

KENT STATE UNIVERSITY AT STARK

FACULTY MANUAL

2023 - 2024



STARK



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Welcome



A MESSAGE FROM DENISE A. SEACHRIST

DEAN AND CHIEF ADMINISTRATIVE OFFICER

Welcome to Kent State University at Stark! You have chosen to join a superb community of scholars, who share a passion for teaching and student success.

Kent State Stark has a proud tradition of leadership and service to the people of this community. We look forward to your contributions in our continued growth and development as a leader in higher education.

You are joining Stark County's only public university at a time of tremendous opportunity, under the leadership of Dr. Todd Diacon, Kent State University's 13th president. This is an exciting time for our campus, and we're glad you are here.

All of us at Kent State Stark are committed to your success as an educator and a scholar. You will find among our programs and our people the resources to help you realize your aspirations. You will be oriented to a variety of resources available to you and your students for teaching and learning, research and service. We hope that you will partake of the rich variety of cultural, intellectual, and social events offered to both the campus and the community.

The attached orientation materials will introduce many offices and processes, providing you with critical information, resources, and support for your research, teaching, and outreach efforts. I encourage you to ask questions and seek out additional information that is important to your success here.

You will hear that we combine the best of a small liberal arts college with the resources of a major research university. We believe you will find a place for yourself here. Join us in making Kent State University at Stark an ever stronger leader in teaching, research, and service.

Welcome and get ready!

Denise A. Seachrist



STARK

VISION

We will educate lifelong learners, pursue academic excellence, foster a civic mindset, and cultivate an inclusive environment, aspiring to transform and uplift individuals, our community, and the world.

WWW.KENT.EDU/STARK

I. Introduction to the Stark Campus

History

The history of Kent State University in Stark County began in 1912 and continued intermittently until 1946. In September of that year, regular classes opened at McKinley High School for 681 students. Classes moved to Timken High School in 1959 and to Lehman High School in 1961.

A site for permanent facilities was selected in 1964. Construction began in 1965 and classes opened on our present location in 1967 with an enrollment of over 1800 students.

The Campus now consists of seven major buildings. Community ties remain strong; an Advisory Board serves as liaison to make certain we remain responsive to local needs.

Advisory Board, 2023-2024

Renato "Ren" Camacho
Ajay Das
Jacqueline DeGarmo
Faye Heston
John Humphrey, Jr.
Mary Ellen Icaza
Brent May, Vice Chair
Thomas Norton-Smith, Secretary

Bryon Palitto
Scott Pollock
Richard Regula
Diane Stevens Robinson
Kirk Schuring
Tracy Stevens, Chair
Keni Thomas
John Zucal

Ex Officio

Denise Seachrist, Ph.D.
Robert Sturr, Ph.D.
Beth Fuciu

Administrative Leadership Team, 2023-2024

Dr. Denise Seachrist

Dean and Chief Administrative Officer
Ext. 53211

Dr. Robert Sturr

Assistant Dean, Academic Affairs
Ext. 53221

Dr. La Tarsha Miller

Director, Business Affairs & Operations
Ext. 53230

Kathy Spicer

Director II, Enrollment Management & Student Services
Ext. 55042

Beth Fuciu

Director, Philanthropy & Alumni Engagement
Ext. 53225

Stephanie Monastra

Director, Stark Conference Center
Ext. 53506

Ashley Brightbill

Assistant Director, Student Activities & Services
Ext. 55041

Melissa Bauer

Interim Library Coordinator
Ext. 53320

Brian Gardner

Senior Facilities Manager
Ext. 53270

James Biehl

Public Safety Manager
Ext. 53227

Greg Bloomfield

Systems Administrator, Network Services
Ext. 53494

HERBERT W. HOOVER FOUNDATION

COUNSELING CENTER

Campus Center, Lower Level
Ext. 53408

starkcounseling@kent.edu

OFFICE OF STUDENT ACCESSIBILITY

SERVICES

Campus Center, Lower Level
Ext. 53281

starksas@kent.edu

INTERFAITH CAMPUS MINISTRY

Ryan Johanning, Director

Campus Center, Lower Level
Ext. 53282

Resident Faculty, 2023-2024

Adams, Lynn, M.S.

Senior Lecturer, Mathematics (FTNTT)
University of Akron

Alexander, Donna, M.B.A.

Lecturer, LDES (Joint FTNTT)
Ashland University

Alexopoulos, John, Ph.D.

Associate Professor, Mathematics
Kent State University

Andaloro, Paul, Ph.D.

Assistant Professor, Mathematics
Ohio State University

Anderson, Ian, M.F.A.

Associate Professor, Music Technology
Middle Tennessee State University

Bagavandoss, P., Ph.D.

Associate Professor, Biological Sciences
University of Michigan

Bagwell, Dawn Michelle, M.M.

Lecturer, Music (FTNTT)
Kent State University

Baker, Alexis, Ph.D.

Associate Professor, English (FTNTT)
Kent State University

Barb, Cynthia, Ph.D.

Associate Professor, Mathematics
Kent State University

Bauer, Melissa, M.A.

Associate Professor, Library Science (FTNTT)
Kent State University

Beckley, Lyndy, M.S.N.

Associate Lecturer, Nursing (FTNTT)
Kent State University

Berardi, Victor, Ph.D.

Associate Professor, Mgmt & Info Systems
Kent State University

Bhati, Deepshikha, M.T.

Lecturer, Computer Science (FTNTT)
Kent State University

Birch, Sebastian, Ph.D.

Associate Professor, Music
Cleveland Institute of Music

Bloch, Katrina, Ph.D.

Professor, Sociology
North Carolina State University

Blundell, Greg, Ph.D.

Professor, Mgmt & Info Systems (FTNTT)
Kent State University

Bracken-Ott, Heather, M.S.

Lecturer, Nursing (FTNTT)
Chamberlain College of Nursing

Brison, Laura, M.A.

Senior Lecturer, Nursing (FTNTT)
Marygrove College

Buntin, Phillip, M.F.A.

Associate Professor, Art
University of Connecticut

Burns, Andrew, Ph.D.

Professor, Chemistry
Brown University

Cai, Bei, Ph.D.

Associate Professor, Communication Studies
Bowling Green State University

Campbell, Beth, LL.M.

Senior Lecturer, Justice Studies (FTNTT)
Case Western Reserve

Carbonell, Joel, Ph.D.

Associate Professor, Political Science
University of California, Riverside

Castañeda Vise, Daniel, Ph.D.

Professor, Spanish
West Virginia University

Chae, Younghun, Ph.D.

Assistant Professor, Computer Science
University of Rhode Island

Chopko, Brian, Ph.D.

Professor, Criminology & Justice Studies
Kent State University

Cremeans-Smith, Julie, Ph.D.

Professor, Psychological Sciences
Kent State University

Damrow, Amy, Ph.D.

Associate Professor, Education (FLA)
Michigan State University

Daniels, Martha, Ed.D.

Associate Professor, RC (FTNTT)
University of Akron

Dillon, Patrick, Ph.D.

Associate Professor, Communication Studies
University of South Florida

Eisenhart, Logan, M.S.N., FNP

Lecturer, Nursing (FTNTT)
Ohio University

Engelhardt, Lucas, Ph.D.

Associate Professor, Economics
The Ohio State University

Foster, Arron, M.F.A.

Assistant Professor, Art (FTNTT)
University of Georgia

Fouad, Farid, Ph.D.

Professor, Chemistry
Northeastern University

Gallagher, Mary, Ph.D.

Associate Professor, Sociology
Kent State University

Gasper-Hulvat, Marie, Ph.D.

Associate Professor, Art
Bryn Mawr College

Gomez, Claudia, Ph.D.

Associate Professor, Mgmt & Info Systems
New Mexico State University

Guedel, Theodore, M.L.I.S.

Associate Professor, Library Admin (FTNTT)
Kent State University

Guercio, Angela, Ph.D.

Associate Professor, Computer Science
Kent State University

Haas, Anne, Ph.D.

Associate Professor, Sociology (FTNTT)
Ohio State University

Hall, Jennifer, M.Ed.

Lecturer, ASL (FTNTT)
University of Akron

Hallaman, Lisa, M.A.

Senior Lecturer, HDFS (FTNTT)
Kent State University

Hamilton, Robert, Ph.D.

Associate Professor, Biological Sciences
Rutgers University

Heaphy, Leslie, Ph.D.

Associate Professor, History
University of Toledo

Heron, Michele, Ph.D.

Associate Professor, TLC (FTNTT)
Kent State University

Hollenbaugh, Erin, Ph.D.

Professor, Communication Studies
Kent State University

Hovhannisyan, Gro, Ph.D.

Professor Mathematics
Yerevan State University

Howell, Christine, M.S.N, RN, CEN

Lecturer, Nursing (FTNTT)
Walden University

Jones, Jessica, M.A.

Lecturer, English (FTNTT)
University of Montana

Kasturiarachi, A. Bathi, Ph.D.

Associate Professor, Mathematics
University of N. Carolina, Chapel Hill

King, Robert, M.F.A.

Associate Professor, English (FTNTT)
Indiana University

Kover, Janice, Ph.D.

Associate Professor, Mathematics
Kent State University

Lehnert, Matthew Ph.D.

Associate Professor, Biological Sciences
University of Florida

Li, Ran, Ph.D.

Associate Professor, Physics
Southern Illinois University

Liou, Chih-ling, Ph.D.

Associate Professor, LDES.
Virginia Tech

Lloyd, Keith, Ph.D.

Professor, English
University of Louisville

Lovell, John, Ph.D.

Associate Professor, Biology
Kent State University

Martinez, Ann, Ph.D.

Associate Professor, English
University of Kansas

Meinke, Ashley, M.S.

Lecturer, Mathematics (FTNTT)
Kent State University

Menning, Ralph, Ph.D.

Assistant Professor, History
Brown University

Mirkin-McGee, Lori, M.A.

Associate Lecturer, MCLS (FTNTT)
Kent State University

Mittas, Lisa, M.S.N., RN

Lecturer, Nursing (FTNTT)
Walden University

Mountain, Cherie, M.S.N., RN-BC

Associate Lecturer, Nursing (FTNTT)
Walden University

Mukherjee, Deepraj, Ph.D.

Professor, Economics
University of Memphis

Neadheriser, Stephen, Ph.D.

Associate Professor, English
University of Louisville

Nowakowski, Mark, D.M.A.

Associate Professor, Music
University of Maryland

Pal Chaudhuri, Urmila, Ph.D.

Associate Professor, Chemistry (FTNTT)
Indian Institute of Technology

Pieper, Alicia, M.A.

Assistant Professor, Family & Consumer Studies
Kent State University

Post, Christopher, Ph.D.

Professor, Geography
University of Kansas

Qutob, Dinah, Ph.D.

Assistant Professor, Biological Sciences (FTNTT)
University of Western Ontario

Revlock, Marna, M.S.N, RN

Lecturer of Nursing (FTNTT)
Kent State University

Rooks, Mary, Ph.D.

Assistant Professor, English
University of New Mexico

Ruff, Oliver, Ph.D.

Associate Professor, Mathematics
University of Oregon

Sato, Paula, Ph.D.

Associate Professor, MCLS
University of Virginia

Schweitzer, Carrie, Ph.D.

Professor, Geology
Kent State University

Seachrist, Denise, Ph.D.

Professor, Music
Kent State University

Seelye, James, Ph.D.

Associate Professor, History
University of Toledo

Shepherd, Brad, Ph.D.

Assistant Professor, Psychological Sciences
Kent State University

Shuman, Mason, M.A.

Lecturer, Spanish (FTNTT)
Kent State University

Shura, Robin, Ph.D.

Associate Professor, Sociology
Case Western Reserve

Sloan, Jay, Ph.D.

Associate Professor, English
Marquette University

Smith, Gregory, Ph.D.

Associate Professor Biological Sciences
University of Oklahoma

Sturr, Robert, Ph.D.

Associate Professor, English
Univ. of Southern California

Tabak, Melanie, Ph.D.

Professor, Psychology (FTNTT)
Kent State University

Taylor, Eric, Ph.D.

Associate Professor, Geology (FTNTT)
Ohio State University

Thacker, Donald, M.B.A.

Senior Lecturer, Marketing (FTNTT)
Kent State University

Tobias, Scott, Ph.D.

Associate Professor, Family & Consumer Studies
University of Missouri – Columbia

Vaughn, Erin, M.A.

Lecturer, Music (FTNTT)
Kent State University

Waite, Lisa, M.A.

Senior Lecturer, Communication Studies (FTNTT)
University of Akron

Wilfong, Lori, Ph.D.

Associate Professor, TLCS
Kent State University

Zourrig, Haithem, Ph.D.

Associate Professor, Marketing
University of Montreal

Official University Calendar 2023-2024

Fall Semester 2023

Classes Begin	August 21 (Monday)
Labor Day	September 4 (Monday); No Classes, offices closed
Fall Break	October 5-8 (Thursday-Sunday); No classes, offices open
Columbus Day	October 9 (Monday); Observed Friday, November 24 as part of the Thanksgiving Holiday
Veterans Day	November 10 (Friday); No classes, offices closed
Thanksgiving Holiday	November 22-26 (Wednesday-Sunday); Offices closed Thursday and Friday
	Classes resume November 27 (Monday)
Classes End	December 10
Final Examinations	December 11-17
Fall Commencement	December 15-16 (Friday-Saturday) at Kent Campus
Christmas/New Year's Holiday	December 22*, 25, January 1; Campus closed

**President's Day (2/19/24) will be observed 12/22/2022*

Spring Semester 2024

Martin Luther King Jr. Day	January 15 (Monday); Offices closed
Classes Begin	January 16 (Tuesday)
Spring Break	March 25-31 (Monday-Sunday); No classes, offices open
Classes Resume	April 1 (Monday)
Remembrance Day	May 4 (Saturday)
Classes End	May 5 (Sunday)
Final Examinations	May 6-12 (Monday-Sunday)
Spring Commencements	May 9-12 (Thursday-Sunday); May 12 (Sunday) at Stark Campus (tentative)

Summer 2024*

Classes Begin	May 20 (Monday)
Memorial Day	May 27 (Monday); No classes, offices closed
Juneteenth	June 19 (Wednesday); No classes, offices closed
Independence Day	July 4 (Thursday); No classes, offices closed
Commencement	August 10 (Saturday)
Classes End	August 11 (Sunday)

** Dates for the separate Summer 2024 terms (Intersession; Summer I, II, & III) have not yet been announced. Please see <https://www.kent.edu/academic-calendar> for updates.*

Registration will take place prior to the beginning of each semester and late registration will be conducted during the first two weeks of each semester. Specific dates for registration and late registration will be published in each semester's Schedule of Classes.

