

## Academic Policies and Procedures

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**1. ACADEMIC DISMISSAL** <http://www.suu.edu/pub/policies/pdf/PP1320Student.pdf>

**2. Academic integrity policy:**

(Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.);

**3. ADA statement:** <http://www.suu.edu/pub/policies/pdf/PP119Disability.pdf>

Required text for syllabi *“Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations, or auxiliary aids must contact the Office for Students with Disabilities. The Office for Students with Disabilities determines eligibility for and authorizes the provision of these services and aids”*. Room 206F of the Sharwan Smith Center or (435) 865-8022.

**4. ADMINISTRATIVE ASSISTANTS**

Staff support is available for the production of class-related materials. Duplicating in support of University and community service activities may be provided as resources allow. Work submitted by individuals is always prioritized **behind** departmental business. Please observe lead times when submitting syllabi, exams, handouts, ect. (Three full workdays for typing and/or duplicating.)

Generally the Department cannot provide clerical support for individual faculty research. See the Department Chair if you have special needs.

**5. ADVISING**

- All Faculty are required to maintain a minimum of five, reasonable, publicly-posted office hours per week per Policy 6.27, III C.  
<http://www.suu.edu/pub/policies/pdf/PP627Faculty.pdf>
- Majors seeking advisement should be sent to the correct Advisors (see section Advisors)
- Students who contact faculty with complaints or problems with grades, graduation requirements, etc., should be sent to the department chair first.

**6. ADVISORS** <http://www.suu.edu/pub/policies/pdf/PP611Academic.pdf>

**Communication and History & Sociology**

Carly Wilson ~ [wilsonc@suu.edu](mailto:wilsonc@suu.edu) Student Center 177H ~ (435) 865-8427

**English, Foreign Languages & Humanities, Political Science & Criminal Justice**

Kelly Lid Stephens ~ [lid@suu.edu](mailto:lid@suu.edu) Student Center 177G ~ (435) 865-8430

**Psychology:**

Jennifer Hedrick ~ [hedrick@suu.edu](mailto:hedrick@suu.edu) General Classroom 306D ~ (435) 865-8248

## 7. BANNER

Banner is the records system used to work with and obtain student records including class rosters and grades. There are two parts to the Banner System, both web-based: Banner Self-Serve and Internet Native Banner.

You will need access and training to both systems

**Banner Student:** obtained from the Registrar's Office <http://www.suu.edu/ss/registrar/>

Below are some useful codes.

SAAADMS	Admissions Application
SOAPCOL	MA
SFAREGS	EMPHASIS
SHATERM	Grades
SGASTDN	General Student Information, GPA
SSADETL	Course Fees
SPAIDEN	Identification, address, phone, email
SOAIDEN	Person Search, locate T #'s
SOAHOLD	Hold information
SOATEST	Test Score Information-GRE
SGAADVR	Advisors
SCACRSE	Course Schedule
SCADETL	Course Catalog detail (co-requisistes)
SSADETL	Course schedule detail, GE codes, fees
SSAMATX	Building/Room Schedule
SLARDEF	Room capacity
SHATATC	Transfer Course Articulation
SHATRNS	Transfer Course Information
SHADEGR	Degrees and other formal awards
SIASSGQ	Faculty assignment query
SFAREGQ	Student Registration Query

## 8. BUDGET

### a. Program Fees –

Must maintain Radio under FCC Federal Guidelines/mandates (\$1,000 a day fines for each day out of compliance or could be a one time \$10,000 fee)

### 9. CALENDAR 2008-2009

<http://www.suu.edu/academics/calendar.html>

#### July

- Master's program application deadline to start Fall is July 15th

#### August

#### September

- Meet the Dean – HSS Senators

#### October

- Career Fair – current SUU Students
- Major's Fair – incoming Freshman
- Provost Newsletter Info needed for January edition

- Annual Assessment PLANS due to Provost
- Graduation paperwork due for May graduates
- Provost Faculty Development Grant Deadline

**November**

- Distinguished Scholars Day (back to back Fridays) high school students
- Veteran's Day Celebration
- Provost Faculty Development Grant deadline
- HSS Convocation - Hiroshima

**December**

**January**

- 7 - **College Retreat**
- Meet the Dean Night – HSS Senators
- 15 - Provost Faculty Development Grant deadline
- 20 – HSS Convocations - Gangs

**February**

- Check Ups needed on internships
- 1 - Scholarship Deadline for Applicants for Financial Aid
- 13 - Graduation paperwork due for December graduates
- 15 - Master's program application deadline to start Summer semester
- 26-28 High School State Basketball tournaments take place in the Centrum (Steve Lunt)

**March**

- National Dean's List
- Sterling Scholar
- TRIO Achiever Luncheon – Service Learning (Pam Branin and Earl Mulderink)
- 2-7 Women's Week

**April**

- Thunderbird Film Festival
- 15 - Summer Contracts due
- Thunderbird Awards
- 16 - Provost Faculty Development Grant deadline
- 30 – HSS Academic Awards

**May**

- Provost Newsletter Info needed for August edition
- 1 - President's Banquet

**June**

- Annual Assessment REPORTS due to Provost  
<http://www.suu.edu/general/ir/assessment.html>
- 29 - Annual Reports due to Provost

**Academic, Registration, and Final Exam Calendars**

- Academic Calendar: <http://www.suu.edu/academics/provost/calendar.html>
- Registration Calendar: <http://www.suu.edu/ss/registrar/reg-schedule.html>
- Final Exam Schedule: <http://www.suu.edu/pub/schedule/finals.html>
- Training Calendar: <http://www.suu.edu/calendars/>

## 10. CATALOG

Each year, mid-spring, the department chair & the department admin assistant will receive their hardcopies of the catalog from the Provost Office. By June 1<sup>st</sup>, the admin assistant may go to the Admissions Office and get a copy for each of the faculty and staff members. Starting in 2009-2010, the catalog will only be printed every other year. The last ten years worth of catalogs may be found online at <http://www.suu.edu/academics/catalog/>.

