

KENT STATE UNIVERSITY AT STARK

FACULTY MANUAL

2018 - 2019



STARK

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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. Beverly Warren, Kent State University's 12th 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

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 2018-2019

Emil Alecusan
Jacqueline DeGarmo
Rick Haines, Chair
Robert Hankins, Vice Chair
Dr. John Humphrey, Jr.
Robert Leibensperger

Brent May
Scott Pollock
Richard Regula
Kirk Schuring
Tracy W. Stevens

Ex Officio

Denise Seachrist, Ph.D.
Thomas Norton-Smith, Ph.D.
Tina Biasella

Leadership Team 2018-2019

Biasella, Tina

Director of External Affairs
Ext. 53292

Biehl, James

Public Safety Manager
Ext. 53227

Ford, Theresa

Grants Administrator
Ext. 53580

Gardner, Brian

Senior Facilities Manager
Ext. 53270

Hart, Lisa

Director, Academic Services
Ext. 55042

Kairis, Robert

Library Director
Ext. 53326

Klco, JoEllen

Manager, Information Technology
Ext. 53492

Miller, La Tarsha

Business Services Administrator
Ext. 53230

Monastra, Stephanie

Director, Stark Conference Center
Ext. 53506

Norton-Smith, Thomas

Interim Assistant Dean
Ext. 53221

Phillipp, Deb

Director, Admissions
Ext. 53259

Romas, Karen

Director of Advancement
Ext. 53225

Seachrist, Denise

Dean and Chief Administrative Officer
Ext. 53211

Sheaffer-Polen, Faith

Director, Corporate University
Ext. 53505

Southards, Mary

Assistant Dean Enrollment Mgmt. & Student
Services
Ext. 53240

Walker, Diane

Director II, Enrollment Management & Student
Services
Ext. 53256

INTERFAITH CAMPUS MINISTRY

Johanning, Ryan

Director
Campus Center
Ext. 53282

**THE HERBERT W. HOOVER FOUNDATION
COUNSELING CENTER**

Ribnik, Emily, PCC-S

Clinical Counselor
Campus Center
Ext. 55048
starkcounseling@kent.edu

ACCESSIBILITY SERVICES

Campus Center
Ext. 53281

Resident Faculty 2018-2019

Adams, Lynn, M.S.

Associate 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

Aller, Loretta, M.S.

Lecturer, Nursing (FTNTT)
Kent State University

Andaloro, Paul J., Ph.D.

Assistant Professor, Mathematics
Ohio State University

Anderson, Ian, M.F.A.

Assistant Professor, Music Technology
Middle Tennessee State University

Bagavandoss, P., Ph.D.

Associate Professor, Biological Sciences
University of Michigan

Baker, Alexis, Ph.D.

Assistant Professor, English (FTNTT)
Kent State University

Baker, Charles, Ph.D.

Assistant Professor, English (FTNTT)
Indiana University of Pennsylvania

Barb, Cynthia M., 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.

Lecturer, Nursing (FTNTT)
Kent State University

Berardi, Victor L., Ph.D.

Associate Professor, Mgmt. /Info Systems
Kent State University

Betz, Brian D., Ph.D.

Associate Professor, Psychology
Ohio University

Birch, Sebastian, Ph.D.

Associate Professor, Music
Cleveland Institute of Music

Bloch, Katrina, Ph.D.

Associate Professor, Sociology
North Carolina State University

Blundell, Greg, Ph.D.

Associate Professor, Mgmt /Info Systems (FTNTT)
Kent State University

Bracken, Heather, M.S.

Lecturer, Nursing (FTNTT)
Chamberlain College of Nursing

Brison, Laura, M.A.

Associate Lecturer, Nursing (FTNTT)
Marygrove College

Burns, Andrew, Ph.D.

Professor, Chemistry
Brown University

Cai, Bei, Ph.D.

Associate Professor, Communication Studies
Bowling Green State University

Campbell, Beth, LL.M.

Associate Lecturer, Justice Studies (FTNTT)
Case Western Reserve

Carbonell, Joel, Ph.D.

Associate Professor, Political Science
University of California, Riverside

Castaneda, Daniel, Ph.D.

Associate Professor, Spanish
West Virginia University

Chae, Younghun, Ph.D.

Assistant Professor, Computer Science
University of Rhode Island

Chopko, Brian, Ph.D.

Associate Professor, Criminology & Justice
Studies
Kent State University

Cremeans-Smith, Julie, Ph.D.

Associate Professor, Psychological Sciences
Kent State University

Damrow, Amy, Ph.D.

Assistant Professor, Education (FLA)
Michigan State University

Daniels, Martha, Ed.D.

Lecturer, US Reading (FTNTT)
University of Akron

Chu, Alan, Ph.D.

Assistant Professor, English
University of Arizona

DiAlesandro, Jack J., MCED

Associate Lecturer, Mathematics (FTNTT)
Kent State University

Dillon, Patrick, Ph.D.

Assistant Professor, Communication Studies
University of South Florida

Dorff, Peter G., MBA

Associate Professor, Accounting
University of Akron

Earley, Clarke W., Ph.D.

Associate Professor, Chemistry
University of Illinois

Engelhardt, Lucas, Ph.D.

Associate Professor, Economics
The Ohio State University

Fatchet-McGee, Lori, M.A.

Associate Lecturer, MCLS (FTNTT)
Kent State University

Finer, Kim Renee, Ph.D.

Professor, Biological Sciences
Texas A&M University

Fox-Cardamone, Lee, Ph.D.

Professor, Psychological Sciences
Miami University

Gallagher, Mary Ph.D.

Associate Professor, Sociology
Kent State University

Garchar, Kimberly, Ph.D.

Associate Professor, Philosophy
University of Oregon

Gasper-Hulvat, Marie, Ph.D.

Assistant Professor, Art
Bryn Mawr College

Gomez, Claudia, Ph.D.

Assistant Professor, Mgmt. /Info Systems
New Mexico State University

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

Assistant 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.

Associate Lecturer, HDFS (FTNTT)
Kent State University

Hamilton, Robert, IV, Ph.D.

Associate Professor, Biological Sciences
Rutgers University

Heaphy, Leslie Ann, Ph.D.

Associate Professor, History
University of Toledo

Heron, Michele, Ph.D.

