# General Policies and Procedures

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This faculty handbook was prepared by the Division of Science, Technology, Engineering and Mathematics (DSTEM) Policy and Procedures Committee to:

1. outline the Division general policies and procedures;
2. provide assistance in dealing with matters which the individual faculty member may be unfamiliar;
3. identify and encourage use of Division services which are available to support academic activity; and
4. afford ready access to basic materials which guide the conduct of Division functions.

Emphasis is placed on general Division responsibilities and policies. However, detailed procedures are also included in this communication.

The Science, Technology, Engineering and Mathematics Division Faculty Handbook has been prepared as an addendum to the Oklahoma State University-Oklahoma City faculty handbooks and is intended for the purposes of information only. No statement appearing in this handbook constitutes a contractual obligation by the A&M Board of Regents or Oklahoma State University-Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in this handbook, such official policy statements will be deemed to override the statements appearing in this document. The A&M Board of Regents and the University reserve the right to alter the terms of the official policy statements and/or this handbook at any time, without advance notice.

IMPORTANT INFORMATION FOR NEW FACULTY

Upon hire, new faculty will receive a New-Hire Packet. This packet includes information about activating O-Key accounts, obtaining faculty identification and PIN numbers, and all other relevant information to help new instructors acclimate to OSU-OKC’s policies and procedures. In brief, however, the following is a list of necessary steps new instructors should follow before the semester begins:

1. Once all necessary documentation has been received and entered in Records and Human Resources, instructors may then activate their O-Key account. Step-by-step instructions for activation are included in the New-Hire Packet and in the “Instructional Technology” portion of this handbook. Your O-Key login and password is what you will use to access the Online Classroom, your OSU-OKC email account, and Web for Faculty. Activating O-Key can and should be completed before the first in-service meeting (if possible).

2. New instructors should also fill out the “Faculty Contact Information Sheet” and the “Request for PIN Number and FERPA Contract”, located in the New-Hire Packet or in this handbook, to be submitted to the Science, Technology, Engineering and Mathematics Division office. Once all information from these two documents is entered into the HR system, faculty identification number
(CWID) and PIN number will be generated and can be obtained through the Division office. This faculty ID and PIN will be important to access Web for Faculty, the hub where final grades are entered. Any necessary classroom keys can be obtained through the Division office during the first week of classes.

3. When time allows, new faculty must obtain a faculty ID card by visiting Records on the first floor of the Student Center. This ID card will ensure access arriving/leaving campus during emergency situations and access to all school-related events. In order to avoid long waiting times, it may be best to do this during in-service week, before the first week of a new semester.

4. All new faculty who wish to use the computers in the Adjunct workroom can obtain log-in information from the Division office after an O-Key account has been created.

FACULTY MENTORING PROGRAM

Introduction
This mentoring program is intended to be a useful way of helping new faculty members adjust to their new environment. Whether it is academe itself that is new, or simply the OSU-OKC campus, assistance from a well-respected mentor can be an invaluable supplement to the guidance and assistance that a department chair provides during the early years at a new university. The program’s success will depend on the new faculty members, their mentors and their department chairs all taking an active role in the acclimation process.

Goals of the Mentoring Program

Help new faculty members to:
- Learn about OSU-OKC, the surrounding community, and support resources for faculty.
- Adjust to the new environment and become active members of the university quickly.
- Address questions, concerns, and special needs in a confidential manner.
- Gain insight about teaching and career development from a seasoned veteran.
- Network with other faculty and develop a personal support system within OSU-OKC.

Encourage experienced faculty to:
- Share their knowledge and experience with new faculty and gain professional satisfaction.
- Assist new faculty to adjust quickly to the campus and address their unique needs, concerns, or questions, if any.
- Help shape the careers of new colleagues and enjoy opportunities for self-renewal.
- Provide a valuable service to the university by promoting collegiality through mentoring.
- Contribute to teaching, scholarly activities and service mission of OSU-OKC.

Suggested Mentoring Activities:
Mentors and new faculty are encouraged to meet face-to-face frequently during the first two semesters and keep in touch frequently through phone or email. Suggested mentoring activities are:
- Discuss short term and long term career goals and professional interests.
- Attend the programs offered by the Faculty Development and Instructional Design Center and other campus units.
• Share information on academic and student support services on campus.
• Discuss effective instructional techniques, course development and curricular issues.
• Explore research and sponsored funding opportunities, and writing publications.
• Discuss academic policies and guidelines, and university governance structure.
• Attend campus events such as sports, theater productions, and cultural programs.
• Share information on instructional resources and Web sites useful to new faculty.
• Discuss student issues such as advising, motivating, and handling academic dishonesty.
• Share experiences on managing time, handling stress, and balancing workload effectively.
• Discuss preparing for tenure and promotion and career advancement.
• Explore professional development opportunities available to new faculty.
• Address special needs, concerns, or questions and help in troubleshooting difficult situations.