The deadline schedule for changes to next year's catalog are found on the Provost's web pages through the following link: <http://www.suu.edu/academics/provost/pdf/catalog-timeline-0809.pdf>. Most changes MUST go through a Curriculum Committee so be aware of those dates. Any changes for the next year's catalog that require Curriculum Change forms should be completed in September of each year.

## 11. CELL PHONE POLICY

Effective July 1, 2008, SUU Employees will not be given or use cell phones that are paid by the University. If you are using a personal cell phone to conduct university business, a stipend may be acquired to cover costs. The payment is included with your paycheck. For more info, use the following link:

[http://www.suu.edu/ad/hr/documents/CellularPhoneRequestFormandProcedures\\_000.pdf](http://www.suu.edu/ad/hr/documents/CellularPhoneRequestFormandProcedures_000.pdf)

## 12. CERTIFICATES

### Academic Awards Certificates

Academic Awards Certificates are created by each department and awarded at the end of Spring semester at the individual college Academic Award ceremonies. (Catalog Page 103 refers to them as Academic Honors Convocations)

### Degree Certificates

There is a degree audit worksheet on file with the Registrar's Office for all approved certificate programs. The catalog also lists each approved certificate program – found via the following link: <http://www.suu.edu/academics/catalog/2008/ch15programs.pdf>

### *International Relations*

Students may earn a certificate in International Relations along with their BA/BS degree. Michael Stathis is in charge of this program. Dean's Admin Assistant will print the certificates and they are handed out at Academic Awards night each spring.

### *Public Administration*

Students may earn a certificate in Public Administration along with their BA/BS degree. John Howell is in charge of this program. Dean's Admin Assistant will print the certificates and they are handed out at Academic Awards night each spring.

### *Speech Certificate*

Students may earn a certificate in Speech Certificate along with their BA/BS degree. Jon Smith is in charge of this program. Dean's Admin Assistant will print the certificates and they are handed out at Academic Awards night each spring.

### 13. CHECK REQUISITIONS

Check requisitions have specific uses. Please use the following link from the Controller's Office website to learn their proper use and to find an example of a properly completed form:

[http://suu.edu/ad/controller/pdf/check\\_inst.pdf](http://suu.edu/ad/controller/pdf/check_inst.pdf)

Check requisitions that are not completed correctly will take longer to process and may be returned for correction. The actual forms may be obtained from the Controller's Office (ADMIN 207).

Check requisitions are to be used for **Subscription Renewals, Dues and Memberships, Registration Fees, and the services of Independent Contractors ONLY.**

- Check requisitions are NOT to be used for reimbursements for items or food purchases.
- Check Req forms may be obtained from the Controller's Office and have a numbering system that changes each fiscal year (so do not keep old forms).
- Type on the form and FOAPALS or Indexes may be used in the accounting space.
- Two signatures are required. Usually the faculty/staff member and then the department chair signature is sufficient.

### 14. CLASSROOMS

Do not change the room in which your class is assigned. Changes must be requested through the Registrar's Office. Opportunities to change rooms are limited. If a SMART classroom is needed you need to indicate this when the semester schedules are submitted to the Registrar's Office. SMART classrooms are limited and in great demand.

### 15. CLASS ROSTER

Class rosters are available via banner web/"Web for Faculty/Advisors" or via Crystal Reports with the assistance of your departmental administrative assistant (see Crystal Reports below)

### 16. CLASS SCHEDULES

Changes to the schedule of classes must be requested by the department chair. As per Policy 6.46, <http://www.suu.edu/pub/policies/pdf/PP646Academic.pdf>, course enrollment caps must be set at room capacity unless there is special approval by the Dean.

### 17. CLUBS <http://www.suu.edu/suusa/clubs/>

- **Alpha Chi** - is the National Honor Society. Top 10% of students at this university are eligible. It is currently housed under the department of Psychology with Lynn White as the advisor.
- Alpha Kappa Delta (sociology) <http://www.suu.edu/hss/histsoc/s-alphakappadelta.html>
- Alpha Phi Sigma (criminal justice)
- Lambda Pi Eta (communication) <http://www.suu.edu/hss/comm/lpe/>
- Pi Sigma Alpha (political science) <http://www.suu.edu/orgs/pisigmaalpha/>
- Psi Chi (psychology) <http://www.suu.edu/orgs/psichi/activities.htm>
- Phi Alpha Theta (history) <http://www.suu.edu/hss/histsoc/h-phialphatheta.html>
- Sigma Delta Pi (Spanish)
- Sigma Tau Delta (English)
- Society of Professional Journalists/Sigma Delta Chi

## 18. CODES

CRN = Course Registration Number. This is a 5 digit number that corresponds with each class a student registers for.

Examples are: 10512 for Business Statistics, 30075 for Managerial Finance, etc.

Section Codes = Section codes are #s linked to CRNs to identify & separate specific sections of one course being taught.

Most regular classes' section numbers are just 01, 02, 03, etc.

Ex: ENGL 1010-01 could be English 1010 MWF 10-10:50 am; 30263-02 could be TR 1-2:20 pm, etc.

Courses taught off campus, such as on the Dixie campus or in Richmond will have a section number of 50

Ex. CJ 1010 -50 is a Criminal Justice course taught on the Dixie campus in St. George. *(Overload paid for by the SUUDC account)*

The online course section numbers end with I for internet

Ex: COMM 1010-30I could be online Intro to Communication.

Concurrent enrollment ONLINE (high school students) section numbers end in a C

Ex: COMM 1010-13C could be Intro to Communication.

Concurrent enrollment (high school students, Success Academy) section numbers end in a 200 level number

Ex: ENGL 1010 -213 is English for concurrent enrollment .