The calendar is based on a 5.5-day instructional week ending on Saturday.

Governance

Faculty Council meets regularly to act on agenda items and make recommendations to the Dean. Although membership is limited to full-time resident faculty, adjunct faculty are welcome to attend the open sessions and participate in the discussions. All faculty are encouraged to bring academic concerns before the Council for consideration. The current Chair is Dr. Stephen Neaderhiser.

Faculty are encouraged to participate in the governance of campus through service on Faculty Council (18 elected faculty) or through other designated committees such as:

Academic Planning Committee
Black History Committee
Distinguished Teaching Award Committee
Faculty Technology Committee
Handbook Committee
Professional Activities Advisory Committee
Student Complaint Review Committee
Faculty Colloquium Committee

Faculty Budget Committee
LGBT Faculty Committee
Social Committee
Undergraduate Research Committee
Women's History Committee
AURCO
Diversity, Equity, and Anti-Racism Committee
Student Scholarship Committee

II. Terms of Your Teaching Assignment

Terms of Employment

Full-time faculty should have received and returned a signed copy of the letter of appointment. Adjunct faculty who have been approved by the Kent Campus department and added to the pool of adjunct faculty for the regional campuses will receive an assignment letter stating the course(s) to be taught. Given a positive evaluation of your credentials by the Kent Campus department, your name has been added to the pool of adjunct faculty eligible to receive teaching assignments at a regional campus. An assignment letter will be issued stating the course(s) to be taught, the amount of compensation, and other facts about the classroom teaching position. All assignments are contingent on adequate enrollment. A general orientation session for first-time instructors is held shortly before classes begin. Each adjunct faculty will be paired with a resident faculty mentor during the first semester of teaching to provide orientation to campus policy and procedures.

All tenured faculty at Kent State University are required to submit a summary workload statement and a copy of their curriculum vitae to the Dean's office at the end of the spring semester. A copy of the applicable CBA provision can be found in Appendix 1.

State Teachers Retirement System

Retirement contributions will be deducted from all faculty paychecks by the Kent State University Treasurer's Office at the rate of 14%. The university will withhold municipal taxes only for the employee's work location and not for the employee's city of residence. Employees will be responsible for any taxes owed to their city of residence and should contact their local tax office for its specific tax information and reporting requirements.

See <https://www.kent.edu/hr/benefits/state-and-alternative-retirement-options>.

Benefits

For a complete list of benefits and relevant information, see <https://www.kent.edu/hr/benefits>.

Tuition waiver benefits for full-time faculty are available for the faculty member, their spouse, and for children through the age of 25:

<https://www.kent.edu/bursar/facultystaff-fee-waivers>

Adjunct faculty are eligible for a tuition waiver of 4 credit hours to be used during the semester they teach or the semester immediately following. Credit hours cannot be accumulated or carried over to another period. A tuition waiver must be submitted electronically for each semester the benefit is to be used. This is done through FlashLine, under **Employee > Workflows > HR & Employee Workflows > Tuition Waiver Benefit Request**. Applicants must be admitted to the University as a student before the application can be processed. An adjunct faculty member who pays for tuition can have the money refunded if a tuition waiver application is processed within 30 days after the first day of classes. No refunds can be given after the 30 days.

The Bookstore offers a discount to all full and adjunct faculty.

Another category of benefits available to you is the extensive program of cultural events scheduled on the campus each year. This program includes an array of science lectures, musical recitals and master classes, dramatic productions, and concerts; all are free or at nominal charge. See <https://www.kent.edu/stark/campus-events>.

You are also welcome at all faculty social functions, and we would be pleased to have you participate in the Commencement ceremonies in December and May.

Pay Dates

Semi-monthly pay on the 15th and last working day of the month. If the 15th falls on a holiday or weekend, employees are paid on the Friday before the 15th. Electronic pay stubs are available for all employees through FlashLine. All Kent State employees are required to enroll in a direct deposit program.

Faculty Mentor

Each new instructor is matched with a resident faculty member who serves as a mentor. These mentors will guide you through the semester's work in such areas as syllabus design, class attendance policy, test construction, and assignment of grades. The mentors will also visit at least one class session to evaluate the quality of instruction and to share suggestions on classroom management where appropriate.

Syllabus

According to university policy and our accreditation agency, a syllabus with **learning outcomes** must be provided for all credit courses, including honors courses and individual investigations. Please submit your syllabi **through email**, as either a PDF or Word document, to one of the faculty secretaries:

Ellen Reber, StarkMHFacultySec@kent.edu (Main Hall), or
Stacy Lombardi, StarkFAFacultySec@kent.edu (Fine Arts)

The faculty secretaries will file an electronic copy that can be accessed by the Assistant Dean. The syllabus should include (but is not limited to) such items as course title, department and section number, location, time, name of instructor, office hours and phone number, required texts, course description, course objectives, class requirements and expectations, attendance policy, class meetings and topics, reading assignments, exam schedule, accommodation for disabled students, academic honesty statement, and grading policy.

Information from your department, the advice of your mentor, and the copies of past syllabi will be helpful in preparing your syllabus.

By providing your syllabi in electronic format to students, you save both paper and secretarial time. Help with posting a syllabus on Canvas is available from Katie Baer, Instructional Designer (kbaer5@kent.edu, x53447). You may also request that the faculty secretaries photocopy your syllabi, however, please provide the materials to them as soon as possible to avoid a crunch of last-minute requests. You may wish to consider an abbreviated syllabus, highlighting main points of the semester, such as grading

scale, assignments, and dates, while providing a more complete form with your teaching philosophy, descriptions of assignments, and so on, in an electronic version.

Faculty may submit documents for copying at:

<https://www.kent.edu/stark/copying-printing-requests>.

As you craft your syllabi, please refer to the syllabi section in
Appendix 1: Academic Affairs Documents.

Office Assignments/Hours

According to University Policy 6-18.101, the minimum requirements for faculty office hours are as follows:

B.2. “During a regular academic year semester, each faculty member who is the instructor of record for one or more courses (other than thesis, dissertation, or individual supervision) shall be available for consultation through office hours either in person or electronically for a minimum of five hours per week.”

The ***Stark Campus*** recommends a minimum of ten office hours per week for our full-time faculty. Five of these should be hours you expect to be in your office and available without appointments being necessary. The second five hours are more flexible. Faculty should place a notice of their whereabouts on their office doors when they are elsewhere on campus, such as in the faculty commons, workroom, conference room, laboratory, etc.

B.3. “. . . for each part-time adjunct faculty member, the expectation of availability may be adjusted upon consultation with the appropriate faculty governance body of the unit.”

The ***Stark Campus Faculty Council*** revised the office hour requirements for adjunct faculty. According to the new policy, for the first course taught at Kent Stark, a minimum of one hour per week of office hours are to be held. For each additional course taught at Kent Stark, a minimum of one hour per week of additional office hours are to be held. In addition, all adjuncts are expected to be available for consultation by appointment.

Finally, according to section B.4. of the University policy:

“Given the variations in time, location, and modality of course offerings (traditional, online, or blended), it is recognized that availability may more appropriately be facilitated via synchronous electronic means. Faculty members are expected to offer at least some of their office hours in a way that is consistent with the instructional modality of the course.”

The full policy may be viewed on the University Policy Register:

<https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-faculty-office-hours>

Textbooks

The Stark Bookstore serves the campus by providing all course materials to support the academic mission of Kent State University at Stark. Adoptions can be submitted directly through FlashLine, at **Faculty Dashboard > Resources > BNC Adoption & Insights Portal**. All of your classes will be listed through this portal. Contact the bookstore (starkbookstore@kent.edu; 330-244-5112) for information on how to utilize this

resource if you have any questions. Textbook adoptions due dates are October 1 for Spring semester, April 1 for Fall semester, and March 1 for Summer terms. Check with your department about policies governing textbook selection.

The bookstore is committed to reducing the cost of course materials and textbooks for students through a multitude of methods, including scholarships, used textbooks, rental options, and ebook programs. You can support this Affordability Initiative by:

- Submitting text adoptions on time. Sufficient lead-time allows the bookstore to seek out affordable text options for each title.
- Asking how you can contribute to the rental program. Your required text might be a good candidate.
- Discussing affordability with publisher representatives.
- Using “Flashbooks,” which is Kent’s term for first-day books, meaning students have access to their course materials directly through Canvas on the first day of class at a much more affordable price point. Click this link to see which courses are currently using Flashbooks: <https://www.kent.edu/studentaffairs/flashbooks>.

Reach out to your publisher rep or the bookstore if you are interested in using Flashbooks in the future.

The bookstore will price match Amazon, bn.com, and local competitors (for exact textbooks).

Please see Appendix 4 for additional information from the Bookstore.

Good Advice

1. It's best to use Kent email for non-private correspondence with students. Please list your Kent email address on your syllabus. Be cautious that your email signature for students does not include private contact information.
2. Canvas Inbox/Conversation Messages can be used for private correspondence with students.
3. Please use your Canvas grade book for secure listings of on-going class scores/grades that you choose to provide. Don't give out grades or other private information over the phone or other non-secure interfaces.
4. It's best not to include your home or cell phone number on the syllabus. This regrettably implies 24-7 access to some students. Please list your office number and office hours.
5. You may also wish to encourage students to include the Stark security number in their cell phone list. The Stark security number is 330-244-3333. Program the number in your own cell phone as well. When using a campus phone, you can dial the 53333 campus extension number or, of course, 911.
6. If you need help logging into FlashLine, please contact the Kent helpdesk at 672-HELP. If you have difficulties logging onto the Stark Campus network, contact helpdesk-stark@kent.edu or (330) 244-3490. Finally, if you need help learning how to use Canvas or other instructional technologies, please contact Instructional Designer, Katie Baer at x53447 or by email, kbaer5@kent.edu.

III. Teaching Your Class

Faculty Teaching Performance

The Faculty Senate of Kent State University has endorsed the *Report on Faculty Teaching Performance* and has recommended this material be included in the Faculty Manual.

The list below does not address those subtle and complex qualities that go toward making an outstanding course or an outstanding professor. Rather it addresses those items that lie within the power of all faculty to follow, exhibit, or adopt.

1. Class Management

The following items are seen as minimal expectations of any college instructor. For the most part they involve actions and procedures easily undertaken and readily assessable.

- Regular and reasonable office hours consistent with departmental policy and the needs of students.
- Provision of syllabus (see Appendix 1, "Syllabi Samples/Discussion).
- Punctuality in starting/ending classes.
- Reasonable notification of and provision for faculty absence.
- All faculty absences have to be reported to the Assistant Dean's office and faculty have to report the appropriate leave in FlashLine (see "Faculty Absence/Substitutes").
- Adequate notification of assignments, examinations, changes in syllabus.
- Provision of reasonable make-up procedures for legitimately missed exams or other graded work.
- Evaluation of work with adequate and constructive comments written on the students' papers or orally to the whole class as is appropriate to the character of the test or assignment.
- Evaluation of work within a reasonable time frame allowing the student to benefit from the instructions prior to the next assignment.
- Accurate and timely reporting of attendance verification, midterm, and final grades.

Faculty who teach fully and partially online courses must undergo appropriate training through Kent State University.

2. Basic Pedagogy

While the intellectual and judgmental skills essential for acceptable teaching are more open to interpretation than class management techniques, the following items are presented as constructive suggestions for the improvement of teaching on our campus.

- Content, assignments, and approach reasonable to the level, aims, and nature of the course.
- Concern for appropriate teaching technique.
- Effective use of class time.
- Adequate class and course preparation.

- Testing and grading practices that relate directly to course content and assignments.
- Communication skills appropriate to the level of students and subject matter in the course.
- Knowledge and currency regarding subject matter.

3. Student-Faculty Relations

Interpersonal relations inevitably are difficult to prescribe and evaluate, and yet they set the tone and environment for the learning experience. In this regard, our campus views the following as essential.

- Courtesy/civility/respect.
- Establishing a climate wherein questions, relevant comments, and intellectual interaction are encouraged.
- Nondiscriminatory treatment of students based on their personal or social backgrounds, preferences, or characteristics.

4. Maintaining Competence

It is the responsibility of faculty members to remain current in the material covered in their own course and to be knowledgeable about development in their disciplines, especially as it regards changes in cognate courses within the department or school curriculum. The administration shares this responsibility, first in providing time and encouragement for professional development, and second in responsibly managing class assignments appropriate to the knowledge and background of the individual faculty member.

Student Survey of Instruction (SSI)

Kent State is interested in providing our faculty members with feedback about their performance in the classroom. At the close of each semester, we will make available the University's online student evaluation instrument, which students may take using their smart phones or campus computers. This instrument asks students to rate the course and instructor with the assurance that the instructor will not have access to the ratings until after final grades are assigned. The faculty member must provide students an opportunity to take part in this activity sometime during the last two weeks of the semester.

Peer Evaluations of Instruction

In addition to having student evaluation, first-time adjunct Stark instructors will receive, on separate occasions, classroom visits from both the assigned mentor and the Assistant Dean. These visits are designed to ensure that Stark Campus students are provided with superior instruction. The mentor and Assistant Dean are available to assist new instructors in solving specific classroom-related problems as identified.

Tenure-track and full-time non-tenure-track faculty should arrange for peer evaluations during the academic year. The faculty mentor, Assistant Dean, or other faculty may be asked to do an evaluation of an instructor's teaching performance. Tenure-track faculty should seek evaluations from colleagues in their department at other regional campuses or the Kent campus. Two peer evaluations per year would be helpful.