Responsibilities of all parties

The Responsibility of the Divisional Executive Committee
As soon as the appointment is made, the divisional executive committee assigns a mentor. For faculty appointed as Associate Professor or Professor, assignment of a mentor is less critical, but highly encouraged, to serve as a means of acclimating the new faculty member to OSU-OKC. The divisional executive committee is responsible for advising new faculty on matters pertaining to academic reviews, and advancement. As the mentor may also be asked to provide informal advice, it is also the divisional executive committee’s responsibility to see that mentors have current information on OSU-OKC’s academic personnel process.

The Responsibility of the Mentor
The mentor should contact the new faculty member in advance of his/her arrival at the University and then meet with the new faculty member on a regular basis over at least the first two years. The mentor should provide informal advice to the new faculty member on aspects of teaching, divisional structure and committee work or be able to direct the new faculty member to appropriate other individuals. Often the greatest assistance a mentor can provide is simply the identification of which staff one should approach for which task. Funding opportunities both within and outside of the campus are also worth noting. The mentor should treat all interactions and discussions in confidence. There is no evaluation or assessment of the new faculty member on the part of the mentor, only supportive guidance and constructive feedback.

The Responsibility of the New Faculty Member
The new faculty member should keep his/her mentor informed of any problems or concerns as they arise. When input is desired, new faculty should leave sufficient time in the grant proposal and paper submission process to allow his/her mentor the opportunity to review and critique drafts.

The Mentor
The most important tasks of a good mentor are to help the new faculty member achieve excellence and to acclimate to OSU-OKC. Although the role of mentor is an informal one, it poses a challenge and requires dedication and time. A good relationship with a supportive, active
A mentor has been shown to contribute significantly to a new faculty member’s career development and satisfaction.

**Qualities of a Good Mentor**

- **Accessibility** – the mentor is encouraged to make time to be available to the new faculty member. The mentor might keep in contact by dropping by, calling, sending e-mail, or extending a lunch invitation. It is very helpful for the mentor to make time to read / critique proposals and papers and to provide periodic reviews of progress.
- **Networking** – the mentor should be able to help the new faculty member establish a professional network.
- **Independence** – the new faculty member’s intellectual independence from the mentor must be carefully preserved and the mentor must avoid developing a competitive relationship with the new faculty member.

**Goals for the Mentor**

**Short-term goals**

- Familiarization with the campus and its environment, including the OSU-OKC system of shared governance between the Administration and the Academic Senate.
- Networking—introduction to colleagues, identification of other possible mentors.
- Developing awareness—help new faculty understand policies and procedures that are relevant to the new faculty member’s work.
- Constructive criticism and encouragement, compliments on achievements.
- Helping to sort out priorities—budgeting time, balancing teaching, and service.

**Long-term goals**

- Developing visibility and prominence within the profession.
- Achieving career advancement.

**Benefits for the mentor**

- Satisfaction in assisting in the development of a colleague
- Ideas for and feedback about the mentor’s own teaching / scholarship
- A network of colleagues who have passed through the program
- Retention of excellent faculty colleagues
- Enhancement of department quality

**Changing Mentors**

In cases of changing commitments, incompatibility, or where the relationship is not mutually fulfilling, either the new faculty member or mentor should seek confidential advice from his/her Chair. It is important to realize that changes can and should be made without prejudice or fault. The new faculty member, in any case, should be encouraged to seek out additional mentors as the need arises.

**The 10 Commandments of Mentoring**

1. **Don’t be afraid to be a mentor.** Many mentors underestimate the amount of knowledge that they have about the academic system or their organization, the contacts they have, and the avenues they can use to help someone else. A faculty member does not have to be at the absolute top of his or her profession or discipline to be a mentor. Teaching assistants can mentor other graduate students, graduate students can mentor undergraduates, and undergraduate majors can help those beginning the major.
2. **Remember you don't have to demonstrate every possible faculty role to be an effective mentor**, but let your new faculty colleagues know where you are willing to help and what kind of information or support you can give that you believe will be particularly helpful. Be clear about whether you are willing to advise on personal issues, such as suggestions about how to balance family and career responsibilities.

3. **Clarify expectations about how much time and guidance you are prepared to offer.**

4. **Let new faculty know if they are asking for too much or too little of your time.**

5. **Be sure to give criticism, as well as praise, when warranted**, but present it with specific suggestions for improvement. Do it in a private and non-threatening context. Giving criticism in the form of a question can be helpful, as in "What other strategy might you have used to increase student participation?"

6. **Where appropriate, "talk up" your new faculty accomplishments to others in your department and institution**, as well as at conferences and other meetings.

7. **Include new faculty in informal activities whenever possible** - lunch, discussions following meetings or lectures, dinners during academic conferences.

8. **Teach new faculty how to seek other career help whenever possible**, such as funds to attend workshops or release time for special projects.

9. **Work within your institution to develop formal and informal mentoring programs** and encourage social networks.

10. **Be willing to provide support for people different from yourself.**

**Duration of the Mentoring Process**

No set duration is required for the mentoring relationship between a mentor and a new faculty. It is recommended that mentors and new faculty interact frequently during the first two semesters. At the end of the second semester they can decide if it is necessary to continue the mentoring relationship at the same pace, or on an as needed basis, or conclude it if individual goals have been met. At any point during the mentoring process, if a mentor or new faculty feels that the relationship is not productive, the divisional executive committee should be informed so that a different mentor or new faculty can be assigned. Mentors and new faculty will be requested to provide feedback on the progress of their relationships at the end of the second semester so that the divisional executive committee can evaluate the program and use the feedback to improve the program in the future.