Individual/Independent study courses are section number 103

Ex: PSY 6300-103 could be Forensic Psychology, Independent Study. *(Overload paid for out of Individual Fee accounts that are set up by each College, students pay an extra \$67 per credit for an Individual class and the professors are paid \$50 per credit per student to teach – the remaining \$17 is for the college to spend at their discretion.)*

Student Success cohort groups reserved for new freshmen end with S

Ex: UNIV 1000-01S could be UNIV 1000/LM 1010

EdNet courses (courses broadcast to outreach centers) have section numbers 60E or 70E

Ex: CJ 6200-60E could be Criminal Law, broadcast at Dixie State College. *(Overload paid for by the SUUDC account)*

Upward Bound have section numbers 14U

Ex: COMM 1010 14U (LeAnn Maxwell is over Upward Bound courses)

Semester Codes = term codes are done by using the 4 digit year and 2-digit suffix for semesters as follows:

10 = Spring

20 = Summer

30 = Fall

Ex: 200630 would be Fall Semester 2006, 200720 would be Summer Semester 2007, etc.

**19. COLLEGE COMMITTEES**

**College LRT**

- 5 members from HSS.
- must be tenured
- may NOT be on a department LRT nor the University LRT committee while they are on the college committee
- No department chair may serve on the college committee
- Term of service is X years.

Name		Service Ends	
Larry Ping		2010-2011	
Earl Mulderink	Chair		2008-2009
Terry Blodgett			2008-2009
Brian Heuett		2009-2010	
Art Challis		2009-2010	

**College Scholarship**

By default, department chairs serve as the 6 members as long as they are a department chair

**College Curriculum Committee**

- 2 members per department
- Advisors serve
- Dean is Chair

<b>Undergraduate Committee</b>		
<b>Dpt</b>	<b>Name</b>	<b>2 yr Service Ends</b>
Comm	Brian Heuett	2009-2010
Comm	Stan Gwin	2008-2009
Engl	Danielle Dubrasky	2010-2011
Engl	Ed McNichol	2009-2010
FLHP	Terry Blodgett	2009-2010
FLHP	Rosa Perez	2010-2011
SOSC	Emily Dean	2009-2010
SOSC	Michael Ostrowsky	2010-2011
POLSCJ	Carl Franklin - UNIVERSITY rep	UNIVERSITY rep serves as long as he is on UNIVERSITY committee
POLSCJ	John Howell	2009-2010
PSYCH	Grant Corser	2010-2011
PSYCH	Les Jone	2009-2010
Advisor	Kelly Lid	Advisor service does NOT end
Advisor	Carly Wilson	Advisor service does NOT end

## 20. COMMENCEMENT

The Marketing & Public Relations Office is in charge of Commencement for the entire university. Admin Asst IVs in each college (dean's level) are in charge of Commencement/Convocation procedure for each college. Each Admin Asst below the dean's level needs to assist their Admin Asst IV in preparation of and on the day of commencement. A substitute may be found if needed, such as a faculty member. Any hours worked on Commencement day should receive comp time.

### a. Graduation

Commencement is held once a year only, usually in May. Use the link for more info:

<http://www.suu.edu/graduation/>

### b. Undergraduate

- Undergraduate students should go to the Registrar's Office to pick up the graduation packet a year before their actual graduation (students graduating in 2010 should pick up their graduation packet May 2009, etc.). Graduation worksheets are due in October of their senior/graduating year; students should schedule appointments with their advisor in advance. Signatures must be gathered in the order presented on the worksheet.
- The dean is the last signature required before they pay the graduation cap and gown fee at the cashier's office and return the degree audit form to the Registrar's office.
- Undergraduate students will receive their diploma cover as they walk at Commencement. The actual diploma is mailed later in the summer. Students may walk at Commencement in May and still take up to 12 credits of summer courses to actually complete the degree.

### c. Graduate/Masters

- Masters students also have a graduation packet to complete in the same time frame as the undergraduates. Graduate Students will also need to pay a graduation fee for cap, gown, and hood in order to walk at Commencement.
- Master students will walk ahead of undergraduate students. Graduate students carry their hoods in their hands until they walk across the stage at which point their (emphasis) advisor will hood them.
- Master students will receive their diploma AFTER the department notifies the Registrar's office that the student's final thesis, project, or internship is complete.

## 21. COMPUTER

### Access

**Faculty and Staff:** Contact IT representative for computer user name & password, ext 7737

**Students:** Contact the Computer Lab Assistant in the Library at ext 8278. For e-mail help, students need to call ext 5474.

### Printing

- Office computer use is restricted to University business. Please avoid any computer activity that may be construed as non-business use. IT staff routinely monitor computer use.
- Computers are inventoried by the Department and are not to be reassigned, modified, or cannibalized by individual faculty.
- Please do not contract for computer repairs or installations except through the IT. Requests should be made in writing (a short email note is sufficient).

### Security

Computer security is increasingly problematic. Do not share your password with anyone, or leave your machine on unattended.

## 22. COPY MACHINE

Students may make copies for themselves at the Media Center or the Copy Center located on the first floor of the library.

Students that work for the departments have been assigned a code to use the copy machines for work-related purposes only.

## 23. COPYRIGHT ISSUES

### 24. Course Codes <http://www.suu.edu/academics/catalog/2008/ch15terminology.pdf>

**SUU uses the following course numbering system:**

0001-0999	Development courses, no graduation credit
1000-1999	Lower Division, intended for freshmen
2000-2999	Lower Division, intended for sophomores
3000-3999	Upper Division, intended for juniors
4000-4999	Upper Division, intended for seniors
5000-5999	Advanced Upper Division, Graduate Courses/Cont. Educ
6000-6999	Advanced Graduate Courses
7000-7999	Advanced Graduate Courses

**University-Wide Course Numbers – these courses may or may NOT be found in the catalog**

Readings & Conference	2830, 4830, 6830
Workshops	2920, 4920, 5920, 6920
Coop Education	2840, 4840, 6840
Internship	4890, 5890, 6890
Convocation	2010
Service Learning	2120
Undergraduate Research	2850, 2990,

## 25. COURSE FEES

In order to increase, decrease or initiate course fees, see Policy 6.42

<http://www.suu.edu/pub/policies/pdf/PP642Course.pdf>. The last page of the policy is the form.