Teaching Awards

Each semester, the campus community is invited to nominate both part-time and full-time instructors for awards in recognition of teaching excellence. The recipients, selected by the Distinguished Teaching Awards (DTA) faculty committee, are honored at the Spring Commencement ceremony, and are noted on the plaque which hangs in the lobby of Main Hall. Full-time faculty are eligible for the Distinguished Teaching Award and adjunct faculty for the Award of Recognition (AOR). Recipients will be announced by the Dean shortly after the DTA committee completes its task.

FlashLine

FlashLine is Kent State's secure portal that provides an assortment of resources to assist with your teaching needs. Through **Faculty Dashboard**, you can review current rosters, submit grades, and access Canvas. Through **Employee Dashboard**, you can track sick leave hours, review paystubs, and update your KSU profile.

FlashLine Video Tutorial: https://video.kent.edu/media/1_twsalbp5

Class Rosters

Faculty can view class rosters through FlashLine, at **Faculty Dashboard > My Courses & Rosters**. These rosters reflect each class's real-time enrollment.

Midterm Grades

At Kent State University, a midterm evaluation grade is completed between the fourth and seventh week for all students in lower-division undergraduate courses (levels 00000, 10000, 20000). Midterm grades reflect academic performance through the 7th week of the semester and are an important retention tool. Faculty must plan some form of graded activity prior to midterm so that an appropriate and meaningful grade can be reported. Midterm grades are submitted through FlashLine, at **Faculty Dashboard > Grading Resources > Midterm Grade Roster**. You will receive additional information by e-mail at least one week in advance to remind you to report midterm grades. You can also check each of your course's grading period deadlines in FlashLine, at **Faculty Dashboard > Grading Resources > Grade Processing Deadlines**.

Final Grades

Final Grades must be reported upon course completion. Final grades for flexibly scheduled courses (any course beginning and ending on dates other than those of the standard 15-week term) can be submitted as soon as the course is completed. Final grades are submitted through FlashLine, at **Faculty Dashboard > Grading Resources > Final Grades**. You will receive information by e-mail at least one week in advance to remind you to report final grades. You can also check each of your course's grading period deadlines in FlashLine, at **Faculty Dashboard > Grading Resources > Grade Processing Deadlines**.

Grade Changes

In the rare event it becomes necessary to change a student's grade after the course's grading window has closed, you must submit a grade change workflow through FlashLine, at **Faculty Dashboard > Grading Resources > Grade Change Workflow**. An explanation must be provided for the grade change.

Academic Verification Rosters

One of the federal rules governing students' eligibility to receive federal financial aid—as well as an institution's eligibility to award and accept that aid—is that we must verify that students begin attendance in each course for which they are registered. Faculty are required to indicate whether students have been “academically present” in their class **at least once** to retain their eligibility for federal financial aid by using the Academic Presence Verification Roster (APV).

The APV should be completed as soon as possible once the course begins, but no later than the end of the fourth week of a standard semester (prorated for flexibly scheduled courses) so the Office of Student Financial Aid and the Office of the Bursar can determine financial aid eligibility and appropriate tuition assessment. The APV is available in FlashLine, at **Faculty Dashboard > Grading Resources > Academic Engagement Verification Roster**. To determine the exact due date, please check the APV for that course section. The Office of the University Registrar will send email reminders to complete the APV.

Final Examinations

While the nature and content of exams may be specified by some departments, it is generally the instructor's responsibility to create, administer, and evaluate exams which allow students to demonstrate the kind and quality of progress made in the class.

The University expects that students be given a fair and adequate basis for their evaluation. University policy 3342-3-01.4 requires that all courses have a “substantial final exam” and that the “final exam must be given at the officially scheduled time, day and place as published in the Schedule of Classes.”

No final examination date/and or time may be changed without prior approval of the Assistant Dean for Academic Affairs. Per University policy, all classes must meet during finals week. Further, if an approved change creates a problem for student(s) (e.g., the student(s) cannot meet the new time), the faculty must make an examination available for those students at the time the examination was originally scheduled. Any student who has more than three (3) exams scheduled on the same day may submit a petition to the Assistant Dean for an adjustment in his/her final exam schedule.

The period of exams is two full hours.

Academic Grades and Administrative Marks

Student proficiency in coursework is reported by letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F). The following additional administrative marks may be awarded:

- IN** – The administrative mark of IN (Incomplete) may be given to students (undergraduates who are currently passing and graduate students who are currently earning a C or better grade) and are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the Incomplete mark from the instructor, and it is the student's responsibility to arrange to make up the incomplete work. Incomplete grades must be made up within one semester (not including summer sessions) for undergraduate students and one calendar year for graduate students. Instructors are required to complete and submit an Incomplete Mark Form to the office of Academic Affairs at the time grades are assigned. After review by the Assistant Dean, this form will be forwarded to Student Services. This form includes justification for awarding the Incomplete, describes the work to be completed and specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Form is provided to the student. Incomplete grades will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incomplete grades will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one semester for undergraduate students and at the end of one year for graduate students.
- NF** – The NF (Never Attended Failed) denotes that the student never attended one class session nor did the student formally withdraw from the course. The NF computes in the grade point average as zero quality points.
- SF** – The SF (Stopped Attending Failed) denotes that the student stopped attending at some point during the semester and did not formally withdraw from the course. The SF mark may be reported at any time during the course of the semester. The SF computes in the grade point average as zero quality points.

See <https://catalog.kent.edu> for more detailed information about the grading system.

Faculty Absence/Substitutes

As part of their contract, instructors are expected to meet all their class sessions. Should an emergency require that you miss a class meeting, your absence must be reported promptly to the Assistant Dean's office by calling 330-244-3221, and by emailing rfranks7@kent.edu, dpope3@kent.edu, and rsturr@kent.edu, preferably in time that alternate plans can be made for the class session. You should not unilaterally arrange for a substitute to take over any class meeting. Arrangements for alternate instructors (who require approval) will be made by the Assistant Dean when appropriate. The Regional Campus Office has established a scale for use in paying substitute instructors. You are also required to report your absence electronically, by using the following information ***FlashLine > Employee > Dashboard > Leave Reporting***.

Student Attendance

It is the instructor's responsibility to manage students' regular attendance. This should be communicated to the students in the first week of class. In cases of legitimate absences (illness, etc.) makeup work will be given without prejudice. Academic field trips are legitimate absences and makeup work will be provided. See <http://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence> for university policy on attendance. Any conflicts regarding this absence will be resolved by Administrative channels.

It is the student's responsibility to inform the instructor of upcoming absences when possible, and to arrange for makeup work. In no case is an excuse from class to be interpreted as an excuse from class requirements.

Grievance Procedure

Faculty members should familiarize themselves with the procedures and timetable for student academic complaints, which are described in detail in the [University Policy Register, Chapter 4-02.3](#). Dean Denise Seachrist is the campus's Local Administrator; she or a delegate will be the initial point of contact for students seeking to resolve a grievance after all attempts at informal resolution have proven unsuccessful.

Specific procedures are also detailed for complaints about Sexual Harassment and Discrimination. The Affirmative Action Liaison is Stacie Humm.

Although it is the purview of the Office of Affirmative Action to administer the University's discrimination policy, the Affirmative Action Liaison for the Stark Campus will internally investigate the allegations of discrimination/ harassment.

If a student shares with you that they are being harassed or discriminated against by anyone associated with the university (another student, a faculty member, or staff member) direct the student to Affirmative Action Liaison, Stacie Humm to determine the most appropriate complaint and resolution process. The affirmative action liaison will investigate alleged incidents that are reported in the appropriate manner. While no two discrimination/harassment complaints are the same, there are procedures that are followed to ascertain that a full and fair investigation has occurred.

Anyone who feels physically threatened or has been physically harmed should immediately contact security or the police.

The University policy can be viewed on the University website at <http://www.kent.edu/policyreg/university-policy-regarding-unlawful-discrimination-and-harassment>.

Student Conduct Code

This Code, at <https://www.kent.edu/studentconduct/code-student-conduct> delineates the parameters of individual behavior expected of a University student and methods for addressing violations of these standards. Specific procedures are also outlined for Non-student Visitors, Cheating and Plagiarism, and Class Disruption. The Stark Campus Conduct Coordinator is Stacie Humm.

Emergency Procedures

All faculty should be familiar with the Campus Emergency Response Plan. This downloadable PDF can be found at <https://www.kent.edu/stark/campus-safety>. This plan will provide you with information you should be well versed in so you can direct your students in the event of any emergency.

All classrooms should have an Emergency Action Sheet affixed to the wall near the light switch. This sheet identifies evacuation locations and tornado shelter locations. If you do not have a sheet in your classroom, contact Jim Biehl, Public Safety Manager.

The campus website, <https://www.kent.edu/stark>, contains the most accurate up-to date information regarding any Stark Campus closing. Furthermore, faculty will receive an email notification of any campus closing as well as a Flash ALERT. Flash ALERTS is Kent State's official emergency test notification system to alert students, faculty, and staff of critical information no matter what time it is or where they are in the world. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies. Sign up at <https://www.kent.edu/flashalerts>. Please note that you will receive all alerts when you sign up for this service.

Please do not telephone the campus switchboard during emergencies; instead, see the Campus website for information.

1. Severe Weather Warnings

On-campus instructors will direct classroom students to the identified tornado shelter location or a low, protected building area when the Campus Mass Notification System is activated indicating a severe weather warning is issued. Move under a sturdy object if possible, draw your knees under you, and cover your head with your hands.

2. Accidents

- a. **DO NOT ADMINISTER FIRST AID OR TRANSPORT A VICTIM.** You are at risk.
- b. **DO NOT** move the injured person.
- c. If it is a serious accident or injury (e.g., bleeding, unconsciousness, suspected heart attack, etc.) call **911**, and then call Campus Security at 330-244-3333.
- d. **WHEN IN DOUBT, CALL!** You may not have the proper medical training to determine if a situation is serious. A person may always refuse medical treatment if EMS arrives.
- e. Complete an Accident Report Form in the Business Office for accidents involving campus related vehicles or activities.
- f. For personal automobile accidents on campus, report the accident to Campus Security.

3. Fire

- a. Clear the building by pulling the building alarm. (This alarm will call the Fire Department. Campus Security monitors Fire Department radio traffic and will likely be alerted when fire trucks are dispatched.)
- b. Notify Campus Security as soon as possible by calling 330-244-3333, if safe to do so.

- c. Give the name of the building, address, and location of the fire in the building to a 9-1-1 dispatcher or Campus Security.
- d. Attempt to put out small fires by using fire extinguisher in the vicinity of the fire only if you feel you are trained and capable. If not, evacuate immediately and pull a fire alarm pull station. Property can be replaced, people cannot.
- e. All occupants **MUST** leave the building immediately by the nearest exit when the alarm is sounded. **DO NOT USE THE ELEVATORS.**
- f. Arrange for someone to meet the Fire Department.

When the alarms are sounded, faculty members holding classes shall advise their students to evacuate the building and move to the designated Fire Evacuation Location which will be a safe distance away from the building. See your classroom's Emergency Action Sheet. The faculty member must make sure that the room is empty and close the door when leaving. No person shall return to the building until the "ALL CLEAR" signal is given by the Fire Department or Campus Security. Students should be instructed to leave their books and belongings. **STUDENTS SHOULD BE INSTRUCTED TO WALK, NOT RUN** to the nearest exit and meet at their designated fire evacuation location for a head count. Faculty need to ensure all their students exited the building. Everyone should evacuate in silence so they can hear any instructions given.

Faculty are responsible for seeing that disabled students are escorted to the nearest/safest stairwell and immediately notify Fire/Emergency Personnel of the student's location upon exiting. Refer to the Campus Emergency Response Plan for additional information.

Public Safety Policy

Pursuant to the statutory authority of the Board of Trustees to regulate the use of university property and the conduct of the students, staff, faculty, and visitors to the campus so that law and order are maintained, it is the policy of the university to prohibit the possession, storage, or use of a deadly weapon in certain circumstances on university property, unless otherwise permitted by state law. Please review [University Policy Register 5-22](#).

Smoking Regulations

Kent State University is dedicated to providing a healthy, comfortable, and productive work and living environment for its employees and students. To this effect, smoking and tobacco use is prohibited on all Kent State University campuses and university property owned, operated, or leased by Kent State. This includes personal vehicles parked on university property. All smoking is prohibited, including the use of electronic smoking devices, mod boxes, or electronic nicotine delivery systems that create an aerosol or vapor.

Our goal is to achieve maximum voluntary compliance through communication about the smoke- and tobacco-free policy to students, employees, and visitors. The success of this policy will rely on the thoughtfulness, consideration and cooperation of smokers and nonsmokers alike. That being said, violation of the policy could result in disciplinary action:

- Any student who repeatedly refuses to adhere to the policy may be referred to student conduct.
- Repeated violations by any Kent State employee will be handled through normal employment procedures for violation of university procedures.
- Visitors and others who are on campus and in violation of the policy should be reminded of the rule and asked to comply with it.

ADDITIONAL INFORMATION

If you are a smoker and ready to kick the habit, Kent State can help by linking you to the many tobacco cessation resources available on our campuses and in the surrounding communities. Visit <http://www.kent.edu/smoke-free> for more information.

Faculty Parking

Reserved parking for faculty and staff is available in designated lots. Faculty parking permits are issued in the Business Office. Vehicles without proper parking permits will be given violation stickers. Clearly marked disability parking spaces have been established at various locations around the campus. A state-issued disability parking placard or plate is required and must be properly displayed in order to park in these areas. Upon application, the State of Ohio Bureau of Motor Vehicles issues permits for both temporary (lasting six months or less) and permanent disabilities. Ask a personal physician or other health care provider for assistance with the application process.

Faculty Computers

Each faculty office has available a computer for use by all full and part time faculty. Any questions can be directed to the faculty secretary. While on campus, faculty members may login to computer terminals using their FlashLine username and password.

Faculty Mailboxes

Faculty mailboxes are located on the 3rd and 4th floor of Main Hall, the first floor of the Fine Arts Building, and on the ground floor of the Science & Nursing building. Mailboxes should be checked frequently for notices and mail. Outgoing mail may be left with the Faculty Secretary.

Telephones

Telephone service is available throughout the campus to faculty and staff members. Local calls are placed by dialing "8" and the number. Calls to the Kent and Akron areas are placed by dialing "8" and the number. All long-distance calls are to be placed through the switchboard (dial "0"), and the switchboard operator is to be supplied with information about the call for billing purposes.