Assistant Professor TLC (FTNTT)
Kent State University

Hollenbaugh, Erin, Ph.D.
Associate Professor, Communication Studies
Kent State University

Hollstein, Matthew, Ph.D.
Assistant Professor, TLCS
Ohio University

Hovhannisyan, Gro, Ph.D.
Professor Mathematics
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Hrubik-Vulanovic, Tatjana, Ph.D
Assistant Professor, Mathematics (FTNTT)
Kent State University

Jones, Jessica, M.A.
Lecturer, English (FTNTT)
University of Montana

Kairis, Robert, M.S.
Professor, Library Admin.
University of North Texas

Kasturiarachi, A. Bathi, Ph.D.
Associate Professor, Mathematics
University of N. Carolina, Chapel Hill

Kauth, Christine, Ph.D.
Professor, Nursing (FTNTT)
Capella University

King, Robert Joseph, M.F.A.
Associate Professor, English (FTNTT)
Indiana University

Kover, Janice, Ph.D.
Associate Professor, Mathematics
Kent State University

Lehnert, Matthew Ph.D.
Assistant Professor, Biological Sciences
University of Florida

Li, Ran, Ph. D.
Associate Professor, Physics
Southern Illinois University

Liou, Chih-ling, Ph.D.
Assistant Professor, LDES.
Virginia Tech

Lloyd, Keith, Ph.D.
Professor, English
University of Louisville

Lovell, John, II, Ph.D.
Associate Professor, Biology
Kent State University

Martinez, Ann, Ph.D.
Assistant Professor, English
University of Kansas

McWhorter, Jack, M.F.A.
Professor, Art
Kent State University

Menning, Ralph, Ph.D.
Assistant Professor, History
Brown University

Moneysmith, Jayne A., Ph.D.
Associate Professor English
Florida State Univ., Tallahassee

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Associate Lecturer, Physics (FTNTT)
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Mountain, Cherie, M.S.N.
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Walden University

Mukherjee, Deepraj, Ph.D.
Assistant Professor, Economics
University of Memphis

Myers, Andrea, M.F.A.
Assistant Professor, Art
School of the Art Institute of Chicago

Neaderhiser, Stephen, Ph.D.
Assistant Professor, English
University of Louisville

Norton-Smith, Thomas, Ph.D.
Professor, Philosophy
University of Illinois

Nowakowski, Mark, D.M.A.
Assistant Professor, Music
University of Maryland

Pal Chaudhuri, Urmila, Ph.D.
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Indian Institute of Technology

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Post, Christopher, Ph.D.
Associate Professor, Geography
University of Kansas

Rajagopal, Parthasarathy, Ph.D.
Assistant Professor, Mathematics
University of Madras

Reed, Janet, M.S.N.
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University of Toledo

Rooks, Mary Ann, Ph.D.
Assistant Professor, English
University of New Mexico

Ruff, Oliver, Ph.D.
Associate Professor, Mathematics
University of Oregon

Sato, Paula, Ph.D.
Assistant Professor, MCLS
University of Virginia

Shura, Robin, Ph.D.
Assistant Professor, Sociology
Case Western Reserve

Sommer, Paul, Ph.D.
Assistant Professor Communication Studies
Texas A&M University

Schweitzer, Carrie, Ph.D.
Professor, Geology
Kent State University

Seachrist, Denise, Ph.D.
Professor, Music
Kent State University

Seeds, Laurel, M.M.
Associate Professor, Music (FTNTT)
Kent State University

Seelye, James, Ph.D.
Assistant Professor, History
University of Toledo

Shelestak, Debra, Ph.D.
Assistant Professor, Nursing
Kent State University

Shepherd, Brad, Ph.D.
Assistant Professor, Psychological Sciences
Kent State University

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Sloan, Jay D., Ph.D.
Associate Professor, English
Marquette University

Smith, Brenda, Ph.D.
Associate Professor, English
Case Western Reserve

Smith, Gregory A., Ph.D.
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University of Oklahoma

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Univ. of Novi Sad, Yugoslavia

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Warren, Deirdre M., Ph.D.
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Studies
Sam Houston State University

Wilfong, Lori G., Ph.D.

Associate Professor, TLCS
Kent State University

Zaluski, Jean, M.Ed.

Senior Lecturer, Nursing (FTNTT)
Kent State University

Zourrig, Haithem, Ph.D.

Assistant Professor, Marketing
University of Montreal

Official University Calendar 2018 – 2019

Fall Semester 2018

Smart Start Saturday (New Student Orientation Stark)	August 18 (Saturday)
Classes Begin	August 23 (Thursday)
Labor Day*	September 3 (Monday) No Classes, offices closed
Columbus Day	October 8 (Monday), Observed Friday, November 23 as part of the Thanksgiving Holiday
Veterans Day	November 12 (Monday) No classes, offices closed
Thanksgiving Holiday	November 21 (Wednesday, Noon through November 25 (Sunday) Offices closed Thursday and Friday
Classes End	December 9
Final Examinations	December 10 – 16
Commencement	December 16 (Sunday) Stark (tentative)
Christmas/New Year's Holiday	December *24 & 25 Campus closed

*President's Day (2/18/19) will be observed 12/24/2018

Spring Semester 2019

Classes Begin	January 14 (Monday)
Martin Luther King Jr. Day	January 21 (Monday) Offices closed
Spring Recess	March 25 – March 31 (Monday through Sunday) No classes, offices open
Classes Resume	April 1 (Monday)
Remembrance Day	May 4 (Saturday)
Classes End	May 5 (Sunday)
Final Examinations	May 6 – May 12 (Monday through Sunday)
Commencement	May 12 (Sunday) Stark (tentative)

Summer Intersession 2019

Classes Begin	May 20 (Monday)
Memorial Day	May 27 (Monday) No classes, Offices closed
Classes End	June 7 (Friday)

Summer I 2019

Classes Begin	June 10 (Monday)
Independence Day	July 4 (Thursday) No classes, offices closed
Classes End	July 13 (Saturday)

Summer II 2019

Classes Begin	June 10 (Monday)
Independence Day	July 4 (Thursday) No classes, offices closed
Classes End	August 3 (Saturday)

Summer III 2019

Classes Begin	July 15 (Monday)
Classes End	August 17 (Saturday)

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.

Flashline

Flashline is Kent State's secure portal that provides faculty with an assortment of resources to assist with your teaching needs. Through **Faculty & Advisors / Faculty Dashboard**, you will have access to review current rosters, submit grades and Blackboard Learn. Through **Employee / Dashboard** you will have access to track sick leave hours, review paystubs, register for courses and update your KSU profile.

Flashline Video Tutorial:

https://video.kent.edu/media/Flashline+Update+Video-Faculty-cc/1_twsalbp5

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

See <https://www.kent.edu/hr/benefits/state-and-alternative-retirement-options>
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 *only* withhold municipal taxes 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.

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, the spouse and for children through the age of 25.

<https://kent.teamdynamix.com/TDClient/KB/ArticleDet?ID=37981>

<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 > choose 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 (Artist/Lecture Series). This program includes an array of science lectures, musical recitals and master classes, dramatic productions, and concerts; all are free or at nominal charge.