**Typical Issues**

- How does one establish an appropriate balance between teaching, recruitment and committee work? How does one say "no?"
- What criteria are used for teaching excellence, how is teaching evaluated?
- How does one obtain feedback concerning teaching? What resources are available for teaching enhancement?
- How does one identify and recruit good students? How are students supported? What should one expect from students? What is required in the program?
- What are the criteria for teaching excellence, how is teaching evaluated?
- How does the merit and promotion process work? Who is involved?
- What committees should one be on and how much committee work should one expect?
- What social events occur in the department?
• What seminars and workshops does the department organize?
• What is the college system? What responsibilities come with appointment to a particular college?

Publications
• The Department Chairperson’s Role in Enhancing College Teaching, A.F. Lucas, Jossey-Bass, Publisher, San Francisco, 1989.
• Information Brochure for Incoming Women Faculty, Massachusetts Institute of Technology.
• Mentoring: Contemporary Principles and Issues, Bey and Holmes, Association of Teacher Educators, Reston, Virginia, 1992.

FACULTY RESPONSIBILITIES

*Students have the right to:*
• Be treated equally and fairly
• A safe and respectful learning environment
• Be provided a syllabus detailing expectations and assessment policies by the first day of class
• Be provided a tentative timetable of when exams will be given and assignments are due for the entire course
• Transparency of grading polices
• Be updated on assignment and overall grade within a reasonable amount of time
• Reasonable standards of assessment
**DIVISION INFORMATION UPDATE SHEET**

1) The Division will use this information to contact you if needed.
2) Please indicate if you wish to have phone numbers released to your students. (Students will NEVER be given your home address. Phone numbers will not be distributed without your consent.).
3) Please remember to update this information if it changes.

**Contact Info:**

<table>
<thead>
<tr>
<th>Science</th>
<th>Engineering Technologies</th>
<th>IST</th>
<th>Math</th>
<th>Construction Technologies</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Give to Students:</td>
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<td>(Circle One)</td>
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<tr>
<td>Name:</td>
<td></td>
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<td></td>
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<tr>
<td>Address:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>
**SIS WEB FOR FACULTY REQUEST FOR PIN AND ACCESS**

Complete form; sign; and return to Judy Staley in ETC 123

<table>
<thead>
<tr>
<th>USER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
</tr>
<tr>
<td><strong>DEPARTMENT</strong></td>
</tr>
<tr>
<td><strong>TITLE</strong></td>
</tr>
<tr>
<td><strong>PHONE NUMBER</strong></td>
</tr>
<tr>
<td><strong>DATE OF BIRTH</strong></td>
</tr>
</tbody>
</table>

**Faculty Access**

Faculty access is limited to inputting, viewing, and accessing grades, teaching schedules, and student addresses.

**YOU MUST READ AND SIGN THE CONFIDENTIALITY AGREEMENT ON THE FOLLOWING PAGE TO BE GRANTED ACCESS TO WEB FOR FACULTY.**
SIS contains confidential information about Oklahoma State University students. Federal regulations require that such data remain confidential, and its use is restricted to individuals with a valid "need-to-know." Information contained in SIS should not be released to sources outside of Oklahoma State University or to co-workers unless such is part of the employee's job description. Personal use of SIS is not permitted. Identification numbers and PINs are considered confidential information and are not to be released to anyone, including co-workers. Writing your user identification and/or PIN on a readily accessible location shall be considered release of this information and is not permitted.

New PINs are activated upon receipt of a properly signed request for access. SIS Data Management will notify you by phone when the PIN is available. It shall be the employee's responsibility to access the WEB for Faculty immediately and change the default PIN to a personalized one.

The signature below will be used as the instructor's official signature on file in the Registrar's Office. I have read and understand the above information and agree to comply with the policies contained in this agreement. I understand failure to comply can result in loss of access privileges or disciplinary action.

User Signature/Date

[ ] Pin Generated  [ ] Employee Notified  [ ] Access Denied

For SIS DM Use Only

Signature/Date
PAY SCHEDULE

Oklahoma State University–Oklahoma City part-time faculty members are paid in four equal installments on the last day of the month. Paychecks are issued September-December for the Fall semester and February-May for the Spring semester. Those who teach during the summer will be paid at the end of June and July.

The total pay assigned to an instructor is based on the number of credit hours taught with two different pay rates being assigned to courses. The first rate consists of a Lecturer only and the second rate consists of a Lecturer and a Lab.

Lecturer = $600 per credit hour. Lab = $650 per credit hour.

In the event that a course does not meet the minimum enrollment needed for the semester, the faculty or adjunct assigned the course could be offered a reduced pay rate for the instruction of the course. The course must meet two of the following conditions to qualify for a reduced pay rate:

1. The course has a single section
2. The course is needed by students graduating during the semester in which the course is offered.
3. The course must be offered in order to facilitated continuous flow within a program (prevent bottle-neck effect)

This reduce in pay does not affect the time or frequency in which the course would meet during the semester.