For Course Fee Request Process, see:

<http://www.suu.edu/academics/provost/coursefeeprocess.html>

## 26. CRYSTAL REPORTS

You get to Crystal Reports on the same page where you log into Banner. Once you are in, click on Public Folders, then Student, and finally Academic Department, from here select the type of report you want, such as a class roster. You can print the report or export it to Excel for manipulation by clicking on the Export icon (see arrow below) and then selecting the file format as Excel (data only).



## 27. Curriculum Changes

<http://www.suu.edu/academics/provost/curriculum.html>

5000 Level courses should only be used for Continuing Education and are not listed in the catalog. If you are wanting to offer a Continuing Education you need to contact Susan Durfee, Director of SCPS Operations: **Office:** CC 103B, **Phone:** (435) 586-7850, **E-Mail:** durfee@suu.edu, **Department:** Continuing & Professional Studies, **Fax:** (435) 865-8087

1. Dpt Curriculum committees approve changes for their department and submit the proper form to the college committee.
2. College Curriculum committee: James McDonald, Chair; dean's secretary; two faculty representatives from each HSS department, and both college advisors. Once the college committee approves the changes the form is sent to the University Committee.
3. University Undergraduate Curriculum committees –Dean Carl Templin, Chair; Lindsay Fullerton, Secretary; Carl Franklin is HSS representative.
4. Graduate Curriculum Committee James McDonald, Chair; Jennifer Hunter, secretary; Stan Gwin, and Luke Perry.
5. University Graduate Curriculum committees –Dave Rees, Chair; Lindsay Fullerton; Secretary; John Howell and Suzanne Larson are HSS representatives.

### GE proposal process

For GE Courses only, the following items need to be answered and submitted to the college committee. After the first 3 steps above are completed, and the course has been approved by the University Undergraduate Curriculum Committee, the course proposal then needs to be submitted to the General Education Committee:

- 1) Briefly state how your course fits into the learning outcomes for general education as a whole. (critical thinking, communication, value processing, etc.)
- 2) Indicate the appropriate Skills Area, Knowledge Area, Fine Arts Area, Humanities Area, Life and Physical Science Areas, or Interdisciplinary areas goals (listed in Catalog Page 108-109) that this course will address. Explain what the students will be expected to do to indicate that they have fulfilled particular goals.
- 3) Does the design of this course, as a general education offering, differ from how the course would be designed and taught if offered to majors or in preparation for the majors?
- 4) What is the communication component of this course? Are there essays exams, written assignments, term papers? If there are multiple choice tests, how are they balanced by instruments to determine how the student articulate their knowledge?
- 5) Describe how students will be required to access and evaluate current sources of information in the field including appropriate print and electronic media.
- 6) Describe how and what other values of general education are included in this course.

## 28. DEAN'S LIST

### SUU Dean's List

The letters are preprinted and come from the Registrar's Office each semester. Colleges mail them to the students.

### National Dean's List

The National Dean's reports are the top 10 students in each department, must have a GPA of 3.5 or higher.

## 29. Department Chairs rotation

- a. Communication 3 years – voting to take place Spring 2010

- b. English 3 years – voting to take place Spring 2012
- c. Foreign Language 3 years – voting to take place Spring 2012
- d. History and Sociology 3 years – voting to take place Spring 2010
- e. Political Science and Criminal Justice 3 years – voting to take place Spring 2010
- f. Psychology 3 years – voting to take place Spring 2012

30.

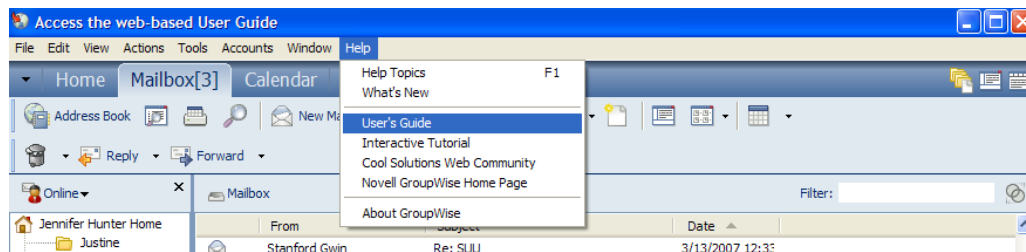
### 31. DESK COPIES

Faculty may ask the admin assistant to get them a 'desk copy'. A desk copy is a textbook sent to the faculty member, free of charge, so that they may review it for possible use in one of their classes. The best (but not the only) way to handle this is to ask Carolyn Jones in the bookstore to get you a copy when you place your textbook order. You may also look up the publisher and see what the specified instructions are for obtaining desk copies. It is easier if you have the ISBN; otherwise you will need the title and author.

### 32. E-mail (via GROUPWISE)

The e-mail format is your last name at suu.edu, such as [hunter@suu.edu](mailto:hunter@suu.edu). If there is already an individual on campus with the same last name, then the format is lastnamefirstinitial such as [mcdonaldj@suu.edu](mailto:mcdonaldj@suu.edu)

Click on the Help icon, and then choose User's Guide for a reference guide on how to use the Groupwise system for email and calendar.



Additional short cut keys that may be useful are :

- Control M – send new email
- Control Shift L –to make a bulleted list in an email
- Control Shift LL – to make a numbered list in an email
- Control Shift P – send a phone message

### 33. ENROLLMENTS

**Adding Classes:** <http://www.suu.edu/ss/registrar/add-drop.html>

**Auditing:**

Registered Students may audit a course by registering and paying for the credits through the Registrar's Office (ST 166). A student may NOT change the course to an audit after the 9<sup>th</sup> week of the course. (This is usually the approach when a student is failing the course).