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**, in either a pdf format, or a 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 Interim 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 will save both paper and secretarial time. Help with posting a syllabus on Blackboard Learn is available from Katie Baer, Instructional Designer. Katie is located in Main Hall 447. Her email is kbaer5@kent.edu and her extension is 53447. 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 <http://www.kent.edu/stark/faculty-copying-requests>

As you craft your syllabi, please refer to the syllabi section in **Appendix 1, Academic Affairs Documents** (page 52).

Office Assignments/Hours

For a number of years we have recommended 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.

The Faculty Council revised the office hour requirements for adjunct faculty. 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 additional office hours are to be held. In addition, all adjuncts are expected to be available for consultation by appointment.

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

An office will be assigned for adjuncts' use while on campus so that student appointments and other functions can be carried out in the proper atmosphere. Upon completion of a Key Request form, a key to that office will be issued. This key must be returned to the Business Office at the conclusion of the semester.

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 through our state-of-the-art faculty tool, *Faculty Enlight*, at www.facultyenlight.com. Contact the bookstore (starkbookstore@kent.edu or 330-244-5112) for information on how to utilize this resource. Textbook adoptions

due dates are March 1st for summer, April 1st for fall, and October 1st for spring adoptions. 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 and used text, rental, and ebook programs, the bookstore is committed daily to reducing the cost of higher education. 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.
- Ask how you can contribute to the rental program. Your required text might be a good candidate.
- Discuss affordability with publisher representatives.
- Faculty are responsible for ordering their own desk copies directly from the publisher or publisher representative.
- The Bookstore will price match Amazon and bn.com & local competitors for exact textbook.

<i>Please see Appendix 4 for additional information from the Bookstore.</i>
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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) Blackboard Learn's Messages feature can be used for private correspondence with students.

(3) Please use your Blackboard Learn Grade Center 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 on campus, you can use 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 into the Stark Campus network, contact helpdesk-stark@kent.edu or (330) 244-3490. Finally, if you need help learning how to use Blackboard Learn or other instructional technologies, please contact Instructional Designer, Katie Baer at extension 53447 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 that this material be included in the Faculty Handbook.

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 p.19 syllabus).
- Punctuality in starting/ending classes.
- Reasonable notification of and provision for faculty absence.
- All faculty absences have to be reported to the Interim Assistant Dean's office and faculty have to report the appropriate leave on FlashLine (refer to page 62).
- 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, mid-term and final grades

- Faculty who teach fully and partially online courses must undergo appropriate training through the office of Faculty Professional Development at Kent State Stark.

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

The campus 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 student evaluation instrument. This instrument asks the students to rate the course and the instructor with the assurance that the instructor will not have access to the ratings until after final grades have been awarded. Part of the evaluation data is optically scanned with the results being amassed at the Computer Center on the Kent Campus. Another section invites the students to write comments about strengths and weaknesses of the course/instructor.

The faculty member must provide an opportunity for the students to take part in this activity. A student volunteer from the class is to be identified to administer the evaluation while the faculty member absents her/himself to insure anonymity. The student volunteer is instructed to return the completed evaluations to the faculty secretary office in their respective building for processing. Faculty members will receive the results of the evaluations the following semester.

PLEASE SEE APPENDIX 1 FOR SAMPLE OF EVALUATION FORM.

Peer Evaluations of Instruction

In addition to having student evaluation, the first-time adjunct Stark instructor will receive, on separate occasions, classroom visits from both the assigned mentor and the Interim Assistant Dean. These visits are designed to ensure that students at the Stark Campus are provided with superior instruction. The mentor and Interim Assistant Dean are available to assist the new instructor 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, the Interim Assistant Dean, or other faculty may be asked to do an evaluation of the 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) committee consisting of faculty and students, 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). The finalists and the recipients will be announced by the Dean shortly after the DTA committee completes its task.

Class Rosters

Class rosters are available for faculty through FlashLine:

<https://kent.teamdynamix.com/TDClient/KB/ArticleDet?ID=37634>

These rosters reflect the real time enrollment in each class.

Grade and Academic Verification Rosters

Midterm and final grade rosters—as well as academic verification rosters—are available through FlashLine and all grades are reported online through FlashLine:

Faculty Dashboard:

<https://www.kent.edu/sites/default/files/file/flashlinegrades.pdf>

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 using the on-line grading system. You will receive additional information by e-mail at least one week in advance to remind you to report your midterm grades. For your convenience, you can also check each of your course's grading period deadlines through the Grades Processing Deadlines link under Faculty Dashboard>Grading Resources in Flashline.

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 grading for regularly scheduled courses begins the Friday before final exam

week and closes at 12:00 midnight the Tuesday after final exam week. You will receive additional information by e-mail at least one week in advance to remind you to report your final grades. For your convenience, you can also check each of your course's grading period deadlines through the Grades Processing Deadlines link under Faculty Dashboard>Grading Resources in FlashLine.

Grade Changes

In the rare event it becomes necessary to change a student's grade after the on-line grading window is closed, you must submit electronically, through the grade change workflow. You access the workflow through FlashLine under Faculty Dashboard>Grading Resources. An explanation must be provided for the grade change.

Academic Verification Rosters

One of the federal rules that governs the eligibility of students to receive federal financial aid - as well as the eligibility of an institution 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 must 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. 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 Interim 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), i.e., 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 Interim 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 time line shall be adjusted appropriate 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 responsibility of the student 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 Interim Assistant Dean, this form will be forwarded to Student Services. This form includes justification for awarding the Incomplete, describes the work to be completed for the course 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.

The on-line Undergraduate Catalog has more detailed information regarding the grading system. See <http://catalog.kent.edu/>.

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 Interim Assistant Dean's office by calling 330-244-3221, and by emailing jspotts@kent.edu, dschnei1@kent.edu, rfranks7@kent.edu and tnortons@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 Interim 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

This Procedure, described in detail in the Digest of Rules & Regulations, formalizes the process which a Regional Campus student may use to resolve a grievance after all attempts at informal resolution have been unsuccessful. The Stark Campus Student Complaint Advisor is Rob Kairis, Library Director, and the Conduct Coordinator is Tim Gray.

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

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, Emily Ribnik 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 Nonstudent Visitors, Cheating and Plagiarism, and Class Disruption. The Stark Campus Conduct Coordinator is Tim Gray.

Emergency Procedures

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: <http://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. Incoming Severe Weather Warnings

On-Campus instructors should accompany the classroom students to a low, protected building area when a severe weather warning is issued. Lie face down, 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!!
- e. Notify an Administrator.
- f. Complete an Accident Report Form in the Business Office.
- g. For automobile accidents, report the accident to the switchboard.