<table>
<thead>
<tr>
<th>Instructor Pay Rate</th>
<th>Number of Students</th>
<th>Course Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Course (No Change)</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td></td>
<td>6 or More Student</td>
<td>5 4 3 2 1</td>
</tr>
<tr>
<td></td>
<td>4 or 5 Students</td>
<td>4 3 2 1 1</td>
</tr>
<tr>
<td></td>
<td>3 or Less Students</td>
<td>3 2 1 1 1</td>
</tr>
</tbody>
</table>

FACULTY TEACHING LOAD

Full-time faculty members teach 15 credit hours for non-lab courses or 12 credit hours for lab courses. Faculty may request to teach overload to a maximum of six credit hours per spring/fall semester for a total of 12 credit hours per academic year. Overload teaching is a privilege not a right; therefore, it will not be approved if the faculty member is underperforming. Additional overload must be approved by the VPAA. Adjunct faculty may teach a maximum of nine credit hours per spring/fall semester and six credit hours per summer semester not to exceed 24 credit hours per academic year.
TEACHING OUTSIDE OF THE DIVISION

All faculty (full-time and part-time) must inform the division head of their intention to teach outside of the Division of Science, Technology, Engineering and Mathematics no later than 5:00 pm on Monday of In-Service week. This policy is intended to prevent assignment of teaching loads beyond the allowed limit as indicated in the section above.

PROFESSIONAL DRESS

All faculty members are expected to present a professional appearance in the classroom. This promotes a spirit of professionalism and provides a model for appropriate student dress. Jeans, t-shirts, shorts, and flip-flops are not considered professional dress.

INCLEMENT WEATHER, CAMPUS CLOSING

A decision to close the campus, cancel classes, or delay opening classes because of inclement weather or other reasons will be made as early as possible. A decision to close the campus includes the closing of offices all across the campus.

Campus closings, cancellations, or delays will be communicated in the following ways:

- OSU-Oklahoma City web site at www.osuokc.edu
- OSU-Oklahoma City Facebook profile
- OSU-Oklahoma City Twitter feed
- Local television and radio stations

If only classes are cancelled, campus offices will remain open.

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

CLASSROOM OBSERVATIONS

All new part-time professors will be observed in the classroom during their first semester and periodically thereafter. They will receive advance notice and usually will be able to choose the date of their observation. They will be provided with a copy of the observation Form A in advance. The purpose of the observation is to ensure that appropriate instruction is being delivered and to offer feedback for the improvement of teaching skills.

All new part-time professors teaching on-line classes will be evaluated their first semester and periodically thereafter. The evaluation will be a review of the following online classroom material: Course syllabus, drop box, discussion board, and course content.
CURRICULUM EXPECTATIONS

Common goals and competencies in each general-education subject are an integral part of student learning and success. OSU-OKC strives to offer students a homogenous learning experience, especially in sequential-level courses such as math and English. Therefore, many courses in our division share a common curriculum that instructors are expected to follow. Student success at every level is dependent upon building skills that are relevant across the curriculum. New professors should meet with their Lead Instructor to discover what these common goals and competencies are in their department.

DEPARTMENTAL SYLLABI AND COURSE SCHEDULES

Professors should meet with their Lead Instructor in order to obtain a copy of the department syllabus which outlines common goals and curriculum objectives. The OSU-OKC syllabus template can be downloaded from SharePoint. Addendums and/or curriculum changes are discussed during in-service meetings. Any additional goals and/or curriculum ideas are encouraged for individual faculty members. Instructors should post the class syllabus as a PDF document on the Online Classroom for students to print. Division policy does not permit instructors printing the syllabus and distributing as handouts for students. Instructors must complete and submit an electronic copy of their individual course schedules and syllabi to their Lead Instructors by the time of the commencement of classes.

FERPA – STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the FERPA, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. To find more information on FERPA follow this link: http://www.osuokc.edu/registrar/ferpa.aspx

The list below is provided for quick reference of information which MAY NOT be disclosed to anyone outside the institution (this includes parents) without the written consent of the student. This applies even if the student is under the age of 18.

- Student ID number
- Social Security Number
- Student Pin Number
- Grades or GPA
- Class schedule
- Academic performance information
- Admissions information
- Address
- Phone numbers
- E-mail address
- Transcripts
- Financial information

Never release a grade over the phone or through e-mail unless you are e-mailing a student directly from the Online Classroom (i.e., their okstate.edu email address). Unless you send
an e-mail directly to a student’s okstate.edu email address, there is no way of verifying the identity of the other person.

STUDENT-PROFESSOR COMMUNICATION

Students need to be able to get in touch with their instructors. Instructors should therefore provide as many points of contact with their students as possible. The following considerations should be kept in mind:

- PHONE: Several free Internet-based programs exist that facilitate greater communication between students and their instructors. One such service is Simple Voice Box. The URL for this service is: http://www.simplevoicebox.com. Simple Voice Box allows registered users to give students a phone number that is not connected to their work, home, or cell plans. The service also provides a personal Voice Main Inbox for registered users. The user receives an email or a text message when the box has received a new message. The instructor can then contact the student via phone, e-mail, chat, or text.

