculty” at the beginning of your third year. These topical luncheons have a guest speaker or expert on some teaching strategy (think assessment, technology integration, etc.). If a new faculty member attends several of these luncheons and other programs sponsored by the Teaching Center during his or her first and second academic years, the individual typically receives a New Faculty Commendation each year.

Technical Support

Technical support is available for faculty through the following resources: Computer support:

- Fulbright College IT Services (arscsup@uark.edu, 479-575-7512)
- Online Help Portal (University IT Services) <https://help.uark.edu>
- Classroom technology support and training: Fulbright College IT Services (smartrm@uark.edu, 479-575-6066)
- Quick links to other services:
 - UARK Central Login (<http://its.uark.edu/personal/uark-central-login/index.php>)
 - Blackboard Learn (<https://learn.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://password.uark.edu>)

Fulbright College IT Support: Who We Are

Teresa Waddell	Director of Technology	twaddel@uark.edu
Chris Clanton	Assistant Director of Technology	csclanto@uark.edu
Jake Tyson	Windows Computer Support Manager	jaket@uark.edu
Roy Swaty	Asset Specialist	cswaty@uark.edu
Arif Islam	Classroom Technology Professional	axi003@uark.edu
Will Simmons	Apple Computer Support Manager	wds@uark.edu

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 College 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.

Communications & Creative Services Support

Fulbright College Office of Development and External Relations

Fulbright College’s Office of Development and External Relations works in tandem with other related offices and areas at the college and university level to support the college's strategic objectives through increasing philanthropic support and awareness of the college.

Private gift support allows the college to withstand fluctuations in other funding sources, creates new possibilities to fund initiatives not previously sponsored, and ensures a perpetual source of support that builds over time and ultimately transforms the college’s programs and reputation. Collectively, private benefactors help safeguard and enhance a Fulbright College education.

On the External Relations side, this office works to support the college's strategic objectives; promote successes, events and gifts associated with students, faculty, staff, alumni and friends; and advance the legacy of the college. It also serves as a central liaison to University Relations on behalf of the Fulbright College.

The college's External Relations team consults with academic and administrative units in the college, providing guidance and services for communications and creative strategic planning.

Areas of expertise include but are not limited to:

- Media and public relations
- Social media strategies
- Marketing and recruitment strategies
- Writing and editing for Newswire, the Fulbright REVIEW and other campus publications
- Event promotion strategies
- Web design, development and support
- Print design, product design and creative support
- University brand compliance

Visit fulbright.uark.edu/externalrelations to learn more of make a request.

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, by emailing 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 of 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, at provost.uark.edu/course-evaluations.php or by calling 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, Rave Guardian at safety.uark.edu/emergency-preparedness/emergency-notification-system/index.php#rave-guardian is a safety app available for iPhones and Androids, as a means to turn your phone into a personal safety device.

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 at 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 are 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 at safety.uark.edu/emergency-preparedness.

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 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 services or the University of Arkansas Police Department at 479-575-2222 from a 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.

Concealed Carry (Guns on Campus)

Concealed handguns are allowed on campus for people (who generally must be 21 or over, with limited exceptions) who hold a valid concealed carry permit and an enhanced concealed carry permit as established by the Arkansas State Police. The Arkansas State Police revised the [Arkansas Concealed Handgun Carry License Rules](#) in January 2018 to include enhanced concealed carry licensing and training requirements, restrictions and rules.

The University of Arkansas website covers the Campus Carry information under Campus Safety at safety.uark.edu/campus-carry and that section is kept updated with current information. This revised legislation is very recent; check the Faculty FAQ link on this website for language that can be used by faculty about enhanced concealed carry on campus, for a link to the revised Arkansas Concealed Handgun Carry License Rules, and for answers to other frequently-asked questions.

Bookstore

The University of Arkansas Bookstore is located in Garland Center at 616 N. Garland Ave., across from the Northwest Quad Residence Hall and the Pat Walker Health Center, with convenient parking in the adjacent 1,500-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, and
- 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 and can be downloaded at 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 the Razorback Shops, which are located in the Arkansas Union, 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, mentioned above, online at 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://facultystaff.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)
- The Technology Toolbelt for Teaching (S. Manning and K. E. Johnson, 2011, Jossey-Bass)
- What the Best College Teachers Do (K. Bain, 2004, Harvard)

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