3. Fire

- a. Clear the building by pulling the building alarm. (This alarm will call the Fire Dept.)
- b. Notify Campus Security as soon as possible by calling 330-244-3333.
- c. Give the name of the building, address and location of the fire in the building.
- d. Attempt to put out small fires by using fire extinguisher in the vicinity of the fire.
- e. All occupants not fighting the fire **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.

Faculty members holding classes shall advise their students to evacuate the building and **MOVE A SAFE DISTANCE AWAY FROM THE BUILDING** when the alarm signal is heard. 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 authorized safety department personnel. Students should be instructed to pick up their books and belongings, if at hand, when the fire signal is sounded and leave the building by the nearest exit. **STUDENTS SHOULD BE INSTRUCTED TO WALK, NOT RUN, AND MAINTAIN SILENCE.**

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

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. The policy

also prohibits the use of nicotine, tobacco-derived or plant based products, and oral tobacco.

Our goal is to achieve maximum voluntary compliance through communication about the smoke- and tobacco-free policy to our 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 the 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.

Public Safety Policy

Faculty, Staff, and Students may not openly carry weapons in classrooms as this is a violation of 3342-5-12.13 (the dangerous weapons policy). They may not carry concealed weapons on campus.

Faculty Computers/Flashline/Mail System

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 who wish to access the FlashLine Portal, should visit www.kent.edu/stark and login to FlashLine. Flashline is Kent State's secure portal that provides faculty with an assortment of resources to assist with your teaching needs. Through **Faculty & Advisors / Faculty Dashboard**, you will have access to review current rosters, submit grades and Blackboard Learn. Through **Employee / Dashboard** you will have access to track sick leave hours, review paystubs, register for courses and update your KSU profile.

Flashline Video Tutorial:

https://video.kent.edu/media/Flashline+Update+Video-Faculty-cc/1_twsalbp5

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 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.

Unified messaging through Cisco Jabber: Kent State has put together a collection of communication systems linking phone, email, voicemail and chat via Cisco Jabber. This program allows the use of all three systems regardless of physical location. Calls can be made through the Jabber application and recipients will only see office phones on caller ID. Voicemail can be retrieved through Jabber app, email or office phones. For more information about Jabber view this site:

<https://kent.teamdynamix.com/TDClient/KB/ArticleDet?ID=37562>

I.D. Cards

Faculty will be issued an I.D., valid for the term of instruction. Your I.D. card 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.

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.

Office Hours: 8:00 am - 5:00 pm - Monday through Friday during the calendar year.

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 Seachrist; Interim Assistant Dean is Thomas Norton-Smith.

PLEASE SEE APPENDIX 1 FOR ADDITIONAL DOCUMENTS FROM ACADEMIC AFFAIRS.
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Student Services

The Office of Student Services, Room 132 Main Hall, is designed to be a one stop operation in meeting the needs of the students. Office personnel provide assistance for Admission, Registration, Academic Advising, Financial Aid, Fee Payment and Record Maintenance.

Office Hours: 8:00 am - 7:00 pm - Monday thru Thursday
 8:00 am - 5:00 pm - Friday

The Administrator in charge of these activities is Mary Southards, Assistant Dean.

Business Office

The Stark Campus Business Affairs Office is located in Room 128 Main Hall. Room assignments for credit and 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 on line at <http://www.kent.edu/stark/custodial-maintenance-grounds>. The Business Office also maintains a Lost and Found department.

Office Hours: 8:00 am - 5:00 pm – Monday thru Friday, with extended hours
 during peak registration times.

Faculty Secretaries

The faculty secretaries, Ellen Reber, Stacy Lombardi, Madonna Gay, Jeanne Winafeld, and Debra Stimer, 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 <http://www.kent.edu/stark/faculty-copying-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 - Main Hall, fourth floor

Monday - Thursday 7:30 am - 8:00 pm

Friday 7:30 am - 4:30 pm

Saturday Closed

Office Hours - Fine Arts, Secretary's Office

Monday - Thursday 7:30 am - 8:00 pm

Friday 7:30 am - 4:30 pm

Saturday Closed

Office Hours – Science & Nursing, Secretary's Office

Monday - Friday 9:00 am - 3:00 pm

Saturday Closed

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

Academic Success Center

The Academic Success Center, under the supervision of Lisa Hart, is located in 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, Student Life, 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.

Director of the Testing Center is Lisa Hart. Hours are posted each semester; the Center is located in the Academic Success Center in 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

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, Assistant Director, Career Services
Shaanette Fowler, Assistant Director, Employer Relations and 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 he/she reads through the paper.
2. When the tutor notices an error that the student doesn't detect, the tutor stops him or her 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 himself/herself.
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, the point is to give students the opportunity to articulate their own understanding of the error and to 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 try to 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

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
- The Library has a 3D printer that is accessible to faculty and students for academic work.

- The Library has 30 iPads on a cart for classroom use. These can be delivered to your classroom upon request.

The library's hours of operation, staff 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.

Computer Resources

Over 1000 computers on campus 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.

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 Professional Plus 2013 suite (MS-WORD, EXCEL, POWERPOINT, and ACCESS) 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.

All lab machines have DVD+/-RW Drives and USB ports. Students may use CDs/DVDs, USB storage devices, and Stark campus students may use their personal network drive (H:) to save their work. Students should NOT store files on hard drives of lab computers (C:). 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. The chart below shows the location of the available labs as well as the number of computers within each lab.

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. See the Software page to review the available software.

Labs are updated throughout the year. A list of labs and their use can be found here: <https://www.kent.edu/stark/campus-technology>

For more information concerning network resources, please browse all the Stark Campus Network Services web pages beginning at <http://www.kent.edu/stark/network-services>. 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 **Interim Assistant Dean** before a request can be made with Network Services. See <http://www.kent.edu/stark/technology-committee> for the Technology Request Form.

Main Hall Classroom 306 and Science and Nursing 115– Laptop Computer Check-Out

POLICY: To provide a wireless laptop computer learning environment in a unique classroom setting. Imperative to this learning environment is the tracking and safekeeping of university-owned laptops distributed for *in-class use only*.

PROCEDURE:

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 SN115.
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 SN115 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 his/her 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.

Evening Services

When evening classes are in session at the campus, some support services are normally available to make provision for faculty and student needs, including personnel working in the Student Services Office, Academic Success Center, Faculty Secretary's Offices, and Communications Office (telephone switchboard). Campus Security is on duty whenever classes are in session and can be reached at 330-244-3333 or ext. 53333.

Faculty Work Rooms

For faculty word processing and other computer functions, there are two computers, one letter-quality printer, and one typewriter 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. 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 laptop or desktop computer. 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 Susan Markovich at ext. 53572 or starktelep@listserv.kent.edu.