- E-MAIL: Each instructor at OSU-OKC will receive an e-mail address from the university that ends in the extension “@okstate.edu” upon O-key account activation. This e-mail account should serve as a primary contact e-mail for one’s students. Failure to use the university-provided e-mail address puts instructors at risk for spam and phishing. These e-mails can be forwarded to any personal account. The Technology Support Center (945-6767) is available to help facilitate e-mail forwarding.

- CONTACT INFO: The Division of Science, Technology, Engineering and Mathematics asks that instructors keep current contact information in the Division office in case of emergencies. Department Heads will distribute a contact information form during each semester’s in-service meetings. Please indicate on the form what pieces of contact information may be given to students and which may not. At a minimum, instructors are expected to share their “@okstate.edu” email address and one phone number with students. If there are any changes to instructor contact information during the semester, please immediately inform the appropriate Lead Instructor and Division Office Secretary, Judy Staley (jastale@osuokc.edu, 945-3220) or Dyanne Rutledge (cdr@osuokc.edu , 945-9112).

PHOTOCOPIES

Photocopies are made by Online Print Services. Professors must request photocopies in advance. A minimum of three (3) days turn-around time for your copies should be expected. Copies are requested via the Digital Store Front account. Copies made via the Digital Store Front will be made available for pick-up. The Secretary can typically pick these up for you if needed. The Digital Store Front is located at:

http://dsf2.osuokc.edu/dsf2
Instructors should pay close attention to the options when requesting a print job. Online Print Services will print the document exactly as it is directed. Please approve your “pdf” before submitting a job. The Online Print Services Store Front accepts a variety of document types. Online Print Services is also able to assist in scanning an existing document into a digital format.

Set up an account by going to the OSU-OKC website, and then select the Faculty/Staff webpage. On that page the link to the Online Print Services Store Front (Print Shop) will appear. Click on that link to be taken to the first page of the Online Print Services. Immediately beneath the login box there is a link entitled Register. Click on that link and follow the instructions to create an account.

Here are the instructions to place an order on the Online Print Services Store Front:

1. Type in user name and password. If you do not have an Online Print Services account, contact John Chitwood, printandmail@osuokc.edu, or Tim Hodges, hodgest@osuokc.edu to get your User Name and password
2. Click on the Login button.
3. To start uploading your file, click on the quick link on the front page that says “Begin” under Print Services.
4. Type in the job name and the quantity you want printed.
5. Check the box “Add to My Saved Files” to save for later use. If you have Publisher, PowerPoint, or Excel files, please uncheck the “Convert to PDF” box.
6. Click on the Browse button to upload the file
7. Locate the file to be uploaded and click Open.
8. Then click on “Upload File.”
9. Your document will show up in this location. Click on the uploaded document to preview it.
10. If everything looks OK, then click Next.
11. Select printing options.
12. After all selections have been made, click on “Next.”
13. Review the document. This preview will also show the color of paper that has been selected.
14. After you have reviewed the document and everything looks OK, please check the “I approve” box.
15. Then click on “Add to Cart.”
16. Click on the calendar to input the date needed. The system is set for a 3 day turn-around, so if you need a print job before that, you will need to call the Print Shop.
17. Select the “Shipping Method.” The default is Customer Pickup, but the option is also available to have the print job delivered to the departmental mailbox, which means that the print job will be delivered to your department mailbox.
18. If you have no more print jobs to upload, select “Checkout” to continue.
19. On the next screen your default account number will show up. This will be the main Science & Engineering account number, so there is no need to change it.
20. Click “Next” to continue.
21. Click “Place My Order.”

Congratulations! Your order has been placed. You will receive an
email verification.

After an instructor has finished placing his/her order, he/she will receive an email confirmation of that order. For any questions, please call either John Chitwood at 945-3369 or Tim Hodges at 945-3361.

Professors are allowed to use the photocopy machines in the faculty work rooms. However, all professors are limited to 10 copies per job. Any printing need that exceeds copies is to be handled through the Online Print Services Store Front.

Syllabi should not to be printed. All syllabi should be uploaded to the Online Classroom. (See page 11, section “Departmental Syllabi and Course Schedules” for more specific information.)

Instructors requiring ten or less pages to be copied, may use the division or departmental office copiers. A job of more than 10 pages should be sent to the Online Print Services Store Front.

TECHNOLOGY SUPPORT CENTER

If an instructor experiences an issue with any kind of classroom technology, he/she should please call the Technology Support Center (TSC) for help by dialing x767 from any campus phone or email a help desk request to helpdesk@osuokc.edu. Please make sure that your department head is copied on the help desk ticket. Each classroom is equipped with a phone which may be used to contact the TSC in case an instructor encounters any technical problem at any time. The list of numbers is posted on the wall right above the phone. This phone may not be used to access an off-campus number.