**Dropping Classes:** <http://www.suu.edu/ss/registrar/add-drop.html>

**Withdrawal:**

If a student stops attending a class without officially withdrawing, he/she will receive a “UW” (failure) for the course from the Instructor. This grade is calculated in the GPA as an “F.”

**Class Roster:**

Students who are attending class but whose names do not appear on the class roster should be sent immediately to the Registrar’s Office. If a student’s name does not appear on the class roster he/she has NOT paid to be enrolled in the course. (Each semester a number of students who attended a class and completed all the work but who do not appear on the class roster make contact about receiving their grade. This should never occur and the department chair will be notified of faculty who failed to verify their class roster.)

**Independent Study Contracts :**

<http://www.suu.edu/ss/registrar/pdf/WebIndividualStudyForm.pdf>

When the Independent Study Contract form is completed, the original is sent to the Registrar’s Office, a copy is kept in the department until a grade has been awarded. An overload contract should be completed for each instructor who signs a contract with a student for independent study (\$50 per credit is the current rate.) After the grades are awarded, keep the contract and grade change form for two years.

**Waitlist:**

Course waitlists may be performed through Banner. This will allow students to add their name to the waitlist via the web. However, academic advisors must prioritize the waitlist and register the students as necessary. Please work closely with the academic advisor if your course has a waitlist.

**34. EVALUATIONS**

<https://secure.suu.edu/academics/evalreports/login.aspx>

(Note: Evaluations are used in faculty 3 year Reviews)

Faculty evaluations MUST be done each semester and are now done online. If the faculty member is non-tenured or an adjunct faculty, they must have EACH class evaluated during the semester. If the faculty member is tenured, they must have one class evaluated during the year. It is the responsibility of each faculty member to print off their evaluations for their own records. Evaluations are part of personnel records. Courses with an enrollment of 5 or less are exempt from evaluations

**ON-LINE COURSE EVALUATION SYSTEM, EFFECTIVE FALL 2007 - INSTRUCTIONS FOR FACULTY**

Students should complete the evaluation outside of class, at home, in a computer lab, or on any computer with Internet access.

Two weeks prior to end of instruction	Remind students that they will have access to WebCT for the purpose of evaluating their courses.
Last week of instruction	Remind students to complete the course evaluation online. Ask students who have had problems to document them in writing so they can be used to revise the system.
When verification is received that grades have been entered	Send an e-mail reminder to the faculty that they may now go in and print a copy of the evaluations. (They may need the link <a href="https://secure.suu.edu/academics/evaluations/admreports/login.aspx">https://secure.suu.edu/academics/evaluations/admreports/login.aspx</a> )

**ON-LINE COURSE EVALUATION SYSTEM, EFFECTIVE FALL 2005 - INSTRUCTIONS FOR STUDENTS**

Last week of instruction	<p>During the last weeks of instruction, any lab computer on-campus will bring up an evaluation upon login:</p> <ul style="list-style-type: none"> <li>• Log in with your Username and Password exactly as you do in the campus computer labs.</li> <li>• You will see a list of your courses.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Click on the course you wish to evaluate.</li> <li>• You will see a list of FAQ and two icons on the homepage: Continue to evaluation and Tutorial.</li> <li>• If you choose Tutorial, you will see a timed set of slides that show you exactly how to complete the evaluation.</li> <li>• If you choose Continue to evaluation, you will see the following:             <ul style="list-style-type: none"> <li>• A Quizzes and Surveys page which has the option, Evaluate Course. Click Evaluate Course.</li> <li>• Click Begin Survey.</li> <li>• For each item, click your response and click Save answer.</li> <li>• After you enter comments for #18 and click Save answer, click Finish.</li> <li>• You will be asked if you want to Submit Survey. Click OK.</li> <li>• To evaluate another course, click on that course</li> </ul> </li> </ul>
<p>AFTER COMPLETION OF THE PROCESS</p>	<p>If you had problems completing the evaluation, please contact Web Development in writing so the system may be revised.</p>

**35. FACULTY ANNUAL ACTIVITY REPORTS (FAAR)**

Faculty will be graded on three criteria

- 1) Teaching
- 2) Research
- 3) Collegiality

“In addition to the normal teaching workload, faculty members are expected to

1. assume other professional responsibilities such as advising/mentoring students
2. maintaining a minimum of five, reasonable, publicly-posted office hours per week,
3. performing public service, and engaging in scholarly and creative activities.
4. An appropriate service load of on- or off-campus committees (boards, professional organizations) per year is expected as part of the basic load at the discretion of the chair and the dean.
5. Participation descriptions and levels of activity should be reported in rank advancement, tenure, post-tenure reviews and in annual reviews for merit salary increases.”
6. Per Policy 6.27 III C <http://www.suu.edu/pub/policies/pdf/PP627Faculty.pdf>

- All faculty complete FAAR's every year. All faculty members document their accomplishments and activities in FAAR. The Department Chair reviews all FAARS and prepares an evaluative letter for each.
- Tenure Track but not tenured Faculty have their Chair review the FAAR and write an evaluative letter which is then forwarded to Dept LRT Committee.
- For All other faculty, the Chair letter and FAAR are forwarded to the Dean directly.
- Department Chairs prepare an FAAR that is reviewed by the Dean
- Course evaluations are used in Faculty 3 year Reviews

**36. FINAL EXAMS** <http://www.suu.edu/pub/schedule/finals.html>

Classes must meet during Final Exam time. Papers and presentations or a regular class meeting may be substituted for a Final Exam but the class time may not be skipped.

**37. FINANCIAL AID**

<http://www.suu.edu/ss/financial/>

**38. FIFTH WEEK REPORTS**

The 5th Week Report is an opportunity for faculty to identify Freshmen and or Athletes who may be struggling academically. The information you submit can lead to helpful intervention for students in your class(es).

The information you submit is input into a database and sent to the Student Success Center. When the information is received, students will be notified by mail and academic advisors assigned to the student will also be notified. Of course, you too can work with students and refer them to academic support areas on campus, if appropriate.