Message Center

A message center is maintained at the Switchboard. Messages about temporary changes in campus operations, class cancellations, etc. will be posted electronically on T.V. monitors located strategically in each building of the campus.

Food Emporium

Located in the Campus Center next to the bookstore, the Emporium is the place to go for a great cup of coffee, a meal or quick snack while on campus. The Emporium offers a full grill menu, salad bar, house made soups, grab and go items and a large selection of beverages. Gluten free bread and buns are available upon request. Don't have time to wait? Call ahead and place your order and it will be ready for pick up: ext. 55140. (330-244-5140).

Check the Emporium web site <http://www.kent.edu/stark/emporium> for full menus, and a catering menu for meetings and other campus events. Breakfast is from 7:30 – 10:00 a.m. each morning with lunch menu beginning at 10:00 a.m. Hours of operation are:

While classes are in session:

Monday - Thursday: 7:30 a.m. – 6:00 p.m. (grill closes at 5:30 p.m.)

Friday: 7:30 a.m. - 2:30 p.m. (grill closes at 1:30 p.m.)

During intersession, summer school and while classes are not in session:

Monday - Friday: 7:30 a.m. – 2:00 p.m. (grill closes at 1:30 p.m.)

The Emporium accepts cash, Flashcard (with prior deposit) and Visa, MasterCard or Discover cards.

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.

Governance

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

- Academic Planning Committee
- AURCO
- Black History Committee
- Cabinet
- Campus Activities Budget Committee
- Colloquium Committee
- Committee II
- Student Scholarship Committee
- Distinguished Teaching Award Committee
- Diversity Committee
- Faculty Technology Committee
- Handbook Committee
- LGBT Faculty Committee
- Professional Activities Advisory Committee
- Social Committee
- Student Complaint Review Committee
- Student Research Travel Committee
- Technology Committee
- Undergraduate Research Committee
- Women's History Committee

The 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. Lucas Engelhardt.

Other Resources

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

The KSU Undergraduate Catalog

<http://catalog.kent.edu/>

The 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 Affairs & Operations at Stark

<http://www.kent.edu/stark/business-services>

Emergency Management Plan

<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 to discourage all forms of dishonesty, deceit, and noncompliance to 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 with 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 of review of 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

Welcome to the Kent Stark Campus. This document is intended to be a resource guide for you, providing a quick source of information and suggestions about areas that you may wish to discuss with your mentor or other faculty.

The 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 a class or you may want to sit in on a class or so of the mentor's.

Syllabus construction. Faculty should be encouraged to make their policies on grading, attendance, etc. clear on their syllabi. They should also include statements on Students with Disabilities and on Academic Honesty (see appendix). Look at sample syllabi by other faculty in your department. **Note:** Faculty need to have an appropriate basis for arriving at midterm grades for freshman, 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 of their 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, absenteeism, requests for make-up work, and so on. The policy of Kent State University is to provide make-up work for excused absences.

Faculty absence. 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: Debbie Schneider dschnei1@kent.edu, Rae Ann Franks rfranks7@kent.edu, Julie Spotts jspotts@kent.edu, and Thomas Norton-Smith tnortons@kent.edu. Sick leave hours need to be reported electronically through **FlashLine**[mailto:](#). Go to **FlashLine** > **My HR tab** > **Employee Menu** (*Employment Details channel*) > **Time Report**. Please contact Katie Baer, Instructional Designer, kbaer5@kent.edu if you need more information.

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 ext. 53281 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 to take 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 to university personnel. Diane Walker is the chair, and the CARES Team can be contacted at starkcares@kent.edu. For more information, visit <http://www.kent.edu/stark/cares-team>.

Counseling Services (Herbert W. Hoover Foundation Counseling Center – Lower Level Campus Center) The licensed mental health clinicians in Counseling Services 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 other 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 related 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 Managing Disruptive Behaviors, communication, 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 counselors are 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 by submitting an online form (<http://www.kent.edu/stark/counseling-services>), 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 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 if you can to alert staff that you are walking a student over for immediate assistance.

Please consult the Appendix titled “Mental Health Emergency Protocol for Faculty” for step by step instructions and expectations of what to do when a student is in crisis.

Student and Faculty Conduct Issues. Tim Gray is the Student Conduct Officer and should be consulted if faculty have a concern about behavioral issues involving students on campus. His office is in Student Services, ext. 53288. If you have a concern about class management or relations with an individual student, consider a meeting with Tim before the problem has a chance to develop. Dean Seachrist and Interim Assistant Dean Norton-Smith 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, the faculty member can refer them to the Writing Center or the Academic Success Center. Lisa Hart, Director of Academic Services, can be a resource for faculty who are uncertain how to help struggling students. Her office is in the lower level of the Campus Center, ext. 55042.

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. Erin Hollenbaugh. 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 should be encouraged to keep in touch with their department by attendance at 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 that you can keep abreast of departmental policies and developments.

Syllabi Examples/Discussion

A syllabus can be one of your best ways to set the tone for your course, communicate your 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 to avoid altering the syllabus unless it is absolutely necessary.

Please plan some graded activity by the seventh week. 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 seventh 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 using the on-line grading system. You will receive additional information by e-mail at least one week in advance to remind you to report your 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.

Please note that University policy requires a final examination or a comparable experience during the scheduled examination period for each course. The only exceptions are laboratory sections.

Please understand that University policy recognizes certain activities as "legitimate reasons for absence from class." 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 the Stark Campus Faculty Council 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 (office phone & email)
- Blackboard Learn 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?)

We ask that you consider adding the following contact information that anyone on campus can use to reach security. To contact security using a campus phone use extension 53333, or use (330) 244-3333 from any phone.

Syllabi Standard Paragraphs

ATTENTION: 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) at your earliest convenience.

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 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-cancellations-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): If you are considering withdrawing from this course, please consult with a staff member in the Student Services Office, 132 Main Hall. Withdrawal from a course can affect financial aid, student status, or progress within your 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 in 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.

Counseling Services (optional): Free, confidential counseling appointments are 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 (optional): 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, via live video conferencing (TutorChat), and via 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 our website for details, <http://www.kent.edu/stark/writing-center>, or call us at 330-244-3299.

Kent Core Courses (optional): 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 (optional): 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 (optional): This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as 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 problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them. More information can be found at <http://catalog.kent.edu/undergraduate-university-requirements/diversity-course-requirement/>.

Registration Policy (optional): 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.

Final Exam Policy: Please take a moment to double-check your final exam time and announce this to your class www.kent.edu/stark/class-schedules-final-exams.

ATTENTION: 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, because course material is being delivered on 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, the exam times are not always exactly the same times as the start of 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.