Students who encounter any problems with their O-Key account or the Online Classroom should call the TSC (945-6767) or visit the Technology Help Desk located in the lobby of the Learning Resource Center (LRC) building. Because certain external websites linked to text books used for homework are programs accessed by the student via the Internet and are not located on our servers, students who need help with these sites should contact the technical support number associated with that product.

LEARNING MANAGEMENT SYSTEM (ONLINE CLASSROOM)

An Online Classroom (https://oc.okstate.edu/) class shell (that the instructor can fill with relevant information, exams, etc.) is automatically created for each class listed on SCT, OSU-Oklahoma City’s enrollment management system. Even if a class is not an Internet class, the instructor may want to use Online Classroom site for his/her class. Many of our on-campus instructors use the Online Classroom for testing, discussion activities, keeping grades, providing supplemental information, uploading class assignments, etc. All faculty members, at a minimum, must post their course syllabus and their contact information on Online Classroom.

An instructor must activate his/her O-key account in order to access his/her Online Classroom class site. To do this, he/she should go to http://www.okey.okstate.edu, click on the O-Key Account Activation icon, and follow the simple directions. By the time those steps have been
completed in the process, the instructor will have generated an O-key User Name and Password. The instructor should then print that page off or write down those items for future use. The O-key Password will expire every 120 calendar days. When that happens, the instructor should go back to http://www.okkey.okstate.edu, click on “Reset password” and follow the simple directions to obtain a new Password.

*O-Key Account:*

This is the password, along with your PRISM user name, that you will use to log on to campus computers.

**CANCELING CLASS**

**Illness**
If an instructor is ill and must cancel class, he/she should contact the following individuals as far in advance as possible:

1. Lead Instructor
2. Department Head
3. Division/Department Secretary

It is preferable to speak with one of the individuals, but if this is not possible, a message should be left with all three. This is particularly important with early morning classes, as messages may not be received until classes have already begun.

Also, instructors are encouraged to post this cancellation on the Online Classroom and in an e-mail to students as soon as possible to provide them with assignments or instructions and to help students avoid any unnecessary trips to the school.

**NOTE:** Instructors who post cancellations via the Online Classroom and e-mail to students should still contact their Lead Instructor, Department Head, and the Division Secretary to ensure that a faculty member is present at the beginning of class time to inform any students who did not receive the message about a cancelled class.

**Other Circumstances**
If an instructor knows in advance that he/she will be absent, he/she should inform the Lead Instructor of the date of the absence and the name of the instructor who will substitute. All faculty members are responsible for securing another OSU-OKC instructor to fill-in during any absence.

If an illness or other circumstances causes an instructor to miss multiple, consecutive class sessions and a replacement is necessary, it is important to let the Lead Instructor, Department Head, or Division Head know as soon as possible in the educational interest of the students.
LOCKING STUDENTS OUT OF THE CLASS

No student should be locked out of a classroom for being late, unless it’s an issue of safety regarding classes participating in a lab. Faculty members are encouraged to incorporate a tardiness factor into a formal attendance policy. Examples of acceptable practices include counting three (3) tardies as 1 absence and counting a student who is at least 30 minutes late to class as absent.

In regards to safety, the classroom door may be locked in order to insure the safety of the entire class during a classroom lab exercise. It is important that the guidelines for locked classroom doors be explained within the course syllabus and that students understand that it is for safety purposes.

EARLY ALERT SYSTEM

The Early Alert System is a means by which an instructor may send a letter to students notifying them of an insufficiency they have in a specific class. It is not mandatory, but it provides an opportunity to let students know that the instructor is aware of unsatisfactory performance or attendance in his or her class. Educators know that this is all that some students need in order to improve their performance or attendance in class.

This system may be used no earlier than at the start of the third (3rd) week and no later than the end of the tenth (10th) week of a semester; for an eight-weeks class, the cutoff is at the end of the fifth (5th) week.

To use the Early Alert System, the instructor should submit a list to the Division office of students to whom a letter is to be sent. The list must include the following information:

- Student Name
- Student CWID
- Course Prefix, Number, and Section
- Instructor’s Name
- Reason Code Number (see below)

An easy way for an instructor to submit his/her list is to make a photocopy of the Class Roster, highlight each appropriate student’s name and CWID, and write the reason code number to the left of the name. Please note that you may use only one (1) reason code number, so choose the one that best fits the circumstance for a particular student.

The reasons and the code numbers are listed below:

1. Non-Attendance the first two weeks of class
2. Unsatisfactory Attendance
3. Unsatisfactory Progress in the course
4. Unsatisfactory Grade on the first exam
5. Unsatisfactory Mid-Term Grade
6. Needs Basic Skills Instruction
7. Needs Study Skills Instruction
8. Needs Tutoring/Supplemental Instruction
9. Internet Class/No Participation

ADMINISTRATIVE WITHDRAWAL

The instructor has the option, under certain circumstances, to withdraw a student from his or her class. This option is not intended to remove any responsibilities of the student, and it does not substitute for an earned letter grade.