**39. FORMS**

<http://www.suu.edu/ss/registrar/student-forms.html>

**40. GRADES**

<http://www.suu.edu/pub/policies/pdf/PP613Grading.pdf>

***Due Dates***

All grades are due by 4 p.m. on the Wednesday after finals. This includes independent study, online, concurrent enrollment and internship courses. Grades may be changed easily as long as they have not been “rolled to history.” Once the grades have been “rolled” or set on the students’ permanent academic records (indicated by a “Y” next to the roster grade box) a grade change card must be submitted to the Registrar’s Office. Any grades that are not submitted by the deadline must be submitted via a Grade Change Card available in the Registrar’s Office.

***Posting Grades***

Do not post grades by student name, initials, social security number, or any other way that permits personal identification.

***Change of Grade report***

Changes of Grade Reports are slips of gold colored paper that come from the Registrar’s Office. They must be signed by the faculty member and delivered to the Registrar’s Office by the faculty member or the admin assistant. Once the grade change has been made in the Banner system, the Registrar’s Office will send the form back to the department with a red stamp indicating “Confirmation of Grade Change”. Keep these forms for two years before shredding them.

Per Policy 6.13, grades may only be changed for legitimate reasons by the instructor who submitted the original grade. Students shall not be allowed to submit assignments outside of the term, unless an incomplete contract is on file in the Registrar’s Office. The time limit on changing grades is two years after the posting of the incorrect grade.

***Incomplete Grades***

An incomplete grade may only be used when due to extenuating circumstances the student is unable to complete the assigned course work by the end of the semester. An incomplete grade should be granted **only if the student has completed 75% of the course AND is passing the class at**

the time the contract is issued. No incomplete contract may extend past 12 calendar months. When the student has completed the necessary course work or the contract has expired, the instructor must submit a Change of Grade card to the Registrar's Office

### ***Policy for "T" Grades***

Associate Provost Lee Montgomery circulated a revision to the Grading Policy, 6.13, to include a section on Temporary Grades (T) Grades. It was suggested that the temporary grades be limited to specific courses, i.e., internship, independent study, practicum, project thesis, and that the time limit for removal of "T" grade be determined by the instructor, not to exceed one year following the semester in which the grade was issued. The student will registrar for credit each semester until the internship is completed. (from May 22, 2006 Dean's Minutes)

Basically T grades are for Internship, Independent Study, Practicum, and Thesis. I grades are for all other type courses.

### ***Grade Appeal***

<http://www.suu.edu/pub/policies/pdf/PP619Grade.pdf>

### ***HSS Grade Appeal rooted in Academic Dishonesty***

1. Faculty discovers potential plagiarism and determines possible sanction.
2. Evidence of plagiarism is given to an outside reviewer from another department (here you could also convene an in-house academic dishonesty committee).
3. If the review determines academic dishonesty, the student is notified of the ruling and sanction. The student may appeal to the Department Chair.
4. If the Chair and the student do not reconcile the case, the student may appeal to the Dean for a final determination.

### **41. Grants**

August 14, 2006 Deans' Council Minutes

X. RESEARCH GRANTS INDIRECT ALLOCATION - Action Item

Valerie Cheeseman distributed information on the current policy on indirect costs associated with research grants and contracts. The discussion papers center around the effectiveness of the current percentage allocations at SUU. After the Deans reviewed and commented on the redistribution of the overhead of academic grants, Dean Diana Graff made a motion that the following indirect distribution be approved as an academic policy: **OSR: 10%, PI: 5%, Dept: 10%, College: 30%, Provost: 35%, B&F: 10%**. The proposal will be developed and forwarded to administration and faculty senate for approval. Dean Mikhail Bouniaev seconded the motion, and the voting was unanimous.

### **42. GRE (Graduate Record Exam)**

<http://www.ets.org/gre>

All students interested in attending graduate school need to take the GRE before applying to their graduate program. Information can be found online via the above link. They can register & pay online or by phone (1-800-473-2255). The test is currently \$140. Locations for the test are available

online; the closest location is St. George, Utah – the address is provided below. Materials needed for test day, rules, sample tests, etc. are all found online.

Prometric Testing Center: 750 West Ridgeview Drive, Suite 105 St. George, Utah 84770 (435)674-7088

#### **43. Guide to Language, Grammar, Punctuation**

There is a guide to language on the web located at <http://www.suu.edu/ad/pr/pdf/guide-to-language.pdf>. Some items in the document are for consistency across campus such as using Adviser not Advisor, and using theatre not theater.

#### **44. HIRING FORMS FOR NEW FACULTY**

- Instructions to complete the recommendation for appointment form are found on the Provost Office website at:  
<http://www.suu.edu/academics/provost/pdf/NewFacultyRecommendation.pdf>
- The actual form can be found on the SUU website  
<http://www.suu.edu/ad/hr/pdf/new-faculty-recommendation.pdf>
- An Affirmative Action form also needs to be completed at the same time:  
<http://www.suu.edu/ad/hr/pdf/aa.pdf>
- An Equal Employment Opportunity Form is also completed:  
<http://www.suu.edu/ad/hr/pdf/eeo.pdf>

#### **45. LIBRARY**

##### **A. Books**

If a staff or faculty member would like a copy of a particular book in the library (that is not already currently there), complete the form found at [http://www.li.suu.edu/library/dept\\_request.htm](http://www.li.suu.edu/library/dept_request.htm) after checking the ISBN number at <http://catalog.li.suu.edu/uPortal/> to make sure that it is not already in the library holdings.

