



Non-Tenure Track Faculty in COEHD and UTSA

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Introductions

- Name
- Department
- How long at COEHD
- Your dream vacation for next Summer!



Getting Started at UTSA

- Your appointment
 - Appointment dates vs. class dates
 - Payday
- Obtaining the essentials:
 - University Employee ID card
 - Your class roster
 - Parking permit
 - Office or meeting space/location
 - Keys and card swipe access
 - Department administrative support
- Policies and Procedures

Your Appointment

- Appointment Letter
 - Your department will give you an appt. memo to sign.
- Appointment dates vs. class dates:
 - Fall appointment dates are 9/1/19 – 1/15/20
 - Classes start on 8/26/19 and end in December.
- Payday!
 - 1st of every month.

UTSA ID Card



- The official identification card of the University.
- Your card can be used as a prepaid debit card by purchasing Rowdy Dollars.
- Used for card swipe access to assigned rooms/offices

More info is available on the web site at <https://www.utsa.edu/campusservices/utsacard/>

Class Roster

- **To obtain your class roster, go to www.utsa.edu**
 - Click on “myUTSA,” then click on “ASAP.”
 - Then click on “Login to ASAP.”
 - Click on “Faculty Services” and scroll down to “Summary Class List” or “Class Photo List.”
- You may print your class rosters (via the Banner system) at any time during the semester.
 - If you need further assistance with this process, you may contact your Departmental Office.

Parking Permit

- To obtain your parking permit, go to www.utsa.edu
 - Click on “myUTSA,” then click on “Login to ASAP” and type in your abc123 and passphrase.
 - Click on “Employee Services” and click on “Campus Services Parking Division.” Scroll down and click on “Get Permits.” For authentication, you will be asked for your employee login to order a permit.
- Beginning fall 2019, students and employees ride VIA for free.
- For more information go to:

<http://www.utsa.edu/campuservices/parking/>

The advertisement features the VIA logo at the top. Below it, the text reads: "YOUR RIDE TO CAMPUS IS JUST A CLICK AWAY... AND IT'S FREE." A white box contains the text "VIA U-PASS Begins Fall 2019!". Below this, it says "PLAN YOUR TRIP ONLINE AT VIAINFO.NET" and "And with the goMobile app, it's easy to buy Special Event tickets to ride to UTSA football games. Go Runners!". At the bottom, there is a smartphone displaying the VIA app interface and a "DOWNLOAD TODAY" button with icons for the App Store and Google Play.



Office/Meeting Space

- Space is assigned by your department.
- May be a shared space.
- Limited shared space is available at the DT campus.
- Contact department for more information.

Keys and Card Swipe Access



- Keys are ordered by your department office.
- Can be picked up at the Main Campus or DT Campus.

Department Administrative Support

- Copy code and copy allocation for semester
- Office supplies
- Class supplies: markers, flipchart paper, etc.
- Class cancellation signs
- **Get to know your department admin.**
 - Contact information included in handbook/binder





Important Dates for Fall 2019

- First day of classes: **August 26, 2019**
- Labor Day: Monday, September 2, 2019 (Holiday)
- Census Date: **September 11, 2019, 5pm**
 - Last Day to drop without a grade.
 - Print your class roster on 9/12 again.
 - Make sure everyone in class shows up on roster.
- Midterm Grades Due: October 6, 2019
- Thanksgiving Holiday: November 28-29, 2019
- Last day to withdraw from the university: December 3rd



Retention of Student Records

- Faculty members will retain student work not returned to the student (such as examinations, term papers, and other materials) for **at least two semesters** after the conclusion of a course.
 - During this time students will have access to these materials should they ask for them.
- Faculty may dispose of these records at the conclusion of that time period.
 - All grades, including all those assigned during a semester as well as the final grade, should be recorded in a separate grade book which should be retained for a **minimum of three years**.



Short Notice Class Cancellation

- **During regular business hours:**
 - The faculty member can notify his or her academic department about a short notice class cancellation.
 - The department will send someone to the classroom to place a notice on the door or otherwise inform the students of the class cancellation.
- **Outside of the university's normal business hours:**
 - The faculty member can notify the UTSA Police Department by telephone at 210-458-4242 about any short notice class cancellations.
 - The UTSA Police Department will dispatch an officer to the classroom to notify the students.
 - This outside of the normal business hours notification procedure will prevent our evening and weekend students from having to wait unnecessarily when a faculty member finds that he or she will not be able to meet a class as planned.

Syllabus Guidelines

- **Items to Include in your syllabus:**

- Evaluation methods employed in the course.
- Grade Scale
- Attendance and class participation
- Make-up work policy
- Information on scholastic dishonesty, particularly **plagiarism.**
- Information on CBCs (for some classes)
- Students with disabilities
- Special requirements
- Office hours
- The Roadrunner Creed
- Academic Honor Code



Students Adding Into a Closed Class

- Most **undergraduate classes** close when they are at maximum room capacity.
 - However, some courses have been “capped” and will close even though there are chairs available in the classroom. (For example, C&I 4403 and C&I 4303 are capped at 20.)
 - **Graduate courses** will likely close while there is room available.
- If the class is closed but there are still chairs available in the classroom (i.e.: the class is capped at 20 and the classroom will hold a maximum of 35), the student will bring an **Add Form** for your signature.



Add Form

- **Approvals Required:**
- For **undergraduate** students these include:
 - The instructor, the advisor in the advising center, and the department head.
- **Graduate** students must obtain approvals from:
 - The instructor and the Graduate Advisor of Record or the Department Chair (in the department), and the Associate Dean for Graduate Studies.
- **Any adds after census date**, are greatly discouraged and require additional approvals.