Voice Mail is also a part of our telephone system. Every full and part time faculty member will receive a voice mailbox number. This number along with your individual password will allow you to retrieve your messages anytime of the day or night from your office or from your home.

Faculty and staff have access to Teams, Planner, OneDrive, and other collaborative tools integrated with Office 365. Teams allows you to hold individual and group chat conversations, share Microsoft Office documents, utilize planning tools, and establish video calls and meetings—all within a single online workspace. For more information on Teams, please visit <https://www.kent.edu/it/o365>. If the Teams desktop app is not already installed on your computer, talk to your local support technician.

I.D. Cards

Faculty will be issued an I.D. (Flashcard), valid for the term of instruction. Your Flashcard is required for discounts on bookstore purchases and to check out materials from the Library. Cards are produced in the Student Services Office during regular office hours posted on the website. For your convenience, you can upload a photo, and the Student Services staff will print your Flashcard, which you can then pick up after you receive an email that it is ready. Review instructions at https://www.kent.edu/flashcard/photo_upload_instructions. You will need a current photo I.D. to have a Flashcard made or to pick up your Flashcard.

Fire Retardant Upholstery

Faculty may have upholstered furniture (i.e. brought in from home) in his/her office provided that proof of the fire retardancy is documented. A copy of such proof must be on file in the Business Office for review by the Fire Marshall.

Fire retardant documentation may be accomplished in one of two ways:

1. If the upholstered furniture was made fire retardant as part of the manufacturing process, it will come with such documentation; or
2. The upholstered furniture may be sprayed with a fire-retardant chemical application after purchase. This can be applied by you or by a reputable, local re-upholstery business. In either case, acceptable documentation certifying that the piece is fire retardant must be file in the Business Office. ***If you have an upholstered piece of furniture in your office that has not been provided to you by the university, then you must comply with this fire retardancy requirement.***

IV. Offices, People, and Services

The Office of Academic Affairs (The Deans' Office)

The Office of Academic Affairs is located in Room 112 Main Hall. This office works in conjunction with the faculty in planning and delivering academic services.

Dean and Chief Administrative Officer of the Stark Campus is Denise A. Seachrist; Assistant Dean is Robert D. Sturr.

Please see Appendix 1 for additional documents from Academic Affairs.

Faculty Secretaries

The faculty secretaries, Ellen Reber and Stacy Lombardi, handle routine typing and reproduction of tests, class handouts, etc. Please allow at least 48 hours prior to the date the material is needed for processing. Please supply adequate details for accurate preparation of the materials including the number of copies and date needed on the appropriate work form. Requests for copies can be made at <https://www.kent.edu/stark/copying-printing-requests>. The secretaries also provide necessary office supplies, grade books, etc.

The following accounts are delivered to all clerical staff, including intermittent:

Main Hall email: StarkMHFacultySec@kent.edu

Fine Arts email: StarkFAFacultySec@kent.edu

Science and Nursing email: StarkSNFacultySec@kent.edu

Office Hours, 4th Floor Main Hall Secretary's Office:

Monday – Thursday	7:30 a.m. – 4:30 p.m.
Friday	7:30 a.m. – 1:30 p.m.
Saturday	Closed

Office Hours, Fine Arts Building Secretary's Office

Monday – Thursday	7:30 a.m. – 4:30 p.m.
Friday	7:30 a.m. – 1:30 p.m.
Saturday	Closed

Hours are abbreviated during semester breaks and summer sessions. Check with the secretary for specific hours during those times.

Student Services

The Office of Student Services, Room 132 Main Hall, is designed to be a one-stop operation for Admissions, Registration, Academic Advising, Financial Aid, Fee Payment, and Record Maintenance.

Office Hours: 8:00 a.m. – 7:00 p.m., Monday & Tuesday
 8:00 a.m. – 5:00 p.m., Wednesday – Friday

At the beginning of a semester, there will be staff in the offices, but some services may continue to be offered remotely. Please visit <https://www.kent.edu/stark/student-services> for the most current information.

The Administrator in charge of these activities is Kathy Spicer, Director II of Enrollment Management and Student Services.

Business Office

The Stark Campus Business Affairs Office is located in Room 128 Main Hall. Room assignments for non-credit course offerings as well as for meetings are scheduled by this office. Requests for special services from the maintenance staff or the security force are to be submitted to this office. Maintenance Work Requests can also be filled out online at <http://www.kent.edu/stark/custodial-maintenance-grounds>. The Business Office also maintains a Lost and Found department.

Office Hours: 8:00 a.m. – 5:00 p.m., Monday – Friday

Academic Success Center

The Academic Success Center is located on the lower level of the Campus Center. Tutoring services are available at no charge to the students. Faculty members are encouraged to refer students to the center if they are experiencing difficulty in their course work. Career and Internship Services, Student Accessibility Services, and The Herbert W. Hoover Foundation Counseling Center are located in this area as well. Academic Success Center hours are posted each semester.

**Please see Appendix 2 for additional information
from the Academic Success Center.**

Testing Center

The Testing Center administers placement testing, CLEP testing, make-up testing, and testing for students with accommodations, allowing for extended test time, scribes, and readers as needed.

Hours are posted each semester; the Center is located in the Academic Success Center on the lower level of the Campus Center. The email address is starktesting@kent.edu. Further information can be found at <http://www.kent.edu/stark/testing-services>.

Office of Career and Internship Services

The mission of the Office of Career and Internship Services is to support students in achieving their academic and career goals by assisting them in developing self-awareness, making informed decisions, acquiring experience, and obtaining meaningful employment.

Our vision is to empower student success through personalized services and resources, forging valued partnerships through effective communication and collaboration, and embracing innovation and technology for continuous quality improvement and a commitment to excellence.

Student Learning Outcomes

By utilizing the Office of Career Services in-person and online services and resources,

students will gain a better understanding of their:

- Personal values and interests
- Skills and abilities
- Preferred work environments; and

students will learn how to:

- Select a rewarding career and major
- Research careers and employers
- Prepare a competitive resume and cover letter
- Interview successfully
- Gain experience through part-time employment
- Obtain and maximize an internship to build professional skills
- Conduct an effective job search
- Convey proper business etiquette
- Utilize effective networking strategies including use of social media
- Critically evaluate a job and salary offer
- Pursue admission to graduate school

Contacts: Chris Paveloi (cpaveloi@kent.edu), Assistant Director, Career Services;
Shaanette Fowler (sfowle13@kent.edu), Assistant Director, Employer Relations & Internships

The Writing Center

Writing Center Mission Statement:

The function of the Kent State University at Stark Writing Center is to provide a free collaborative space in which all members of the Kent State Stark community (students, faculty, staff, and alumni) can find support for their efforts to become more effective writers. Utilizing one-to-one conferences—available both in person and online—our staff of highly trained undergraduate tutors seeks to promote thoughtful engagement and ongoing reflection throughout the entire writing process. Our goal is not to supply directions, give answers, or “fix” papers for clients, but rather to empower them to discover their own solutions to the challenges in their writing. In addition to helping clients brainstorm, problem-solve, and revise, we also offer them a wide range of print and online resources (pamphlets, manuals, handbooks, etc.) in further support of their efforts. Beyond their one-to-one work with clients, Writing Center tutors also conduct writing workshops in classrooms, help foster the recognition and celebration of student academic writing by annually publishing *The Writing*

Center Review, and help foster connections with the outside community by publishing *Common Ground*, an annual sold-for-donations volume of creative writing which benefits local charities. Tutors also pursue their own research interests in the tutoring of writing, research which they frequently present at local, regional, and national academic conferences, and occasionally publish in scholarly venues.

Writing Center Paragraph for Syllabi:

The Writing Center is a free service to help students become stronger writers. It is a place for students to talk with outside readers about their work, both early on when they are still generating and considering ideas, as well as later during the drafting and revising stages. The Writing Center's staff of peer tutors is specially trained to help students identify their writing needs and to offer insight, feedback, and support. We also offer a wide range of informational writing pamphlets, both online and in print. The Writing Center is located in the library on the first floor and is open for both walk-ins and appointments. See our website for details, <http://www.kent.edu/stark/writing-center>, or call us at 330-244-3299.

Writing Center Policy on Proofreading:

While students often ask tutors to proofread (or "correct") their papers, it is Writing Center policy that tutors cannot proofread work for students. To do so would 1) ensure that students remain perpetually dependent upon others to proofread their work for them, rather than learning to do it themselves, and 2) would be unethical, essentially encouraging students to engage in plagiarism, i.e. passing off someone else's work as their own. Instead, Writing Center tutors help students learn to catch their own errors by utilizing a method called Error Analysis (see back of handout for details). Students should understand that proofreading is a skill that requires both time and effort to learn, and that it cannot be successfully completed in a single, last-minute Writing Center visit, especially when larger issues are paramount.

Error Analysis

When dealing with "late-order" concerns of grammar and mechanics, tutors utilize a teaching method called "Error Analysis." Error Analysis offers a way of methodically testing a student's awareness of, and ability to self-correct, his/her own errors. The role of the tutor is to act as a guide, not a proofreader. Tutors try to supply just enough support and information so that the student can learn to spot and correct errors on his/her own.

Usually the process goes something like this:

1. The tutor sits beside the student and looks on while they read through the paper.
2. When the tutor notices an error that the student doesn't detect, the tutor stops them at the end of the sentence.
3. The tutor says, "Would you reread that last sentence for me?" Then the tutor waits to see if the writer spots the problem.
4. If not, the tutor asks, "Do you see a problem with the sentence?" And again the tutor waits to see if the student can find and correct it.

5. If not, the tutor supplies an appropriate prompt: i.e., "The problem is with the verb." Once again, the tutor waits to see if the student can then self-correct.
6. If not, the tutor asks a leading question: i.e., "Why did you put that ending on the verb?" Many students will then be able to spot and correct the problem.
7. If not, the tutor then supplies the relevant grammatical or mechanical rule. At this point, the tutor might give the student a copy of the relevant Writing Center pamphlet, or get a manual or handbook off the bookshelf, and go over the rule with the student. The tutor then lets the student correct the error.
8. As the tutor continues listening to the paper, he/she looks for similar errors elsewhere. If it surfaces again, the tutor says something like, "Now look at this sentence. Do you see the same problem here that you had in that last paragraph?" Hopefully, the student will be able to identify the problem, remember the rule, and self-correct.

At each step in Error Analysis, students have the opportunity to articulate their own understanding of the error and find their own way to correct it. Only when it's clear that the student can't see the problem, or has mislearned or misapplied rules, should the tutor explain the issue directly and/or offer options for correcting it. Research indicates that Error Analysis is the most effective way of helping students resolve error issues in their writing. However, it is labor- and time-intensive. For students with multiple error issues, it is doubly important that tutors prioritize and focus on only a few major errors per session so as not to overwhelm the client. Such students will be encouraged to return for additional work on both current and future papers.

Library

The library's hours of operation, contact information, and other valuable resources can be found on the library's website: <http://www.kent.edu/stark/library>. Faculty are encouraged to drop by the library to discuss any teaching or research needs.

In addition to traditional library services (the lending of books and videos, interlibrary borrowing, etc.) the Stark Campus Library provides the following services to faculty:

- Customized library instruction (information literacy instruction) that addresses the needs of students in classes with research assignments or general orientation to library services.
- Occasional use of the library's various learning spaces to teach classes.
- Print and electronic course reserves to supplement required course materials. (Faculty can place their own materials on reserve or request the library place KSU-owned materials on reserve for their courses.)
- Acquisition of materials to meet the needs of campus academic programs. (Faculty may request the purchase of books and other media to enhance the library's collection in the faculty member's area of expertise.)
- Various equipment loans (laptops, digital camcorders, etc.). Extended loans (typically beyond 2 weeks) need approval from the Dean's Office.
- A 3D printer that is accessible to faculty and students for academic work.
- 30 iPad tablets on a cart for classroom use, which can be delivered to your classroom upon request.

- A large format (poster) printer, for academic purposes. Faculty can request to have posters printed for course projects, for conference poster sessions, or to promote departmental initiatives or events on campus.

Computer Resources

Over 1000 campus computers are networked with file sharing/storage capabilities, networked printing options, e-mail capabilities and internet access. Classrooms are equipped with computers, projectors, and speakers. Each room has a guide for setting up classroom equipment.

Network Services

For more information concerning network resources, please visit the Stark Campus Network Services web page at <https://www.kent.edu/stark/network-services>.

Local support is available to students, faculty, and staff by calling 330-244-3490 or emailing helpdesk-stark@kent.edu. After-hours support is available by calling the Kent Campus helpdesk at 330-672-HELP (4357); 24/7 chat support is available at <https://www.kent.edu/it>.

KSU @ Stark Computer Labs

Please check out the campus web site for up-to-date specifics on the software installed in each computer lab <http://www.kent.edu/stark/available-software>. Microsoft Office 365 (Word, Excel, PowerPoint, and Teams) is installed on all campus lab machines.

Each lab is equipped with at least one laser printer. The Main Hall East Wing lab provides color printing options.

Webcams and mics are set up in East Wing computer lab for remote classes. Students are provided access to Google Drive or OneDrive for storage. Files should not be stored on hard drives of lab computers. These files will be erased when the computers are rebooted. All Kent State students may login to lab machines using their FlashLine username and password.

Labs are available for both teaching and public use. Labs are designed to meet educational needs for students as a whole and specific course requirements. A list of labs and their use can be found at <https://www.kent.edu/stark/campus-technology>. To reserve any computer lab, please contact the Business Office.

Requests for new hardware or software (*i.e. laptops, new software not currently owned by the University—anything requiring a purchase order*) must be approved by the Stark Campus Dean. Software requests must **FIRST** get a recommendation from the **Faculty Technology Committee** and then be approved by the **Assistant Dean** before a request can be made with Network Services. See <http://www.kent.edu/stark/technology-committee> for the Technology Request Form.

Classroom Laptop Computer Checkout ***(Main Hall #306 and Science & Nursing 115)***

Laptop computers are available for classroom use in 306 Main Hall and 115 Science & Nursing. These classrooms are intended to provide a wireless laptop computer learning environment in a unique classroom setting, with enough laptops available that all attending students may participate. Imperative to this learning environment is the tracking and safekeeping of university-owned laptops distributed for *in-class use only*.