- B. Copy Center** <http://www.li.suu.edu/library/copycntr/ccindex.htm>
- C. Faculty Center** <http://www.li.suu.edu/library/facntr/fcindex.htm>

#### **46. LRT** <http://www.suu.edu/pub/policies/pdf/PP61Faculty.pdf>

Leave Rank Tenure

- 6.1.1 Evaluation of Faculty FAAR= Faculty Annual Activity Report
- 6.1.2 Third-year Review of Tenure-track Faculty
- 6.1.3 Faculty Rank and Promotion
- 6.1.4 Faculty Tenure

University LRT representative Suzanne Larson until Fall 2008.

College LRT Committee as of Fall 2008:

1. Earl Mulderink, Chair,
2. Art Challis
3. Brian Heuett
4. Larry Ping
5. Terry Blodgett

Policy 6.1 which, amid all of its verbiage, outlines the composition of LRT committees on P. 14.

The deadline schedule is found on P. 19 and a flow chart on P. 25.

College committee members cannot have "successive" service on either their department or university LRT committees. The dean's office sends out a ballot to all HSS faculty (tenured and tenure-track) to vote on the composition of the college LRT committee. (LRT committees strive to have both male and female committee members). No administrators, meaning department chairs, may serve on a college LRT committee.

For Post tenure review, tenure, rank advancement, 3 year review, the process is:

1. the faculty pull their stuff together and submit it in binder(s),
2. to the appropriate Dpt Chair,
3. the Dpt LRT,
4. the College LRT committee ,
5. the Dean ,
6. the University LRT committee,
7. and finally the Provost.

This all takes about 6 months before the faculty receive their binders back.

Rank coding for Post tenure review, tenure, rank advancement, 3 year review is:

**SP** Satisfactory Performance

**LP** Limited Performance

**UP** Unsatisfactory Performance

#### **47. MAIL**

<http://www.suu.edu/ss/postoffice/>

A representative of the mailroom will pick up and drop off mail once a day. The mail brought into the office should be distributed in the faculty/staff mailboxes. When sending off-campus mail, place the account index either under the sender's address or where the stamp would go so that the post office knows which account to charge for postage.

#### **48. MILEAGE**

<http://suu.edu/ad/facilities/motorpool/mileage.html>

From Cedar City (one way) to common destinations as approved by Motor Pool will be found at the above link. Useful when trying to complete travel authorizations/reimbursements.

#### **49. mySUU**

<http://pear.suu.edu/render.userLayoutRootNode.uP>

- The goal of **mySUU** is to provide a customizable, one-stop access to all online resources provided by Southern Utah University. Once you have logged in, you will see information tailored to your role at SUU (student, faculty, staff, etc). You can also customize your content to feature your interests including news, weather, local movie listings, etc.
- **mySUU** is for all current students, faculty and staff. In the future, we hope to extend mySUU to alumni, prospective students, and newly admitted students

#### **50. ONLINE COURSES through E-learning (formerly WebCT 6)**

- Creation of an online course <https://elearning.suu.edu/webct/entryPageIns.dowebct>
- Once the online course has been created, the course is ready to be listed in the class schedules.
- E-mail the Registrar's Office with the course number and instructor's name.
- E-mail the same information to Continuing Education.

- E-mail the same information to Web Development (who oversee WebCT).
- Students will register for these courses in the same manner that they register for campus courses. The Registrar's Office will assign a CRN & section number and the students will have access to this CRN & section number through Banner.

Once classes start, students will go to <https://elearning.suu.edu/webct/entryPageIns.dowebct> where they can log into and access their class. Inside E-learning is the course syllabus, schedule, assignments, and anything else the instructor has loaded, including e-mails.

## 51. PAYROLL FORMS

**Overloads:** Completed for current SUU faculty/staff who get benefits

**Special appointments:** Completed for those who are doing temporary salaried work with no benefits and have no guarantee of future employment

**When hiring a new adjunct, please attach the adjunct faculty member's resume (CV) and transcript to the completed Special Appointment form.** We MUST have these on file for every instructor. Later submissions for the same faculty member will not require you to attach a resume and transcript, unless the instructor has completed a higher degree since initial appointment (for example, they complete a PhD while teaching). The Provost's Office needs accurate, updated information on file.

**Summer Contracts:** Completed for those regular faculty who teach in the Summer

The pay schedule is found on HR's website through

[http://suu.edu/ad/hr/documents/SummerSession2008\\_000.pdf](http://suu.edu/ad/hr/documents/SummerSession2008_000.pdf). Each faculty member should receive a copy of the pay schedule with every overload form they sign.

## 52. PHONE NUMBERS

SUU provides a campus directory with pictures and campus maps (used to be referred to as the 'face book'). The online director is found at <http://www.suu.edu/general/directory/facsearch.html>

## 53. Provost Newsletter <http://www.suu.edu/academics/provost/newsletters.html>

"Academic Affairs," the newsletter produced twice a year by the Provost's Office (January and August) The Template to use is found at the above link.

January's deadline is November 12

August's deadline is June 12.

Photographs to accompany articles are welcome.

Along with the usual information, space has been made to include other topics such as: International Outreach Programs, Faculty Development Grants, Academic Programs reaching out beyond the classroom (ie., Better Business Competition, PVA performances, Service learning affiliated with a class, faculty coordinated internships or student research projects, etc.)

If you have any questions please contact the administrative or executive assistant in the Provost's Office, ext 8610.

## 54. PUBLIC SAFETY

<http://www.suu.edu/ad/facilities/safety/>

Law Enforcement, Public Safety, Medical emergencies, Campus Safety, Fingerprinting

Presentations, Property ID (on personal laptops)

Concerns about Student behavior – early intervention

Campus Alerts via Web Page, IP Phones, Speakers on ELC

## 55. PURCHASE REQUISITIONS

Online Purchase Requisitions <http://www.suu.edu/ad/purchasing/onlinereq.html>

Purchase requisitions are used for larger expense items (such as computers or furniture) that need to be purchased. (PCards are used for smaller expense items such as supplies). Purchase Requisitions are now completed and authorized all online.

## 56. SAFETY

<http://www.suu.edu/ad/facilities/safety/>

Please do not leave your office door unlocked when you leave the office, even for a few moments. There have been a number of thefts in recent months, and faculty and staff have been held responsible for the cost of replacing stolen University equipment.