Administrative Drop

- Instructors may not drop students for non-attendance unless they are meeting all requirements of the Instructor Initiated Drop Policy (HOP 5.09). See the Information Bulletin on line for more information. (<http://www.utsa.edu/infoguide/>)
- In instances after the drop date where there are documented extenuating circumstances, an undergraduate student should initiate the process by contacting you.
 - If you believe a “drop” is warranted, contact an Associate Dean for further direction. The criteria for granting administrative drops include urgent and substantiated, nonacademic reasons or extenuating circumstances that directly affect the student and are beyond the student’s control such as illness or hospitalization.

Medical Drop:

- For a medical drop, students are advised to contact [Student Health Services](#) for more information at (210) 458-4142.

Mental Health Drop:

- Students are advised to contact [Counseling Services](#) for more information at (210) 458-4140.

Course Incomplete

- To be eligible for an incomplete, students must have completed **at least three-fourths of the course and be passing.**
 - To give a student an “Incomplete” in your course, you should fill out the Requirements for Removal of Incomplete form on line via *ASAP* at the time grades are due. Your department may have additional guidelines regarding incompletes.
- Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete.
- Although the student has a maximum of one year to complete the course requirements, the instructor may set an earlier deadline.
 - After course requirements are fulfilled, the instructor will submit a change of grade form. You should check *ASAP* to be sure the change of grade has been processed.
- In undergraduate courses, incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student’s graduation. **A student cannot graduate with an “IN” grade on the transcript.** If the work is not completed within this time, the “IN” is automatically changed to a grade of “F” or “NC.”

UNDER NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Academic and Grade Grievance Procedure

- In resolving any student grievance regarding grades, evaluations or other academically-related situations involving a faculty member, the student must first make a serious effort to **resolve the matter with the faculty member** with whom the grievance originated.
- It is University policy that individual faculty members retain primary responsibility for assigning grades and student evaluations.
 - The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment or factual mistake, or violation of a relevant University policy.
- If the matter is not resolved, the student may file a formal grade grievance with the Department Chair.
 - **The student must file the grievance in writing with the Department Chair within 90 calendar days from the end of the term in which the grade was assigned or the other concern or incident occurred.**



Scholastic Dishonesty

- We hope you do not encounter scholastic dishonesty this semester. However, if such a situation occurs, contact:
 - Your **Department Chair**
 - And Ms. Anne Jimenez (210-458-4720) in the **Office of Student Conduct and Community Standards** for further direction regarding how to proceed.



Sexual Harassment

- The COEHD and the University does not tolerate sexual harassment.
 - Please note that faculty-student relationships are considered inherently non-consensual and thus subject to disciplinary action. (see HOP 9.24 for a discussion of Sexual Harassment and Sexual Misconduct).
- If you have concerns about possible violations of this policy or to file a formal complaint, contact Suzanne Patrick, Director of **Equal Opportunity Services and Title IX Coordinator** at 210-458-4120.



Compliance Training

- ***All benefits eligible University employees*** are required to complete Compliance Training modules.
- Each module takes only a few minutes to complete and can be accessed on line at <http://www.utsa.edu/compliance/>
- You must use an on-campus University computer to access these modules.



Emergency Issues

- In case of ANY emergency, call **UTSA Police Dispatch at Ext. 4242 (210-458-4242).**
- For weather related campus information or closings, call **(210) 458-SNOW**
- Alertus Panic Button

A screenshot of a web form titled "Request Emergency Assistance" with a close button (X) in the top right corner. On the left side of the form is a red circular button with the word "HELP" in white. The form contains the following fields:

- A heading: "Enter information about your emergency"
- "Building:" followed by a text input field with a red asterisk to its right.
- "Room #:" followed by a text input field with a red asterisk to its right.
- "Name:" followed by a text input field.
- "Phone Number:" followed by a text input field.
- "Incident Type:" followed by a list of options: "Medical Emergency", "Violent Person", "Fire/Smoke", and "Other". A red asterisk is to the right of the list.
- "Incident Description:" followed by a text input field.
- A "Send Alert" button at the bottom right.



Things to Remember

- **Students First**
- Classroom management:
 - Treat students with respect
 - Create a mutually respectful classroom environment
 - Seek COEHD resources to help
 - If there are issues to address, seek advice from Chair, Associate Deans, Dean.



Contact COEHD

- If you experience an emergency situation in your classroom, please notify the following in COEHD **after** obtaining or providing immediate assistance in classroom.

Undergraduate courses, notify:

Dr. Norma Guerra

Associate Dean for Undergraduate Studies

(210) 458-4416

norma.guerra@utsa.edu

Graduate courses, notify:

Dr. Juliet Langman

Associate Dean for Graduate Studies

(210) 458-6459

juliet.langman@utsa.edu



Handbook of Operating Procedures (HOP)

- <https://www.utsa.edu/hop/index.html>
- All faculty and staff should review or know how to access the HOP.
- **Make the HOP your best friend!**



COEHD

Resources and Contacts

Information included in your handbook/binder:

- COEHD Advising and Certification Center
- COEHD Professional Staff
- Departments and Program Offices
- Dean's Office Contacts (Main Campus)
- DT COEHD Dean's Office and Contacts
- List of COEHD Centers and Institutes



Other UTSA Facilities Available

- UTSA Faculty Center
- Classroom Technology
- UTSA Bookstore
- Campus Dining Facilities
- Child Development Center
- Recreation Center

NTT Panel Session

Participants:

- Dr. John Kaulfus: ELPS
- Dr. Joe Avera: EDP
- Alexa Proffitt: ILT





Questions?



Remember to review the
COEHD orientation handbooks
provided for additional information.

Have a great semester!

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