If you are scheduled for instruction in either of these classrooms (for a full semester or for a single session), please understand the following procedures:

1. Prior to the first day of each semester, Network Services shall provide and catalog all computer laptops required for instruction. Each laptop will be assigned a number which will correspond with the laptop's specific battery charging station located in storage rooms MH306A and SNB115.
2. On or before the first day of the semester, the instructor shall assign and record a computer laptop number to each student. Once assigned, each student is to use the same numbered laptop for each class session.
3. Storeroom MH 306A and SNB115 cart shall remain secured at all times. Prior to the start of each class session, the instructor shall unlock the storeroom and verify all laptops are in their assigned charging stations and accounted for (*The Business Office is to be notified immediately if a laptop is discovered missing*).
4. Once verified, students may retrieve their assigned laptop from the storeroom.
5. If a laptop(s) is not fully charged, the instructor may switch out the battery for a secondary one located in the storeroom. If the secondary battery is not fully charged, *then the laptop(s) must be plugged into the electrical power strip located underneath each classroom table*. Each table's power strip must then be plugged into the nearest wall outlet.
6. At the end of each class session, students are to return his/her laptop to the correct charging station location in the storeroom. **Students may not remove laptops from the classroom for any reason.**
7. Prior to leaving the classroom, the instructor is to again verify that all laptops are accounted for and located in the correct charging station. Once verified, the instructor must lock the storeroom for security purposes. If a laptop is missing, *the instructor must immediately notify the Business Office*. In cooperation with the Business Office, *the instructor shall make every effort to first contact the student and ensure its immediate return*.
8. If the student-assigned laptop is not returned within 72 hours, the replacement cost of the laptop shall be billed to the offending student.

Faculty Work Rooms

For faculty word processing and other computer functions, there is a computer and one letter quality printer located in the Faculty work room on the 4th floor adjacent to the Faculty Secretary's office. There is also a faculty work room located in the Fine Arts building adjacent to the Faculty Secretary's office. There is a faculty work room outside the Science and Nursing Faculty Secretary's office. These are reserved for faculty use. To ensure confidentiality with student documents, no students are permitted in the faculty work rooms.

Audio Visual Services

Audio visual services at Kent State University at Stark include video projection capabilities in every classroom for laptops or desktop computers. With advance notice, a variety of equipment is available including video cameras and document cameras. For assistance with audio visual related technology or questions about equipment availability and scheduling, please contact Keith Boggs (x53329) or starktelep@kent.edu.

Message Center

Messages about temporary changes in campus operations, class cancellations, etc. will be posted electronically on monitors strategically located in each building on campus.

Evening Services

Campus Security is on duty whenever classes are in session and can be reached at 330-244-3333 or x53333.

Counseling Services

Counseling Services provides free, individual mental health therapy and counseling for Kent State University at Stark students. Students can set up an appointment by contacting the office via phone or email, attending our virtual drop-in hours, or completing an "Appointment Request Form" on our website. A counselor is in the office Monday through Friday, 8:00 a.m. to 5:00 p.m., with some late-night hours until 7:00 p.m.

Students that are on-campus and are in crisis or experiencing a high level of distress, may present for walk-in support any time that the office is open.

If you are referring a student that is in crisis or experiencing a high level of distress, Counseling Services requests that you call the office to alert the staff so that they can appropriately prepare to be available to meet with them as immediately as possible when they arrive at the office.

Faculty may also contact the counselors to consult about student concerns, alert staff that they have referred a student to the office (non-crisis), and request a classroom presentation or visit.

Counseling Services is on the lower level of the Campus Center. Call 330-244-5048, email starkcounseling@kent.edu, or visit www.kent.edu/stark/counseling-services.

The Flash Bistro

Dining at Kent State is more than just exceptional food. It's an entire community get-together geared towards culinary expertise, fresh ingredients, healthy options, and a collective sense of environmental and social responsibility. Our team is committed to creating the most optimal dining experience for you and your guests. Join us for outstanding food, inviting atmospheres, comfort and convenience created with you in mind, leave a lasting impression.

Located in the Campus Center, the Flash Bistro is the place to go for a cup of coffee, a meal, or a quick snack while on campus. The Flash Bistro offers a full grill menu, deli sandwiches, pizza, calzones, grab-n-go items, daily specials, and a full breakfast menu.

Semester hours of operation (subject to change)

- Monday to Thursday, 7:30 a.m. to 5:30 p.m.
 - The grill and other full-service areas are operational 8:00 a.m. –3:00 p.m.
 - The expanded grab and go sections are available until 5:30 p.m.
- Friday, 7:30 a.m. to 2:30 p.m.
 - The grill and other full-service areas are operational 8:00 a.m. – 1:30 p.m.
 - The expanded grab and go sections are available until 2:30 p.m.

Vehicle Usage

All campus vehicle usage must be coordinated through the Business Office. Campus vehicles are to be used for university business only. Only university employees are permitted to drive motor vehicles owned or leased by the university. Students are not permitted to drive a university owned vehicle unless the department head grants specific authorization. **Student employees must be at least 18 years of age or older.**

All persons driving motor vehicles owned or leased by the university must hold a valid driver's license in the state of Ohio or in the state in which the operator resides. Supervisor authorizing the assignment of a motor vehicle shall require verification of a driver's license. Drivers are liable for all violations issued while the vehicles are assigned to them. Transportation Services offers a Vehicle Awareness training program for full size passenger and cargo style vans. Classes are available upon request by contacting Transportation Services' training department at (330) 672-1947.

Other Resources

In addition to this manual, you will also be provided and should become familiar with:

KSU Undergraduate Catalog	http://catalog.kent.edu
Current Schedule of Classes	http://www.kent.edu/stark/class-schedules-final-exams
Student Resources – Code of Conduct	http://www.kent.edu/studentconduct/code-student-conduct
Business Services & Operations at Stark	http://www.kent.edu/stark/business-services
Campus Emergency Response	http://www.kent.edu/stark/campus-safety
Recycling Program	http://www.kent.edu/stark/recycling-waste-minimization

APPENDIX 1:
Academic Affairs Documents

Employee Code of Conduct

Kent State's employee code of conduct expects each employee to:

1. Maintain a professional demeanor,
2. Respect the dignity and well-being of others,
3. Respect and safeguard the rights and properties of others,
4. Prohibit discrimination, while respecting the differences in people, ideas, and opinions, and
5. Practice personal and professional integrity, and discourage all forms of dishonesty, deceit, and noncompliance with the code of conduct.

<http://www.kent.edu/hr/handbook/conduct-and-discipline>

Faculty Code of Ethics

Policy Register 6-17

University Policy Regarding Faculty Code of Professional Ethics

- A. The faculty of the university subscribes to the principle of the 1940 "Statement of Principles on Academic Freedom and Tenure" adopted by the American association of university professors. Within the rationale in the AAUP statement, it is emphasized that academic freedom is necessary to the mission of the faculty of a university, since it is eminently in the interest of society that, without fear of retribution, the professor should be free to conduct research and make public its results and to teach his/her subject in the classroom. Professional responsibility is a logical correlative of this freedom.
- B. This code of ethics sets forth those responsibilities which as the correlatives of academic freedom are incumbent every facet of university life, but attempts to treat those that are most important and common, The spirit of this document as a whole should be easily applied to any specific situation not considered.
- C. Responsibility to students.
 1. The faculty members' central responsibility to their students is to attempt to impart a knowledge and understanding of a field of study to develop in students appropriate and relevant skills, and to do so in accordance with the best standards of scholarship and pedagogy in the discipline.
 2. Faculty members have a responsibility to their students to entertain all questions relevant to the subject matter being taught and to discuss such questions, even if controversial, objectively.
 3. Faculty members are responsible for providing instruction in the announced subject matter of the course, although they are free to interrelate the subject matter of the course to those contemporary issues that are relevant to the purposes and the subject matter of the course.
 4. Faculty members should guard the classroom against external pressures, including the student's fear that what they do or say in the honest pursuit of intellectual inquiries will affect rating within a course, future chances of employment, or later standing in the community.
 5. Faculty members shall not exploit students for personal purposes either in or out of the classroom.

6. Faculty members should deal with students justly and impartially, regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics or participation in extracurricular activities.
7. Faculty members should not do, with or without pay, such academic work as is properly to be done by the student.
8. Faculty members are expected to accept and carry out faithfully those duties central to the instructional commitment they have to their students including prompt and regular meeting of classes and student advising and consultation.
9. Faculty members should strive for a timely, just, and unprejudiced appraisal of all student work. Faculty members owe students the right to review their work and grades given, and in case of serious grievance or dispute, the right of appeal.
10. Faculty members should secure permission and give credit for the use of original student contributions in their lectures or publications, in the same manner and degree as for materials from other sources.
11. Faculty members should encourage and protect honest performance by the student. They should pursue suspected cases of cheating and plagiarism by students
12. Faculty members should not disclose confidential information about their students except as required by law or provided for by university regulations and procedures.

D. Responsibility to university.

1. In activities in which faculty members engage outside the university, it is plainly their responsibility to make it clear, when circumstances require, that they are acting as individuals and not as representatives of the university.
2. Faculty members should maintain in strict confidence all departmental or university matters agreed to be confidential. If any issue or matter is of such a nature that a faculty member, as a matter of conscience must speak out, this intention should be stated beforehand to all concerned.
3. Faculty members who seek modification or alteration of policy shall make every reasonable effort to carry their cases through governance channels.

E. Responsibility to profession.

1. Faculty members should seek and state the truth in their discipline as they see it. To this end they shall continue such studies and research as are necessary to remain current in their field.
2. It is the faculty members' responsibility to guard their freedom to inquire and to state the results of inquiry in lectures, publications, or other appropriate modes of expression.
3. Faculty members shall comment in candor and fairness on the work of colleagues when properly requested through duly constituted academic and faculty agencies and when in accordance with established policy.
4. Faculty members shall avoid personal attacks on colleagues and disparagement of other disciplines or programs, although reasoned criticism is recognized as legitimate.

5. Faculty members shall neither practice nor condone plagiarism in lectures, publications, or other public presentations, nor attach their name for credit to a paper or publication toward which they have made no professional contribution.

Policy Effective Date: Mar. 01, 2015

Policy Prior Effective Dates: 11/4/1977, 10/5/1979, 6/3/1981, 6/1/2007

Key Resources and Information for New Faculty & Faculty Mentors

Each new instructor is matched with a resident faculty member who serves as a mentor. These mentors will guide you through the semester's work in such areas as syllabus design, class attendance policy, test construction, and assignment of grades.

Role of the Mentor

You can look to your mentor as a source for specific information about the campus. This person is a peer with whom you can discuss teaching ideas, a potential reader for drafts of research, and sometimes just a friendly face on the campus. You may wish to check in with your mentor from time to time as questions occur to you. You may wish to ask your mentor to sit in on your class or you may want to sit in on a class of your mentor's.

Syllabus Construction

Faculty should make their policies on grading, attendance, etc. clear in their syllabi. They should also include statements on Students with Disabilities and on Academic Honesty (see "Syllabi Standard Paragraphs," below). Look at sample syllabi by other faculty in your department. **Note:** Faculty need to have an appropriate basis for arriving at midterm grades, so sufficient evaluations of student performance need to have been completed before the seventh week of the semester.

Office Hours

According to University policy, during a regular academic year semester, each faculty member who is the instructor of record for one or more courses (other than thesis, dissertation, or individual supervision) shall be available for consultation through office hours either in person or electronically for a minimum of five hours per week. During a summer session or intersession, each faculty member who is the instructor of record for one or more courses (other than thesis, dissertation, or individual supervision) shall be available for consultation through office hours either in person or electronically for a minimum of three hours per week. Faculty members are expected to offer at least some office hours in a way that is consistent with the instructional modality of the course.

Grading Issues

You should develop a clear grading policy before the semester begins and determine how you will handle class participation, absences, make-up work, and so on. The policy of Kent State University is to provide make-up work for excused absences.

Faculty Absences

Any expected absence from class should be reported to the Office of Academic Affairs so that appropriate coverage of the class may be ensured. You must email the following people: Rae Ann Franks (rfranks7@kent.edu), Dolores Pope (dpope3@kent.edu), and Robert Sturr (rsturr@kent.edu). Sick leave hours need to be reported through FlashLine, at **Employee > Leave Reporting**.

Library and Research Sources

We enjoy many resources for interlibrary loan through the computers in our offices, including loan of books and online requests for articles or interlibrary loan. We encourage you to review the library holdings in your discipline and to consider ordering new materials for purchase. Orders should be forwarded to a member of the professional library staff.

Student Accessibility Services

The office is located in Campus Center, and inquiries should be directed to x53281 or to starksas@kent.edu. Students are encouraged to discuss accommodation implementation directly with their instructors. Faculty members should feel free to consult with the Office of Student Accessibility Services about appropriate ways to work with students who have accommodation letters or who may have questions about requesting or receiving accommodations.

CARES Team

The CARES Team at Kent State University at Stark exists to gather isolated concerns in one location to be examined as possible patterns of behavior and to coordinate a supportive, positive outreach toward students with concerning behavior when appropriate. The cross-functional team prefers a proactive approach, focusing on early interventions toward distressing student behavior in an attempt to change the behavior before the situation escalates. The CARES Team will make its best effort to evaluate and respond to each submitted concern. However, the CARES Team is not a law enforcement agency. All emergency matters should be reported immediately to 911, and all criminal or safety matters should be reported immediately to your local police or university personnel. The CARES Team can be contacted at starkcares@kent.edu. For more information, visit <http://www.kent.edu/stark/cares-team>.

Student and Faculty Conduct Issues

Stacie Humm is the Student Conduct Officer and should be consulted if faculty have a concern about behavioral issues involving students on campus. Her office is in the Recreation and Wellness Center, x53390. If you have a concern about class management or relations with an individual student, consider a meeting with Stacie before the problem has a chance to develop. Dean Seachrist and Assistant Dean Sturr are also resources. For further information read the relevant sections of the Student Conduct Code and our campus Emergency guidelines.