## 57. SCHEDULING

Classes

Policy 6.46 Academic Scheduling

III 3B no more than 12% of the combined classes under HSS can be in any one given time slot.

Page 3 chart shows NO classes scheduled during Convocation time on Tues/Thurs

## 58. SENATORS

HSS 2008-2009 ~ Azita Tizpa, Jed Webb, Natalie Gunn

## 59. SEXUAL HARRASSMENT

It is strongly advised that you avoid any sort of physical contact with student which lends itself to misinterpretation (ex hugs, arms around waist). Any behavior which could be construed as "unwelcome sexual advances" puts the faculty member at considerable risk.

## 60. STRATEGIC PLAN

<https://intranet.suu.edu/facstaff/strategicplan.pdf>

2008-2009 Goals of SUU

1. Employee Compensation
2. Invest in Academics
  - a. Academic Excellence – endowments, faculty development
  - b. Campus Enhancement and Expansion – new Science building
    - i. Enhancing Student Life (1. Honors, 2. Internships, 3. Study Abroad, 4. Service Learning, 5. UGRASP)
  - c. Community Engagement
3. Infrastructure - facilities

## 61. STUDENT

**a. Student Employment**

<http://www.suu.edu/ss/career/students.html>

**b. Student Time Sheets & Payroll**

Students are responsible for entering their own hours into Banner Self-Serve during the pay period.

**c. Student Travel**

<http://suu.edu/ad/controller/forms.html>

If you are taking a class on a field trip, be sure to complete a travel form (this is for insurance purposes.) Student travel that will be reimbursed by the department follows the same procedure as faculty/staff and uses the same forms for reimbursement. For detailed instruction see the section on Travel Forms.

## 62. Summer Schedule

Maymester rule is one class per discipline and only one class per instructor.

## 63. SYLLABI

<http://www.suu.edu/pub/policies/pdf/PP636Course.pdf>

- 1) For syllabus template go to Page 2 of the above link
- 2) Syllabi **MUST** be completed for each course and distributed to students or posted online by the second class meeting.

### ADA statement:

<http://www.suu.edu/pub/policies/pdf/PP119Disability.pdf>

Required text for syllabi “*Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations, or auxiliary aids must contact the Office for Students with Disabilities. The Office for Students with Disabilities determines eligibility for and authorizes the provision of these services and aids*”. Room 206F of the Sharwan Smith Center or (435) 865-8022.

### Academic integrity policy:

(Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.);

- 3) For each course with an approved fee, the class syllabus **MUST** specify the amount of the fee and its intended use per Policy 6.42 II D 1.  
<http://www.suu.edu/pub/policies/pdf/PP642Course.pdf>
- 4) It is recommended that syllabi be posted on the web. Any syllabi posted to the web **MUST** be in PDF format for ADA compliance
- 5) For other rules and regulations, please see the above link.

## 64. TAX ID 87-600048

## 65. TEXTBOOKS

[http://online.bookstore.suu.edu/wm\\_loginh.htm?cmd=010](http://online.bookstore.suu.edu/wm_loginh.htm?cmd=010)

Textbooks are ordered online via the above link. The bookstore will send out forms that each professor needs to complete with his/her texts requests for the coming semester. These need to be filled out as soon as possible so that the bookstore knows which books are eligible for student book buyback.

## 66. THUNDERBIRD FILM FESTIVAL

<http://www.thunderbirdfilmfestival.suu.edu/>

The festival is put on in April of each year.

## 67. TRAVEL FORMS

<http://suu.edu/ad/controller/forms.html>

Complete an online travel authorization form at the above link. Print a copy of the form after your supervisor approves it.

If you are getting a travel advance, you will need to complete that form at the same time as the travel authorization form.

Upon return, complete a travel reimbursement form (also found at the above link) and attach it to your travel authorization. Turn in that form to the Controller’s Office (ADMIN 207).

- The per diems rates can be found at <http://www.suu.edu/ad/facilities/motorpool/Rates.html>
- Motor Pool vehicle rental rates and mileage charge rates are found at: <http://www.suu.edu/ad/facilities/motorpool/calculator.html>

#### **68. VOICEMAIL**

To access voicemail, dial 8400 from any on-campus phone, or 865-8400 from off-campus.

At the next prompt, press # and enter your 4 digit phone extension

When it asks for the security code, the default code is CEDAR. If you forget your code, call ext 7785 who will reset it.

After the system is initialized again, you can set any code. Further instruction can be found online in the manual at <http://www.suu.edu/ad/facilities/telephone.pdf>

#### **69. WEB LIAISON**

Each department or area needs to have a web liaison or a person in charge of updating your department's web pages.

For details on responsibilities see <http://www.suu.edu/it/webdev/liaison.html>. It is the web liaison's responsibility to update the web pages.

#### **70. APPENDIX FORMS (found online)**

Budget Office	<a href="http://www.suu.edu/ad/budget/forms.html">http://www.suu.edu/ad/budget/forms.html</a>
Controller's Office	<a href="http://www.suu.edu/ad/controller/forms.html">http://www.suu.edu/ad/controller/forms.html</a>
Facilities Management	<a href="http://www.suu.edu/ad/facilities/">http://www.suu.edu/ad/facilities/</a>
HR Office	<a href="http://www.suu.edu/ad/hr/forms.html">http://www.suu.edu/ad/hr/forms.html</a>
Motor Pool	<a href="http://www.suu.edu/ad/facilities/motorpool/">http://www.suu.edu/ad/facilities/motorpool/</a>
Purchasing Office	<a href="http://www.suu.edu/ad/purchasing/forms.html">http://www.suu.edu/ad/purchasing/forms.html</a>
Registrar's Office	<a href="http://www.suu.edu/ss/registrar/student-forms.html">http://www.suu.edu/ss/registrar/student-forms.html</a>