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.

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 pagers, phones and personal listening devices (Ipods, MP3 players).

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. Faculty are required to follow the attendance policy of Kent State University and this should be properly reflected in all syllabi.

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 (an 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 in this and other examples will, of course, vary based on your expectations and the number of class meetings. Absence from a one-day per week class is much more significant than from a class that meets four times weekly.)

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

Work accepted via email

For all coursework submitted by email, the instructor will try to acknowledge the receipt within 24 hours via email. The time of your email will be compared against the work deadline. The instructor's reply serves as your receipt that the work has been turned in. If such 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.

Statements that may be problematic (possibly challengeable through the grievance process):

Attendance and missed tests

Please keep absences to a minimum. (This is polite but leaves open the question: what is a minimum number 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, 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 a legitimate, excused absence that still results 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 in that it penalizes someone who has 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 this 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 the way to questions about how and when you impose penalties and what they will be. If you wait until you hear the situation to decide, you may find yourself 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 that assures 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, Blackboard Learn 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 Schedule

Click below to view Final Exam Schedules, which are listed on the last page of each schedule booklet <http://www.kent.edu/stark/class-schedules-final-exams>

Educational Technology

Services

The following list details the services provided to faculty and staff as they relate to Educational Technology Training

- Regular and ongoing training on a variety of topics (examples include Blackboard Learn, MS Office software, basic computer usage, etc)
- One-on-one training on software, hardware, and related technology
- One-on-one consultations on projects, research related to educational learning technologies, distance learning issues and web projects
- Web design and development
- Information and resources about the role of technology in the teaching and learning process

For more information on Educational Technology services available on campus, please contact Katie Baer, 447 Main Hall; 330-244-3447 or x53447; kbaer5@kent.edu

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 is located here:
https://kent.qualtrics.com/SE/?SID=SV_87X2bVkvLb1bOPW.

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 (53490 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, may need referrals for other services, may not be turning in assignments or doing well on exams, or may not be attending on a regular basis. Once the Early Alert is completed, an Academic Advisor makes contact with the student to discuss options for improving their performance or possibility of withdrawing from the course. The more information that is provided, the better Advisors can assist students.

The Early Alert System can be accessed via Flashline.


- Click on the Faculty and Advisor Tools tab
- Click on link to the Early Alert System, in the upper left hand corner
- Select the term and the course to report on and then complete the information for as many students as necessary for that course.

If you have any questions regarding the Early Alert System, please contact the Director for Academic Advising, Heather Guarnieri at hguarnie@kent.edu or 330-244-3287.

Travel Guidelines

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

Sample-Student Survey of Instruction



KENT STATE
UNIVERSITY

Call No: _____

Student Survey of Instruction

Instructions: The results of this survey will be used by the instructor to improve the class and by department, college, and university committees to evaluate the instructor, curriculum, equipment, and facilities for this class. As you answer the following questions, please note that some questions are about the instructor and some questions are about the instruction. Do not fill in a mark for any item that is not applicable to this class or for which you have no opinion or information. Mark your response to each question with a No. 2 pencil by completely filling only one circle.

1 I am taking this course for:	<input type="radio"/>	Major	<input type="radio"/>	Minor	<input type="radio"/>	LER	<input type="radio"/>	Elective	<input type="radio"/>	Other
2 How many classes did you miss?	<input type="radio"/>	0	<input type="radio"/>	1-2	<input type="radio"/>	3-5	<input type="radio"/>	6-8	<input type="radio"/>	9+
3 The grade I expect to receive in this course is:	<input type="radio"/>	A	<input type="radio"/>	B	<input type="radio"/>	C	<input type="radio"/>	D	<input type="radio"/>	F
4 What is your current KSU grade point average?	<input type="radio"/>	0.0-1.9	<input type="radio"/>	2.0-2.5	<input type="radio"/>	2.6-3.0	<input type="radio"/>	3.1-3.6	<input type="radio"/>	3.7-4.0

Student Commitment and Learning	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
5 I did the required preparations for each class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I learned valuable information/skills from this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the space below please write any comments on these or other aspects of your commitment and learning such as your interest, desire to learn, or motivation.

Course Organization	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
7 Expectations were clear to me throughout the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 The structure/organization of the course helped me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 The course materials/activities helped me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the space below please write any comments on these or other aspects of organization, such as syllabus, textbook, websites, discussion, participation in small group projects, or workload.

Evaluation Practices	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
10 The assignments and tests allowed me to demonstrate what I learned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 I received feedback about my progress throughout the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the space below please write any comments on these or other aspects of course evaluation such as assignments, exams, juries, papers, peer evaluations, portfolios.

Mark Reflex® forms by Pearson NCS MM247211-3 8 ED05 Printed in U.S.A.

Please continue on back

Instructor Characteristics

	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
12 The instructor gave clear written/oral explanations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 The instructor motivated me to think about the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 The instructor demonstrated knowledge of the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 The instructor showed respect for students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 The instructor was available for individual consultation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the space below please write any comments on these or other aspects of the instructor, such as preparedness, delivery, communication or professionalism.

Physical Facilities, Equipment and Technology

	Strongly Agree	Agree	Neither A/D	Disagree	Strongly Disagree
17 The classroom and physical facilities supported the learning activities in this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Equipment and technology used supported the learning activities in this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the space below please write any comments about physical facilities or use of equipment and technology.

Summary Question

	Excellent	Very Good	Good	Fair	Poor
19 Overall, how would you rate your learning experience in this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the space below please write any overall comments about this course or instructor not covered above.

Additional Questions (if separate sheet is provided)

20	① ② ③ ④ ⑤	23	① ② ③ ④ ⑤	26	① ② ③ ④ ⑤	29	① ② ③ ④ ⑤	32	① ② ③ ④ ⑤
21	① ② ③ ④ ⑤	24	① ② ③ ④ ⑤	27	① ② ③ ④ ⑤	30	① ② ③ ④ ⑤	33	① ② ③ ④ ⑤
22	① ② ③ ④ ⑤	25	① ② ③ ④ ⑤	28	① ② ③ ④ ⑤	31	① ② ③ ④ ⑤	34	① ② ③ ④ ⑤

Leave Reporting in FlashLine

LEAVE REPORTING IN FLASHLINE *continued*

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

Leave Report Period: May 16, 2016 to May 31, 2016
 Submit By Date: 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	
Total Units:		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: May 16, 2016 to May 31, 2016
 Submit By Date: Jun 30, 2016 by 06:00 PM

Earning: Sick Leave Pay
 Date: May 21, 2016
 Hours:

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

Submitted for Approval By:
 Approved By:
 Report will be Routed to:

Online & Hybrid Instructor Training Requirements

Stark Campus Philosophy

Online courses involve much more than simply putting your face-to-face course materials online. Online and hybrid course development and delivery should be guided by pedagogical standards that place pedagogy before technology. In order to ensure quality courses, Stark Campus administration recommends the following approach based, in part, on Quality Matters (QM) standards and the idea of continuous improvement.