Administrative Withdrawals may be given until the end of the twelfth (12th) week of a semester; for a summer class or an eight-weeks class, the cutoff is at the end of the sixth (6th) week. However, an AW may only be given with Department Head approval and if one of the following conditions has occurred:

- Student has not attended the first three (3) weeks of class, and an Early Alert letter has been sent.
- Student has missed twenty-five percent (25%) of consecutive class meetings, and an Early Alert letter has been sent: NOTE: Students who sporadically attend class do not qualify for an AW.
- “Special Circumstances” may have occurred. Each case must be discussed with your Department Head individually.

A student may not receive an AW just because he or she is failing the class. If you have any questions about whether a particular student qualifies for an AW, please talk to your Lead Instructor or Department Head before taking any action. Administrative Withdrawal forms are available in the Adjunct and Division offices.

INCOMPLETE GRADE CONTRACT

Students may receive an “I” (Incomplete) at the discretion of the instructor. A student must have successfully completed at least 70% of the coursework with a C average and be unable to finish the course for reasons beyond his or her control. Incomplete grades should be assigned on a short-term basis, with the maximum time allowed being one year.

Both student and instructor must sign an “Incomplete Agreement.” The forms are available in the Adjunct and Division offices. The instructor and student each retain a copy, and two copies are given to the Division office. The Division office will then forward a copy to Records.

Once the student has completed the required work, the instructor must secure a Grade Change Form from Records and change the student’s grade.
ASSESSMENT CENTER

The Testing and Assessment Center is located in the Student Center, First Floor, Room 104. It is open Monday through Thursday 8-6 and Friday 8-5. Please do not extend deadlines for make-up exams into the finals week or request whole-class testing for non-internet courses. The Testing Center will administer make-up exams and provide accommodations for students with special needs. Testing Center forms are available in the Adjunct and Division offices. In order to use the Testing Center, students must present a photo ID.

TUTORS

Tutors are available in most general education subjects on the 2nd floor of the Learning Resource Center. Hours of availability are posted. Instructors may refer students for tutoring by using the referral forms that are available in the Adjunct and Division offices, or students may visit the Center on their own when a tutor is available. Detailed records of the tutoring sessions are sent to instructors for review.

Instructors should refer students requiring tutoring in technical specialty courses to the lead instructor or department head.

STUDENT EVALUATIONS

Student Evaluations are administered by every instructor, but not for every class. Online and campus sections are evaluated online.

DEAF OR HARD-OF-HEARING STUDENTS

ADA policies and procedures should be followed when dealing with deaf or hard-of-hearing students. These policies are outlined in the OSU-OKC Faculty Handbook. If an instructor has a deaf or hard-of-hearing student in his or her class, an interpreter will also be present to sign for the student. Instructors should be sure to speak clearly and loudly. They should also provide the interpreter with copies of all handouts. Instructors should add the interpreter’s name to the Online Classroom’s course home page. Contact Judy Staley (945-3220) or Edward McCoy (945-6784).

If film or television is used in a class in which deaf or hard-of-hearing students are enrolled, it MUST be closed captioned.

Deaf Student Services can provide valuable information for instructors who wish to learn more about conducting a class with a deaf or hard-of-hearing student enrolled.

SUBMITTING FINAL GRADES on WEB for FACULTY

After an instructor has been assigned a pin number, he/she may access Web for Faculty at http://prodfokc.okstate.edu/. Please Note: The page should look like the following picture. Important: OSU Stillwater’s site looks almost identical to this except that they do not
have the “Oklahoma City” on their site. Their web address is only 2 letters different from ours so please make sure that you see the “Oklahoma City” underneath “Oklahoma State University”.

Click on “Enter Faculty and Advisor Services” (outlined by the red box above) and it will open up a login box. To login use either your CWID and Pin number or your OKSTATE email address and password. Instructors must have a PIN number assigned before they can use either to access the site. The login for the portal looks like the screen shot below.

Input your Faculty ID number and PIN in the appropriate fields.

You will be directed next to this page. Click on the “Faculty” box above. Select the class for which you would like to enter grades for from the dropdown menu.
Assign the appropriate grade each student has earned.

If the student has earned an “F”, make sure to input the last date attended. This is very important for financial aid purposes. **Pay particular attention to “I”, “F”, and Honors students.**

Web for Faculty should be open for grades to be entered by at least the beginning of Final Exam Week. This site can be accessed by any computer that has Internet capability. Instructors may also come to campus to enter grades. For problems, please contact the Sciences & Engineering Division Office at 405-945-3220 off campus or x220 on campus.

**PREPARATION FOR EACH SEMESTER**

Lead Instructors/Department Heads:
- Submit faculty course assignments to SharePoint. **This must be done before you leave for vacations.**
- Update CWIDs and contact information for all adjunct faculty.
Distribute all textbooks/materials required by your adjunct instructors.

SEMESTER FIRST WEEK PROCEDURES

Adjunct Instructors:
- Submit electronic copies of syllabi to department heads or lead instructors.
- Submit any material/office supply request to divisional or departmental secretary.
- Submit a list of no-shows by end of the first week to department heads or lead instructors.
- Submit request to change classroom to divisional or departmental secretary if necessary.
- Request building and mailbox keys.
- Obtain a pin number from the registrar to post final grades.