Students with Academic Difficulties

If students have difficulties in aspects of their course work, faculty can refer them to the Writing Center or Academic Success Center. The Academic Success Center (x55050) can also consult with faculty who are uncertain how to help struggling students.

Counseling Services

Herbert W. Hoover Foundation Counseling Center, Lower Level Campus Center

A licensed mental health clinician in Counseling Services and a graduate intern are available to provide brief therapy and crisis support/intervention to students experiencing mental health or emotional difficulties that interfere with optimal functioning at school, home, or work. Services offered for students include individual counseling, referrals to off-campus resources, coordination with on-campus services as

needed, and interviews or class presentation materials by request. Services for faculty/staff members include consultations about any student or class concerns, class visits and presentations by request, workshops, educational trainings and linkage to referrals, community resources, and the EAP (Employee Assistance Program).

Workshop and educational training topics include communication, Managing Disruptive Behaviors, QPR (Question-Persuade-Refer) suicide awareness and prevention, and mental health issues for students. All topics can also be done in one-on-one training sessions. The counselor is available for faculty and staff to contact and consult with about concerns about students or student behavior in the classroom. Students can schedule an appointment online at <http://www.kent.edu/stark/counseling-services>, by emailing starkcounseling@kent.edu, or by calling the office directly at 330-244-5048.

If at any time, you have a student in your class or who comes to you in an emotional crisis or high level of emotional distress, they can be escorted to Counseling Services for immediate assistance. Staff there will assist with contacting a counselor to immediately respond to the student. Whenever possible, please call Counseling Services to alert staff that you are walking a student over for immediate assistance.

Please consult Appendix 3 for step by step instructions and expectations for when a student is in crisis.

Professional Travel

Any questions about travel for conferences can be answered by the Assistant Dean's office or by the current chair of the Professional Activities Advisory Committee (PAAC), Dr. Katrina Bloch (kbloch@kent.edu). Additional information is available online at <http://www.kent.edu/stark/faculty-travel>.

Campus Life

Please take the time to participate in the many social and cultural events on the campus. Encourage your students to attend events listed in the Cultural *Flash* events bulletin. See a list of all campus events online at <http://www.kent.edu/stark/campus-events>.

Coordination with the Academic Department

New faculty are encouraged to keep in touch with their department by attending appropriate meetings. A class visit from a member of the department is encouraged as tenure-track faculty members build reappointment files. You should be aware of who the regional campus representative to your departmental Faculty Advisory Committee (FAC) is, so you can keep abreast of departmental policies and developments.

Syllabi Examples/Discussion

A syllabus is one of your best ways to set the tone for your course, communicate expectations, and anticipate student concerns. It should prepare students for the pace of work, list expected dates for tests and assignments, and provide direction in case of absence or missed work. Your best bet is to be thorough and clear at the outset and avoid altering the syllabus unless absolutely necessary.

Kent State requires a midterm evaluation grade to be submitted between the fourth and seventh week for all students in lower-division undergraduate courses (levels 00000, 10000, 20000). Midterm grades reflect academic performance and are an important retention tool. Please plan some form of graded activity by the seventh week so that an appropriate and meaningful grade can be reported. Midterm grades are submitted through FlashLine. You will receive e-mail notifications at least one week in advance to remind you to report midterm grades. For your convenience, you can also check each of your course's grading period deadlines through the Grades Processing Deadlines link in the Faculty Advisor Toolbox.

University policy requires a final examination or comparable experience during every course's scheduled examination period. The only exceptions are laboratory sections.

University policy recognizes certain activities as legitimate reasons for class absence." These include "illness, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings." Instructors are expected to "provide a reasonable opportunity for a makeup examination if a legitimate absence occurs on an examination day. In the extraordinary circumstance where it is not feasible to offer a makeup examination, some acceptable alternative must be provided." (Policy 3342-3-06)

Be aware that Stark Campus Faculty Council has voted to discourage the use of extra credit in all classes.

Information to include on syllabi:

- Course title, number, section number and call number
- Meeting times
- Instructor name, office number, office hours, contact information (phone & email)
- Canvas or faculty web pages (if used for course delivery)
- Texts (note if any are optional)
- Prerequisites
- Course objectives and/or description
- Learning outcomes
- Attendance policy
- Grading policy
- Grading scale (will you use +/- grades?)

Please consider adding the following contact information that anyone on campus can use to reach security. To contact security using a campus phone use x53333, or use (330) 244-3333 from any phone.

Syllabi Standard Paragraphs

According to University policy and our accreditation agency, a syllabus with learning outcomes must be provided for all credit courses, including honors courses and individual investigations.

Please send your syllabi to Ellen Reber (StarkMHFacultySec@kent.edu) as soon as possible at the start of each term.

Academic Honesty: Use of the intellectual property of others without attributing it to them is considered a serious academic offense. Cheating or plagiarism will result in a failing grade for the work or for the entire course. Repeat offenses result in dismissal from the University. University guidelines require that all infractions be reported to the Office of Student Conduct. Kent State University's policy on academic honesty can be found at:

<https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>.

Students with Disabilities: University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-244-5047; or visit <http://www.kent.edu/stark/student-accessibility-services> for more information on registration procedures).

Classes Canceled/Campus Closings: Announcements of class cancellations and/or campus closings will be made on the campus advisory page at www.kent.edu/stark/class-advisories. In the case of an emergency, weather-related or otherwise, please check the homepage at www.kent.edu/stark for information. While information may be broadcast by radio and television, this should be confirmed by the homepage and FlashLine, which are the official announcement channels of the campus and will be used to determine issues related to student attendance, rescheduling of tests, and other concerns.

Course Withdrawal (optional): Withdrawing from a course can affect your financial aid or student status for the current term. Prior to withdrawing or dropping a course, you should contact a student financial aid representative to discuss the potential impact on their tuition bill and financial aid awards. Students should also consult with an academic advisor in the Student Services Office, 132 Main Hall, as withdrawing can affect progress within their major. For withdrawal deadlines, please refer to www.kent.edu/registrar/calendars-deadlines.

Tutoring (optional): Free, walk-in math tutoring is available in the Academic Success Center on the lower level of Campus Center. Subject-area tutoring is available by appointment for a variety of disciplines and can be arranged by completing a form online located at <http://www.kent.edu/stark/tutoring-services>. Online tutoring in anatomy and physiology, mathematics, chemistry, and physics can also be accessed from this page.

Syllabi Optional Statements

Counseling Services: Free, confidential counseling is available through Counseling Services in the lower level of the Campus Center. Students are encouraged to set up appointments by making contact with the office and may also present as a walk-in for immediate or emergency assistance. Additional information can be found by contacting the office at starkcounseling@kent.edu, calling at 330-244-5048 or visiting the website: <http://www.kent.edu/stark/counseling-services>.

Writing Center: The Writing Center is a free service to help students become stronger writers. It is a place for students to talk with outside readers about their work, both early on when they are still generating and considering ideas, as well as later during the drafting and revising stages. The Writing Center's staff of peer tutors is specially trained to help students identify their writing needs and to offer insight, feedback, and support. Tutoring is available via live face-to-face sessions, live video conferencing (TutorChat), and email (eTutoring). We also offer a wide range of informational writing pamphlets, both online and in print. The Writing Center is located in the Library (first floor) and is open for both walk-ins and appointments. See, <http://www.kent.edu/stark/writing-center> for details, or call us at 330-244-3299.

Kent Core Courses: This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers. A full listing of Kent Core courses can be found at: <http://catalog.kent.edu/undergraduate-university-requirements/kent-core>.

Writing Intensive Courses: This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of the discipline. More information can be found at <http://catalog.kent.edu/undergraduate-university-requirements/writing-intensive-course-requirement>.

Diversity Courses: This course may be used to satisfy the University Diversity requirement. Diversity courses offer students the opportunity to learn about the history, culture, values, and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine the problems and issues that may arise from differences, and to learn how to deal constructively with them. More information can be found at <https://catalog.kent.edu/undergraduate-university-requirements/diversity-course-requirement>.

Registration Policy: It is the Kent State University policy that students are not permitted to attend classes for which they are not officially enrolled. It is the student's responsibility to ensure proper enrollment in classes. If you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester.

Sample Syllabi Statements To Consider

The following examples may help you address class management. When multiple examples are given, they are intended to show you a variety of the ways that seasoned instructors have worked with these issues.

Contact

You are responsible for checking your “kent.edu” email throughout the course.

Technology and class conduct

- You are expected to arrive on time and not to disturb those around you by doing work for other classes, answering cell phones, or text messaging.
- Please turn off all mobile devices (phones, tablets, etc.).
- Cell phones must be put away during a test.

Attendance and missed work

- Students are expected to be on time for classes and to remain in class the full time unless excused.
- Students who arrive late to class after attendance has been taken must make their presence known to the instructor after class to avoid being marked absent.
- If you miss a class, you are responsible for finding out what you missed and making up any missed material or acquiring missed information.
- A documented excuse is required to make up an exam (or in-class project, etc.).
- If you have more than four unexcused absences your final grade will reflect a reduction of one letter grade. (*Instructors, the number of absences will, of course, vary based on your expectations and the number of class meetings.*)
- Students who miss two classes or less will receive ____ points. Each unexcused absence in excess of two will result in a ____ point reduction.

Late work

If an absence is excused, late work turned in within one week will be accepted for full credit. For unexcused absences, late work will be accepted up to one week late but will be reduced by one letter grade. Late work will not be accepted after one week past the due date.

Work accepted via email

For all coursework submitted by email, I will try to acknowledge the receipt within 24 hours via email. The time of your email will be compared against the work deadline. My reply serves as your receipt that the work has been turned in. If a receipt is not received, it is your responsibility to confirm delivery of the assignment. (*Instructors, this prevents claims of submitted work which you never received.*)

Questions on student work

Keep all of your exams and other graded materials in a safe place until you have received the final grade for the class. If there are questions about your grade, these materials will be your evidence. You should do this for all of your classes.

Problematic Syllabi Statements To Avoid ***(possibly challengeable through the grievance process)***

Attendance and missed exams

- Please keep absences to a minimum. (*This leaves open the question: what is an acceptable minimum of absences and what happens if a student exceeds that limit.*)
- Class attendance and participation will be considered in establishing your final grade. (*How? Be prepared to explain.*)
- Any student who is late to class more than ten minutes will be considered absent. (*A student who has struggled to get to class after a flat tire will consider this unnecessarily punitive. If, for example, you give a quiz in the first ten minutes that should be mentioned in advance, because it is a stronger incentive for promptness.*)
- On occasion, attendance is taken. (*Again, this is vague. How will it impact grades?*)
- Students with X or more absences will be dropped from the class. (*This is an empty threat; as an instructor, you cannot deregister someone.*)
- Only one make-up quiz will be allowed. (*Because a student may have legitimate, excused absences that result in missing more than one quiz, it would be advisable to moderate this with phrases such as “barring extraordinary circumstances” and “if circumstances cause you to miss more than one quiz, please see me to discuss your options, including withdrawal from the course.”*)
- If a make-up test is given, the student will receive only 80% of the actual exam grade. (*Why? This is clearly meant as a deterrent, but it turns the test into a disciplinary tool rather than a measure of student learning.*)
- The make-up exam will be more difficult. (*Again, this is a deterrent, but it goes against University policy as it penalizes someone for a legitimate, excused absence. Faculty are, “without prejudice,” to provide students returning after legitimate absence with opportunities to make up work. You can, however, say that it will be in a different form, such as an essay rather than a scanned multiple-choice test, with the understanding that the different format may be easier or more difficult for some.*)

Late work

- All assignments turned in late will have points deducted. (*Students may ask how many points and how it will impact their grades. How late will you accept the work?*)
- A penalty may be imposed at the instructor's discretion. (*This is vague and opens questions about how and when you impose penalties, and what they will be. If you wait until a situation to decide, you may be criticized for treating people unequally.*)

Class conduct

Use of a cell phone during class is grounds for dismissal from this course with a grade of F. (*Unless this is a case of cheating during a test, this action will be extremely difficult to defend.*)

Miscellaneous

- Exam dates are subject to change at the instructor's discretion. (*It is important to keep to your syllabus whenever possible. Obviously, changes may occur in response to unavoidable occurrences such as campus closings for severe weather. However, if you do wish to provide such a statement, please consider adding language assuring the student that changes will only be made when absolutely necessary, will be kept to an absolute minimum, and will be announced to students as early as possible through class announcement, Canvas course, email, etc.*)
- According to university policy, B is for "average" performance. (*This is not so; B is for "good" performance, while C indicates "fair" or "average." Too many students already feel that B is average, and C is a kind of failure, so please help us prevent an inflated sense of grade expectations.*)

Final Exam Policy

Please take a moment to double-check your final exam time and announce this to your class (<https://www.kent.edu/stark/class-schedules-final-exams>).

**If you are teaching a hybrid course,
use the "MW" or "TR" classes final exam schedule.**

**Hybrid courses are not "Monday only" or "Tuesday only" classes, as
course material is still being delivered more than one day per week.**

Ideally, students should have no conflicts with the scheduled time, but there are occasions when a student may be taking a course at another campus and will discover a conflict. Also, exam start times are not always exactly the same as the regular class, so please advise students to check their calendars to be sure to arrive at the right time and day. If you discover conflicts, please contact the interim assistant dean's office to find appropriate solutions. Also be advised that students should be allowed the full two hours for the final exam. Please remember that faculty members are expected to meet with their classes for the full last week of classes; final class periods should be neither cancelled nor abbreviated. Be aware also that University Policy calls for final exams to be conducted during exam week and during the time assigned for that class period (<http://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-final-examinations>). If a student has more than 3 final exams in one day (24 hour period) then they have the right to get one of them moved. If this occurs, please contact the interim assistant dean's office to find appropriate solutions.

Instructional Design & Technology

Available Services

- One-on-One Consultations
- Technology
- Pedagogy
- Online & Hybrid Learning
- Support/Troubleshooting
- Canvas
- Microsoft Teams
- Kaltura
- Other instructional technology
- Training Sessions

For more information on Instructional Design & Technology services available on campus, please contact the Regional Campus Instructional Design (RCID) team at RCIDsupport@kent.edu, or contact Instructional Designer Katie Baer directly at kbaer5@kent.edu, 330-244-3447 (x53447), 447 Main Hall.