Online & Hybrid Instructor Training Protocols

The assistant dean will evaluate online instructors' level of online teaching expertise based on the following classification to determine the type of training required.

Tiers	Level of Online Teaching Experience	Professional Development Training Required
Tier 1	Has not taught online or hybrid before	<ol style="list-style-type: none"> Before teaching online or hybrid: <ol style="list-style-type: none"> Stark Campus Online Teaching Introductory Series (or equivalent training on the topics of course design, build, and delivery) At the end of the semester: <ol style="list-style-type: none"> Continuous Improvement in Your Online or Hybrid Course workshop and self-evaluation rubric (or equivalent) Peer review of your course
Tier 2	Has taught online or hybrid at least once	<ol style="list-style-type: none"> Recommended: Online Teaching Refresher (for online courses) or Best Practices for Hybrid Courses (for hybrid courses) Required: Continuous Improvement in Your Online or Hybrid Course and self-evaluation rubric (or equivalent) Required: Periodic peer review of your course

Class Scheduling Blocks

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50	8:00 – 9:15	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50
9:00 – 9:50	9:30 – 10:45	9:00 – 9:50	9:30 – 10:45	9:00 – 9:50
10:00 – 10:50		10:00 – 10:50		10:00 – 10:50
11:00 – 11:50	11:00 – 12:15	11:00 – 11:50	11:00 – 12:15	11:00 – 11:50
12:00 – 12:50		12:00 – 12:50		12:00 – 12:50
1:00 – 1:50	12:30 – 1:45	1:00 – 1:50	12:30 – 1:45	1:00 – 1:50
2:00 – 3:15		2:00 – 3:15		
3:30 – 4:45	3:30 – 4:45	3:30 – 4:45	3:30 – 4:45	
5:30 – 6:45	5:30 – 6:45	5:30 – 6:45	5:30 – 6:45	
6:55 – 8:10	6:55 – 8:10	6:55 – 8:10	6:55 – 8:10	
8:20 – 9:35	8:20 – 9:35	8:20 – 9:35	8:20 – 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' 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.

APPENDIX 2
Student Accessibility Services Documents
Testing Center Documents

Student Accessibility Services Accommodation Information for Faculty

Additional information about accommodations may be found on accommodation 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 accommodation letters will be delivered via email when the student's request is complete. Faculty members are required by law to provide the accommodations listed on 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 for 2018/19 Year

FALL SEMESTER 2018

<i>August 23 – December 7</i>	Monday – Thursday	8:00am – 7:00pm
	Friday	8:00am – 3:00pm
November 21	Wednesday	8:00am – 5:00pm
December 10– 14, Exam Week	Monday-Thursday	8:00am – 7:30pm
	Friday	8:00am -- 5:00pm
December 17– 21	Monday-Thursday	8:00am -- 5:00pm
	Friday	8:00am – 3:00pm
Holiday schedule TBA		

Closed September 3, November 12, November 22 - 23, December 24 – 25, 2018

SPRING SEMESTER 2018

<i>January 2 – May 3</i>	Monday – Thursday	8:00am – 7:00pm
	Friday	8:00am – 3:00pm
March 25 – 29, Spring Break	Monday – Friday	8:00am – 5:00pm
May 6 – 10, Exam Week	Monday – Thursday	8:00am – 7:30pm
	Friday	8:00am – 5:00pm
<i>Closed January 21, 2019</i>		

Cover Sheet for makeup exams

(Also available for online submissions at <http://www.kent.edu/stark/make-exams>)

COVER SHEET FOR MAKE-UP EXAMS

Kent State University at Stark
Academic Success Center, Campus Center – Room 40
Ext. 55040 / Ext. 55050 / Ext. 55060
Email: starktesting@kent.edu

TO: Lisa Hart / Testing Center

FROM: _____ **OFFICE/BUILDING:** _____ **EXTENSION:** _____

DATE TEST SENT: _____ **COURSE:** _____

MAKE-UP TEST DATE:

_____ Student must take the exam _____ (time/date).

_____ Student may take the exam any time the Testing Center is open on a walk-in basis not to exceed:
_____ (time/date).

PLEASE NOTE: The Testing Center will firmly honor your deadline unless we hear from you by email or phone. Please do not send word with a student regarding deadline changes.

NAME OF STUDENT(S):

REGULAR CLASS TIME allowed for test: (check one) ☐ 50 min. ☐ 75 min. ☐ Other _____

SAS will determine the total testing time based on the individual student's accommodations.

AIDS PERMITTED: Please check all aids allowed for this exam:

_____ calculator (circle type)	_____ basic/scientific/graphing	_____ scrap paper (provided, not provided)
_____ textbook	_____ notes	
_____ charts, graphs, tables	_____ other (please explain)	

EXTRA TESTS: I have included _____ extra tests for any student not listed by name.

COMPLETED TEST INSTRUCTIONS:

_____ **HOLD** completed exam for my pickup at the Academic Success Center.
_____ **RETURN** completed exam by campus mail.

OTHER SPECIAL INSTRUCTIONS:

Testing Center Hours for 2018/19 Year

Fall Semester, August 23, 2018 – December 7, 2018

Monday – Thursday	9:00am – 6:45pm (all testing must end by 6:45)
Friday	9:00am – 3:00pm (all testing must end by 3:00)
Wednesday, November 21	9:00am – 4:45pm (all testing must end by 4:45)

Exam Week, December 10 – 14

Monday-Thursday	8:00am-7:15pm (all testing must end by 7:15)
Friday	8:00am-4:45pm (all testing must end by 4:45)

December 17 – 21, 2018

Monday – Thursday	9:00am – 4:45pm (all testing must end by 4:45)
Friday	9:00am – 3:00pm (all testing must end by 3:00)

Holiday schedule TBA

Closed September 3, November 12, November 22- 23, December 24 - 25

Spring Semester, January 2, 2019 – May 3, 2019

Monday – Thursday	9:00am – 6:45pm (all testing must end by 6:45)
Friday	9:00am – 3:00pm (all testing must end by 3:00)

Spring Break Week, March 25 – 29

Monday – Thursday	9:00am – 4:45pm (all testing must end by 4:45)
Friday	9:00am – 3:00pm (all testing must end by 3:00)

Exam Week, May 6 – 10

Monday – Thursday	8:00am – 7:15pm (all testing must end by 7:15)
Friday	8:00am – 4:45pm (all testing must end by 4:45)

Closed January 21, 2019

A.L.I.C.E.