Full-Time Instructors:
- Submit electronic copies of syllabi to SharePoint by end of week.
- Submit office hours to SharePoint by end of week.
- Submit any material/office supply request to divisional or departmental secretary.
- Submit a list of no-shows by end of the first week to department heads or lead instructors.
- Submit request to change classroom to divisional or departmental secretary if necessary.
- Update Outlook Calendar (share with corresponding secretary, department head and division head). It is not necessary to send an invitation to open calendar if you have done it at least once.

Lead Instructors/Department Heads:
- Submit electronic copies of adjunct instructors’ syllabi to SharePoint.
- Check that all syllabi are posted accordingly on SharePoint.
- Check that faculty, under your supervision, has posted their office hours accordingly.
- Update Outlook Calendar (share with corresponding secretary, department head and division head). It is not necessary to send an invitation to open calendar if you have done it at least once.

SEMESTER FINALS WEEK PROCEDURES

Adjunct Instructors:
- Post grades on the Web for Faculty website (https://prodfokc.okstate.edu) no later than Monday following finals week at 5:00 pm.
- Submit an electronic copy of your grade book to your lead instructor/department head.
- Check your following semester course assignments with lead instructor/department head.
- Return all books to department head/lead instructor if not teaching the course again.
- Return building and mailbox keys if not returning the following semester.

Full-Time Instructors
- Post grades on the Web for Faculty website (https://prodfokc.okstate.edu) no later than Monday following finals week at 5:00 pm.
• Submit an electronic copy of your grade book to your lead instructor/department head.
• Submit your course assignments on SharePoint.

Lead Instructors/Department Heads:
• Check that all grades have been posted on SCT and SharePoint.
• Submit orders to replenish laboratory supplies if applicable.
• Pick up textbooks, keys and material from adjunct faculty not returning to teach.

DIVISIONAL COMMITTEES

The Division of Science, Technology, Engineering and Mathematics has created a variety of divisional committees. These committees will distribute essential maintenance functions in an equitable manner. Additionally, all members of the division will be active participants in the decision making process. The committees are as follows:

Executive Committee

Membership: Division head and all department heads of the division.

Purpose: Oversee the daily operations of the division by developing/evaluating an appropriate strategic plan and develop/manage a responsible budget.

Meetings: Once a month at a date and time selected by the committee members.

Scholarship Committee

Membership: This committee shall consist of no less than two department heads and one faculty member per department. Committee appointments will be made for a term of two years.

Purpose: Select the recipients for all scholarships administered by the division.

Meetings: At least one meeting per semester as decided by the members of the committee.

Assessment Committee

Membership: This committee shall consist of the divisional assessment officer and one faculty member per department. Committee appointments will be made for a term of two years.

Purpose: Manage the assessment process of the division and prepare an annual assessment report for all programs.

Meetings: At least two meetings per semester as needed.
Retention/Graduation Committee

Membership: This committee shall consist of no less than two department heads and three faculty members of the division.

Purpose: Develop and implement an annual plan to improve retention and graduation rates within the division.

Meetings: At least two meetings per semester as needed.

SEPARATION PROCEDURES:

Instructors who are not returning in the fall or spring semester (voluntarily or involuntarily) should return all university property, including keys, Faculty I.D., parking tags, and desk copies, to their Department Head or to the Division Secretary at the end of the semester.

An Employee Separation Checklist is available online at http://www.osuokc.edu/security/forms/EMPOLYEE SEPARATION CHECKLIST.pdf.
OFFICE PHONE NUMBERS

DIVISION HEAD
Dr. Armando L. Cruz-Rodz, Division Head  945-3222

DEPARTMENT HEADS:
Dr. Evan Burkala, Science  945-6713
Terry Clinefelter, Construction Technologies  945-3362
James Saunders, Engineering Technologies  945-3389
Rene Hurst, Information System & Technologies  945-3269
Randy Key, Mathematics  945-3236

ADJUNCT OFFICES:
Science:  945-3258
Engineering:  945-9148

DIVISION OFFICES:
Judy Staley, Division Secretary  945-3220
Dyanne Rutledge, Science Department Secretary  945-9112
Tammy Cobb  945-3261

SECURITY:  945-9111

NIGHT COORDINATORS:
Steven Lehman & Yetunde Quadri
Cell  315-1555

LEAD INSTRUCTORS:

Science:
Calvin Hill, Physics  945-9193
Dr. Sarah Brookbank, Chemistry  945-9174
Dr. Dean Scherer, Anatomy & Physiology  945-3221
Dr. Ed Vezey, Biology  945-9110

Information System & Technologies:
Dr. Kemit Grafton, Network (ITD)  945-3270
Rene Hurst, CIS  945-3269
Chuck Louviere – Computer Concepts  945-9166
Jackie Artmayer, Graphic Design  945-3316
Diana Wolfe, Programming  945-3233

Math:
Dr. Ricky Streight, College Math, College Algebra,
    Calculus for Tech Prog  945-6794
C J Frederick, Trigonometry & Pre-Calculus  945-8682