You can also schedule a one-on-one Teams meeting with the RCID team:

[Schedule a Teams Meeting with RCID](#)

Faculty Technology Requests

Faculty with needs for technology beyond a standard desktop or laptop computer are asked to submit a technology request via a single web form. This form will incorporate “branching” so that a request is sent to the appropriate individual(s).

Before requesting technology, faculty are strongly encouraged to consult with the campus Instructional Designer (Katie Baer, kbaer5@kent.edu, x53447) to help them determine what technology is best to meet their needs, what is available, and for tips to make their efforts a success.

Requests for standard items and software which have already been approved for distribution will be handled by the appropriate department. Requests for new purchases will go through the Faculty Technology Committee.

The Faculty Technology Committee’s focus is on the academic soundness of the request, while the Network Services liaison and Instructional Designer will look at the technical, licensing, and training/support aspects. The Faculty Technology Committee Chair will summarize the discussion of the committee members, Network Services, and the Instructional Designer and give the recommendation of the committee to the Dean’s Office. Faculty should be aware that the committee chair may contact the faculty member for more information regarding their request before submitting the Faculty Technology Committee’s recommendation.

The Stark Campus Faculty Technology Request Form can be found on the Faculty Resources page (<https://www.kent.edu/stark/faculty>). If you know that your request is a new purchase, you can send a request directly to the Faculty Technology Committee (thus bypassing some of the steps in the general request form) via this form: https://jfe.qualtrics.com/form/SV_87X2bVkvLb1bOPW.

Please note: Do NOT use these forms to report technical problems or request standard updates. Email helpdesk-stark@kent.edu or call 330-244-3490 (x53490 on campus).

Early Alert System

The Early Alert System is designed to give faculty the opportunity to provide Academic Advisors with information about students who may be having difficulty in courses, need referrals for other services, not turning in assignments or doing well on exams, or not attending on a regular basis. Once the Early Alert is completed, an Academic Advisor contacts the student to discuss options for improving their performance or the possibility of withdrawing from the course. The more information that is provided, the better Advisors can assist students.

Early Alert can be found in FlashLine

- Log in to FlashLine and navigate to your “Faculty Dashboard.” When the Early Alert System is accessible, the link will be located under “Grading Resources.”

**Early alerts can be submitted from
the second through the twelfth week of the semester.**

If you have any questions regarding the Early Alert System, please contact the Director for Academic Advising, Laurie Camp at lacamp1@kent.edu or 330-244-3285.

Travel Guidelines

<http://www.kent.edu/stark/faculty-travel-policies-procedures>

Faculty Copy and Print Process

Faculty print and copy machines are available throughout campus. All faculty, full and part time have access to use all machines around campus. The faculty printer names are as follows:

- RCM-448-854673: **Main Hall 448**
- RCM-310G-854672: **Main Hall 310G**
- RCD-18C-COLOR-854715: **Science and Nursing Faculty Work Room**
- RCD-123A-853403: **Science and Nursing Faculty Print Office 123A**
- RCA-150C-854674: **Fine Arts Faculty Work Room**

Papercut: General Information for PC

The best way to print using Papercut is by swiping your Flashcard at your local printer, click Print Release and select the print job to print. If you don't have a Flashcard, you can type in your FlashLine username and password using the virtual keyboard on the printer screen. You can get a Flashcard at Student Services.

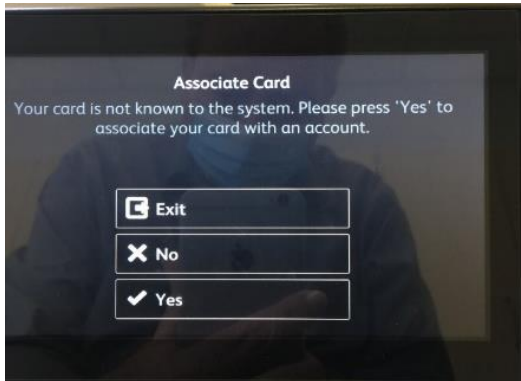
Every person that logs onto the computer must install the printer on the PC.

Three simple steps to print using Papercut:

- 1 Associate your Flashcard with the Papercut database. This only needs to be done once.
- 2 Find your driver on the print server and install it.
- 3 Send your print job to the printer.

Step 1: Associate your Flashcard with the database:

If you see this message when you swipe your Flashcard:



1. Select “Yes” to associate your card with your username.

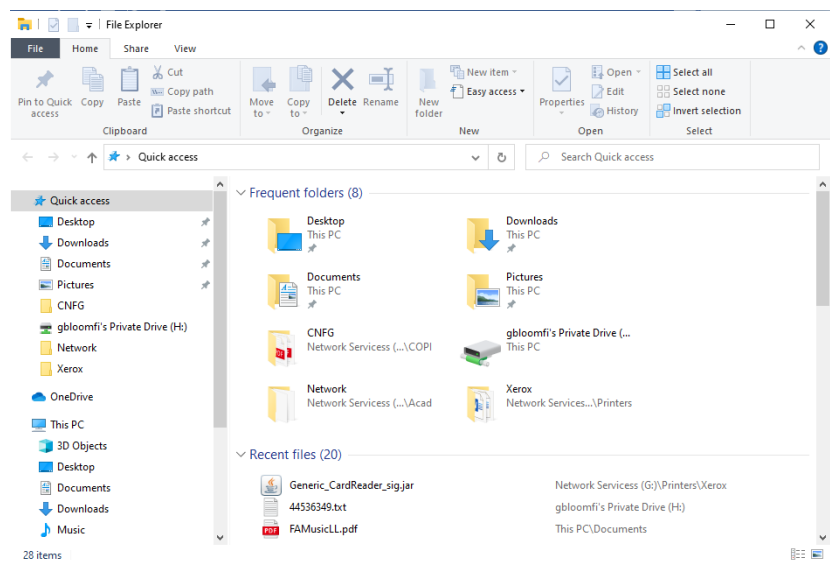


2. Type in your FlashLine username, hit “enter”. Enter your password, hit “enter”.

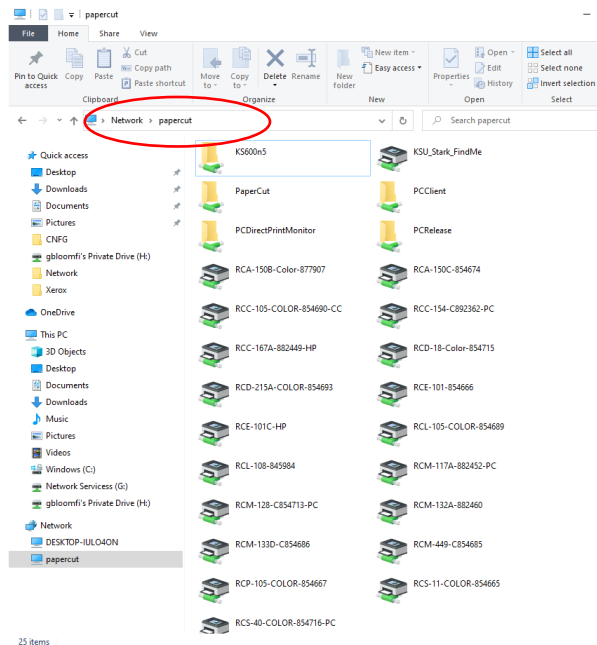
This will be the only time this will need done. You can simply swipe your Flashcard everytime after that. Contact the Helpdesk at x53490 if assistance is needed.

Step 2: Download Papercut printer driver to your computer (Windows PC only):

1. Open File Explorer on your PC.



2. In the Address Bar type \\papercut and hit enter. A list of printers will be displayed



3. Click on the copier nearest your office and it will begin to install.
- RCM-448-854673: **Main Hall 448, Faculty Work Room**
 - RCM-310G-854672: **Main Hall 310G, 3rd Floor**
 - RCD-18C-COLOR-854715: **Science & Nursing Faculty Work Room**
 - RCD-123A-853403: **Science & Nursing 123A, Faculty Print Office**
 - RCA-150C-854674: **Fine Arts Faculty Work Room**

If you need assistance, contact the Help Desk (x53490; helpdesk-stark@kent.edu).

Step 3 – Printing from your PC

1. **From your computer:**
Print your document. At the “Print Job Notification” prompt, select your department, then click “Print”.

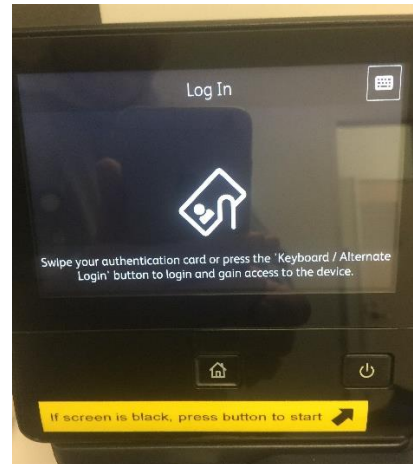
The screenshot shows a 'Print Job Notification' dialog box. It contains the following information:

- Print job details:**
 - Document name: version.txt - Notepad
 - Printer: papercut\RCD-123A-853403
 - Pages: 1 (Grayscale) | Cost: \$0.01
- Comment:** (empty field) | ☐ Remember
- Adjustment:** Default (+0.0%) | ☒ Show on invoice
- Accounts:**
 - Search: (empty field) | ☒ Remember
 - Table with columns: Account, Code, Preferred
- Buttons:** ☐ Apply to all documents in queue (Jobs: 1) | **Print** | Cancel

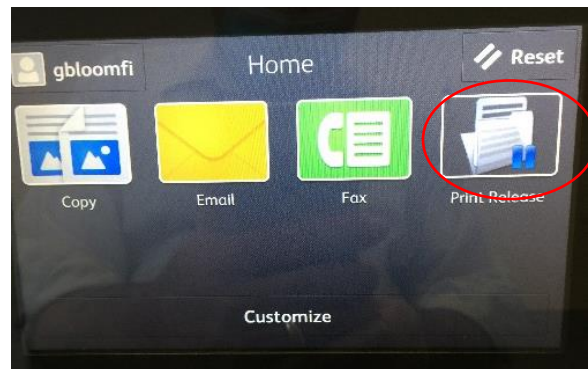
Account	Code	Preferred
Accountant's Office	150214	<input type="checkbox"/>
Campus Scholarships	150153	<input type="checkbox"/>
Campus Security	225029	<input type="checkbox"/>
Campus Sports	150231	<input type="checkbox"/>
Campus Supplies	150151	<input type="checkbox"/>
Care Of Grounds	150178	<input type="checkbox"/>
CCP Operations	150106	<input type="checkbox"/>
Chemistry	150218	<input type="checkbox"/>
College Credit Plus - Stark	150216	<input type="checkbox"/>
College of Applied and Tech	150138	<input type="checkbox"/>
College of Nursing	150217	<input type="checkbox"/>
College of Public Health	150133	<input type="checkbox"/>
College of Technology	150127	<input type="checkbox"/>
Communication Studies	150163	<input checked="" type="checkbox"/>

2. **At the printer:**

Swipe your Flashcard or use the soft keyboard (circled) to login. Use your FlashLine username and password.



3. Select "Print Release".

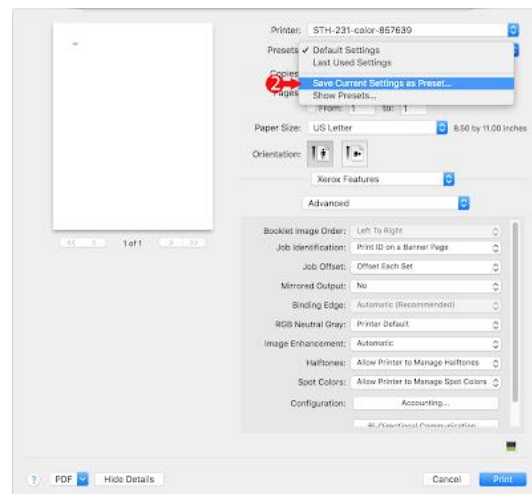


4. Choose the job to print, and then select "Print".

If you need assistance in setting this up, contact the Help Desk at x53490.

MAC Instructions

- 1 Select "Print"; ensure the new printer is selected.
- 2 Click on "Xerox Features" (typically Word to start).
- 3 Select "Accounting" and enter the same information as above.
- 4 From the Presets dropdown box, select "Save Current Settings as Preset".



The print driver will remember the code between use in all programs.

If you have questions about the COPI initiative driving the copier installs, please review the information on this website: <https://www.kent.edu/copi>.

Additional Features:

- Secure printing is available to allow you to add a personal code to hold the print job at the copier until you enter that code. The code should not be the same as your Banner ID.
- Scan to email address book links to Kent address book, you can look up any Kent email in the Network Address Book.

The toner for the Xerox machines will be shipped to the faculty secretary, they will replace the toner as needed, no need to contact Network Services. The faculty secretaries have received training on the new units and can assist with basic issues. They are the contact when a support request will need to be submitted.

If you have more technical questions, there are resources available on Xerox website: <https://www.support.xerox.com>.

Best printing practice advice:

- All copiers and printers are set by default to print front to back and black and white
- Faculty work room copiers should be used for 20 copies or less, larger jobs should be sent to the faculty clerical support to print on the large volume machines
- Print jobs that could be digitized can be reviewed with the Network Services or Katie Baer for alternative options
- Color printing available through clerical support machines

Troubleshooting:

- Printer not working as expected (e.g., paper jam, low toner, incorrect printout)
 - Ask Faculty Clerical support
- Code error or printer not installed
 - Contact Network Services (helpdesk-stark@kent.edu)
- Printer has a clear hardware issue or out of paper
 - Clerical support can request a service with ComDoc
 - Clerical support installs paper and toner
- Billing or print tracking question
 - Billing should be directed to the Business Office
 - Print tracking can start with your department head or Deans Office clerical support

Leave Reporting in FlashLine

LEAVE REPORTING IN FLASHLINE

1. Select Dashboard on the Employee menu

2. Click on the Leave Reporting clock

3. Select the pay period and click the Leave Report button

The image shows a two-step process for navigating to the leave reporting page in the FlashLine system. The first screenshot is the 'Employee Dashboard' with a sidebar menu. The 'Dashboard' option is highlighted, and an arrow points to it from a callout box. The second screenshot shows the 'Employee Dashboard' with a callout box pointing to the 'Leave Reporting' clock icon in the top navigation bar. Below this, a third screenshot shows the 'Leave Reporting' page with a callout box pointing to the 'Leave Report' button. The 'Leave Report' button is located at the bottom left of the page, below the 'Leave Report Period and Status' section.