“Public Safety, in partnership with the division of Human Resources, is conducting ALICE 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 at 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.

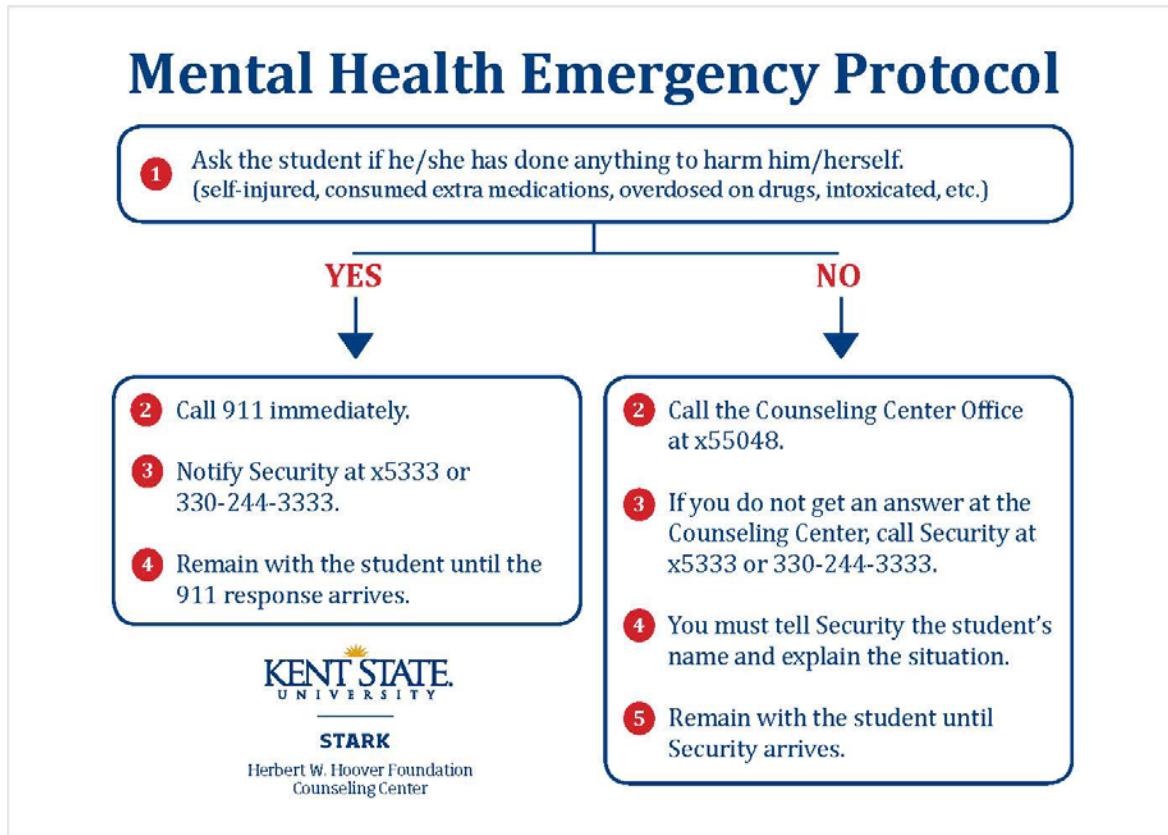
Benefits of attending A.L.I.C.E. Training:

- 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: Emily Ribnik, Will Casterlow, Ashley Brightbill and Bob King.

APPENDIX 3
Mental Health Emergency
Protocol for Faculty

Mental Health Emergency Protocol for Faculty



APPENDIX 4
Bookstore Documents

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

Stark Campus Bookstore Information

Store direct number-330-244-5112 (on Campus 55112)

Store email address-(preferred) -starkbookstore@kent.edu, sm8153@bncollege.com

Location: Upper level, Campus Center

Cindy Howard, Bookstore [Manager- choward6@kent.edu](mailto:Manager-choward6@kent.edu), ext. 53204

Beth Hayes, Bookstore Supervisor- bhayes5@kent.edu, ext. 55114

The Kent State Bookstores are managed by Barnes & Noble.

Textbook Adoptions

Adoption due dates:

April 1st-Fall adoptions

October 1st-Spring adoptions

March 1st-Summer adoptions

There is a lot of work that goes into managing the book adoption process. I would like to explain the process so that you have a better understanding as to why we request adoptions so early.

You will need to login to Faculty Enlight and create an account. www.facultyenlight.com



Frist, your adoption needs to be placed through Faculty Enlight-this is where you are able to research available title for your course, see what other professors use for the same courses, make your adoption selection and order desk copies. The bookstore does not order desk copies for faculty. The publishers need to hear from the actual professor as they ask some questions that the bookstore cannot answer for you.

By placing your adoption into Faculty Enlight you are ensuring that we are adopting the materials just as you requested. The bookstore then receives that information and we have to research it to ensure that the edition is available. **I know a lot of faculty believe that by staying with an old edition it is saving the students money, which is not necessarily the case. The best option is to move forward to the new edition as Barnes & Noble offers better rental pricing for current editions. By adopting current editions, students can save up to 80% on their materials.** Custom textbooks generally

are not offered as a rental option. Currently about 70% of our inventory is rentable, giving the students the ability to save quite a bit of money. Being that so many students do rent books, our buyback option has decreased quite a bit over the past few years, shifting more to taking their savings up front rather than wait until the end of the semester and hoping that we are buying it back. The earlier the adoption gets received by the bookstore the better your chances are of using an old edition (if you insist) as that gives us time to find copies before other locations secure them for their inventory. This doesn't mean that the bookstore will be sure to obtain copies of old editions, however our chances are better the earlier we receive your adoption. If we must move forward, I will let you know, however that may not be until right before the semester begins as this is when new books are ordered.

Textbook Options

- **Required**-The textbook is a critical tool for students to be successful in my 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 this much less expensive version of the book on a device of theirs. 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.)

Refunds on Textbooks

1. Students can return any textbook item the first full week of class for a full refund for no reason at all.
2. 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 SHRINKWRAPPED MUST REMAIN SHRINKWRAPPED FOR A FULL REFUND. REFUNDS OF ANY KIND REQUIRE THE ORIGINAL RECEIPT.

Desk Copies

Professors are to order their own desk copies. There are several reasons behind this. One, they ask several questions about your course and the bookstore doesn't have all of that information. Two, they may want to offer you supplemental material for your course and we can't make that decision for you and Three, you can let them know where to ship the textbook and materials to. We can certainly provide you with contact information, we just can't order the actual copy any longer. Sorry for any inconvenience this may cause.