Home / Framed Content

Leave Reporting

Personal Information Student and Financial Aid **Employee**

Time and Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
	Jun 16, 2016 to Jun 30, 2016 Not Started

Leave Report

RELEASE: 8.8

LEAVE REPORTING IN FLASHLINE *continued*

4. Click on "Enter Hours" in the appropriate leave time in the correct date column.

Leave Report Period:

Submit By Date:

May 16, 2016 to May 31, 2016

Jun 30, 2016 by 06:00 PM

Earning	Total Hours	Total Units	Monday May 16, 2016	Tuesday May 17, 2016	Wednesday May 18, 2016
Vacation Pay	0		Enter Hours	Enter Hours	Enter H
Sick Leave Pay	0		Enter Hours	Enter Hours	Enter H
Personal Leave Pay	0		Enter Hours	Enter Hours	Enter H
Total Hours:	0		0	0	0
Total Units:		0	0	0	0

TIP: If the correct date is not showing, click the NEXT button at the bottom of the screen

5. Enter the number of hours taken.
Select SAVE.

Leave Report Period:

Submit By Date:

Earning:

Date:

Hours:

Save Copy

May 16, 2016 to May 31, 2016

Jun 30, 2016 by 06:00 PM

Sick Leave Pay

May 21, 2016

8

6. Click "Submit for Approval" button and enter your FlashLine password.

Position Selection

Comments

Preview

Submit for Approval

Submitted for Approval By:

Approved By:

Report will be Routed to:

Class Scheduling Blocks

3-Credit Classes Meeting Two Times per Week		
Period	Start	End
1	8:00	9:15
2	9:30	10:45
3	11:00	12:15
4	1:00	2:15
5	2:30	3:45
6	4:00	5:15
7	5:30	6:45
8	7:00	8:15
9	8:30	9:45

4-Credit Classes Meeting Two Times per Week		
Period	Start	End
1	9:00	10:40
2	11:00	12:40
3	1:00	2:40
4	3:00	4:40
5	5:30	7:10
6	7:00	8:40

4-Credit Classes Meeting Three Times per Week		
Period	Start	End
1	8:00	9:10
2	9:30	10:40
3	11:00	12:10
4	1:00	2:10
5	2:30	3:40
6	4:00	5:10
7	5:30	6:40
8	7:00	8:10

4-Credit Classes Meeting Four Times per Week		
Period	Start	End
1	8:00	8:50
2	9:30	10:20
3	11:00	11:50
4	1:00	1:50
5	2:30	3:20
6	4:00	4:50
7	5:30	6:20
8	7:00	7:50
9	8:30	9:20

5-Credit Classes Meeting Two Times per Week		
Period	Start	End
1	8:40	10:45
2	1:00	3:05
3	5:30	7:35

5-Credit Classes Meeting Three Times per Week		
Period	Start	End
1	7:45	9:10
2	9:20	10:45
3	11:00	12:25
4	1:00	2:25
5	3:00	4:25
6	5:30	6:55
7	7:00	8:25

5-Credit Classes Meeting Four Times per Week		
Period	Start	End
1	8:00	9:05
2	9:30	10:35
3	11:00	12:05
4	1:00	2:05
5	2:30	3:35
6	4:00	5:05
7	5:30	6:35
8	7:00	8:05
9	8:30	9:35

Annual Workload Summary Report

ARTICLE IX Faculty Workload

- D. Each continuing tenured Faculty member is to prepare and submit an annual workload summary report for the academic year by the end of the Spring semester. Kent campus Faculty members shall submit the annual workload summary report to their academic unit administrator; Regional Campus Faculty shall submit the report to the Regional Campus dean. This report is to identify and update the Faculty member's efforts, accomplishments, scholarly contributions, ongoing professional activities, service and interests during that academic year. These reports will become an ongoing record of each Faculty member's professional activities providing information related to grant activities, collaborative scholarship and teaching activities. The purpose of this report is to document the workload, including utilization of the specified workload equivalencies, for the academic year. This report may be used in planning future workload equivalencies. Any other use of the report requires the consent of the Faculty member. To assist the appropriate administrator in this annual workload planning, each academic unit's or regional campus's section of the Faculty Handbook also will include criteria, developed by the FAC and the Chair, or the Regional Campus Dean and the FC as appropriate, for evaluating the use of and productivity resulting from previous workload equivalencies related to release time from instructional assignments.

The annual workload summary report submitted by the Faculty member shall be submitted electronically, in Word format, and will include a brief summary of the previous year's professional activities, the course syllabi for each course or section of course taught by the Faculty member during the previous academic year and a link to the Faculty member's current curriculum vitae as described in Section 3 below. The academic unit administrator or Regional Campus Dean shall add to the report copies of the summaries of course evaluations for each course section taught during the previous academic year. If necessary, the academic unit administrator or Regional Campus Dean may request additional information from the Faculty member to clarify summary information and the Faculty member shall respond in a timely fashion.

A.L.i.C.E.

Public Safety, in partnership with the division of Human Resources, regularly conducts A.L.i.C.E. workshops. The 90-minute long A.L.i.C.E. sessions are designed to give participants insight and response options when encountering an active shooter. A.L.i.C.E. (Alert, Lockdown, Information, Counter and Evacuation) is crisis training created by two Texas law enforcement officers.

This highly effective and ‘common sense’ training has been readily adopted by many educational law enforcement institutions in Ohio and throughout the United States. The training is open to everyone but we are encouraging faculty and staff to take the time to attend one of the sessions. Hopefully, you will never have to use the information you will learn, but if a situation does arise in a classroom or in an office, you will have an idea of what you can do to increase your survivability.

- Kent State University Office of Public Safety

- Per Provost Diacon, all students enrolled in FYE will be required to complete this training. Training sessions will be held in the FYE classes, and also offered and additional times throughout the semester.
- It has also been recommended that faculty and staff go through this training and consider going for a “refresher” every few years.

Benefits of attending A.L.i.C.E. Training:

- Increased awareness of types of violence and threats of violence
- Gain skills to assess and respond to threatening behavior and events (both in the classroom but also in every day life at home and in the community)
- Teach options of response, and how to make decisions in high stress situation such as a shooting or other violent incident
- Begin mental preparation to recognize, assess and respond to incidents
- Gain abilities to help lead students during a crisis
- Provides options for maximal survival
- Provides knowledge so persons under attack can make informed decisions
- Provides transferable skills for both on and off campus situations
- **Empowers faculty, staff, and students to take action as situation warrants**

Kent State University at Stark Instructors: Jim Biehl (Program Coordinator) and Bobbi Groves.

APPENDIX 2:
Student Accessibility Services
&
Testing Center Documents

Student Accessibility Services Accommodation Information for Faculty

Additional information about accommodations can be found in Course Accessibility letters you receive from students registered with Student Accessibility Services (SAS). Accommodations are provided to accommodate a student's disability and are not permitted to alter the fundamentals of the course. These course accessibility letters will be delivered via email and when the student's request is complete. Faculty members are required by law to provide the accommodations listed in a student's letter and to treat all information from SAS as confidential. If you have questions about how to implement accommodations in your classroom or if you feel that an accommodation will alter the fundamentals of your course, please contact Student Accessibility Services as soon as possible. <http://www.kent.edu/stark/student-accessibility-services>.

Academic Success Center Office Hours 2023-2024

FALL SEMESTER 2023

August 21 – December 15

Monday & Tuesday 8:00 a.m. – 7:00 p.m.

Wednesday – Friday 8:00 a.m. – 5:00 p.m.

Closed Sept. 4 (Labor Day), Nov. 10 (Veterans Day), & Nov. 23-24 (Thanksgiving Break)

SPRING SEMESTER 2024

January 3 – March 22

Monday & Tuesday 8:00 a.m. – 7:00 p.m.

Wednesday – Friday 8:00 a.m. – 5:00 p.m.

March 25 – March 29

Monday – Friday 8:00 a.m. – 5:00 p.m.

April 1 – May 10

Monday & Tuesday 8:00 a.m. – 7:00 p.m.

Wednesday – Friday 8:00 a.m. – 5:00 p.m.

Closed Jan. 16 (Martin Luther King Jr. Day)

Testing Center Hours 2023-2024

FALL SEMESTER 2023

August 21 – December 15

Monday & Tuesday 9:00 a.m. – 6:45 p.m.

Wednesday & Thursday 9:00 a.m. – 4:45 p.m.

Friday 9:00 a.m. – 3:00 p.m.

Closed Sept. 4 (Labor Day), Nov. 10 (Veterans Day), & Nov. 23-24 (Thanksgiving Break)

SPRING SEMESTER 2024

January 3 – May 10

Monday 9:00 a.m. – 6:45 p.m.

Tuesday - Thursday 9:00 a.m. – 4:45 p.m.

Friday 9:00 a.m. – 3:00 p.m.

Closed Jan. 16 (Martin Luther King Jr. Day)

Please see <https://www.kent.edu/stark/testing-services> for the most up-to-date information or contact starktesting@kent.edu with questions.

APPENDIX 3:
Mental Health Emergency
Protocol for Faculty

Mental Health Emergency Protocol

- 1 Ask the student if he/she has done anything to harm him/herself.
(self-injured, consumed extra medications, overdosed on drugs, intoxicated, etc.)

YES



- 2 Call 911 immediately.
- 3 Notify Security at x5333 or 330-244-3333.
- 4 Remain with the student until the 911 response arrives.

NO



- 2 Call the Counseling Center Office at x55048.
- 3 If you do not get an answer at the Counseling Center, call Security at x5333 or 330-244-3333.
- 4 You must tell Security the student's name and explain the situation.
- 5 Remain with the student until Security arrives.



STARK

Herbert W. Hoover Foundation
Counseling Center

APPENDIX 4:

Bookstore Documents

Stark Campus Bookstore Information

Location: Upper level, Campus Center

Store direct number: 330-244-5112 (x55112)

Store email address: starkbookstore@kent.edu (preferred); sm8153@bncollege.com

Bookstore Manager: Cindy Howard, choward6@kent.edu, x53204

Assistant Manager: Christy Bennett, cbenne13@kent.edu, x55114

The Kent State Bookstores are managed by Barnes & Noble.

PRICE MATCH DETAILS

WE PRICE MATCH:

- Amazon, bn.com & local competitors
- The exact textbook – same edition, format & rental term
 - One copy, per title, per customer
- In stock titles on competitor's website and in their store
 - New, used & used rentals

WE CAN'T MATCH:

- Digital textbooks & access codes
 - Special orders
 - New rentals
- Peer-to-peer pricing
- Online marketplaces*

*An online marketplace is an e-commerce site where products or services are provided by multiple third parties, vendors, and shops, such as Amazon Marketplace & Warehouse Deals and Barnes & Noble Marketplace. Titles listed on Amazon that are not "rented by" or "sold by" Amazon are excluded, as are publisher websites and select local competitors. Additional memberships and discounts cannot be applied. For more information, see a bookseller for details.

TXT-1289
REV. 11/17

Textbook Adoptions

It is important that you submit your textbook adoptions as soon as possible. That way, the bookstore will have time to order a sufficient number of books for your classes, and students will be able to view the required and/or optional books they should have by the start of the course.

To submit your adoptions, go to **Faculty Resources** in FlashLine and click on “BNC Adoption and Insight Portal”. Through that link, you will see the specific courses you are assigned to teach, making it very simple for you to do your adoption. There is also the option for you to add your course if it’s not listed.

By using the BNC Adoption and Insight Portal, you control your own text adoption. You can research new titles, readopt what you’ve used before, or mark a class as not requiring any texts to be purchased.

Faculty are responsible for submitting their adoptions to comply with the Higher Education Opportunity Act of 2008 (HEOA).

Adoption due dates:

Fall adoptions	April 1
Spring adoptions	October 1
Summer adoptions	March 1

If you have any issues or questions about the adoption process, please reach out to the bookstore at starkbookstore@kent.edu or x55112.

Textbook Options

- **Required:** The textbook is a critical tool for students to be successful in your class. Material directly from the book is used for assignments, quizzes, and exams in this course.
- **Recommended:** The textbook would be a beneficial tool to assist you with information for this course, however, quizzes and exams will not be directly out of the textbook. It’s highly recommended but not required.
- **EO:** Electronic book. Students can access a version of the book on their own devices, typically at a much lower price. Access usually expires after a certain amount of time.
- **CL:** Go to class first. This would be an option if you don’t have a particular book for the class or don’t care which edition they use of a book.
- **BR:** Bookstore recommended would be for items that we feel could be useful tools for your particular class. Examples would be bar charts, planners, pens, etc.)

Flash Books

Several of the courses have gone to a first day model called “Flash Books”. Flash Books are ebooks that students will have access to the first day of class. These textbooks are much more affordable for students and more accessible, as students can access the books directly through FlashLine.

All faculty are encouraged to consider this option for their students. Students can opt out of the Flash Book through the first week of class, if they would prefer to purchase a hard copy of their textbook instead.

A list of “Flash Book Courses” (classes currently offering Flash Books as an option) can be viewed at <https://www.kent.edu/studentaffairs/flashbooks>. If you are interested in adding this option for your course, please contact the bookstore. Barb Boltz at the Kent Campus works with the faculty to get their courses all set up for the semester to begin.

Refunds on Textbooks

Students can return any textbook item the first full week of class for a full refund for no reason at all.

After the first week and up through the first 30 days of class, students can return textbooks for a full refund if they drop the class.

All textbooks must be in the same condition as when purchased. Books that were bought shrink-wrapped must remain shrink-wrapped for a full refund.

Refunds of any kind require the original receipt.

Desk Copies

Faculty are to order their own desk copies if they need one. Publishers often require several details about the course being taught, which faculty are more capable of providing. There also may be supplemental material that faculty may need to confirm whether they do or don't want to receive. The bookstore can often provide contact information for specific publishers, but are unable to order desk copies for faculty.