

New Faculty Orientation Fall, 2016

**Eric Loomis
Associate Dean**

**A & S Dean's Office
Humanities 110**

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460-7811

A&S Dean's Office

Andrzej Wierzbicki, Dean

Eric Loomis, Associate Dean

Robert Coleman, Assistant Dean

Crystal Thomas, Manager of Instructional Design

Charlene Lamonte, Financial Operations Analyst

Carla Foreman, Financial Operations Specialist

Michelle Clancy, Grants Administration Specialist

Krista Foley, Administrative Assistant

Daniel Miller, Management Systems Specialist

Jill Showers-Chow, PC Applications Specialist

New Faculty Orientation

Resources

Department Office Assistance

- 1. Department Mail Box / Supplies**
- 2. E-mail Account**

Use your USA e-mail account to communicate with your students. JagMail e-mail is the University's official means of communicating with students. Students need to check their JagMail e-mail accounts daily.

New Faculty Orientation

The image shows a screenshot of the University of South Alabama website. At the top, there is a dark blue navigation bar with the university's logo on the left and a search bar on the right. The logo consists of a stylized 'A' with a 'S' inside, followed by the text 'UNIVERSITY OF SOUTH ALABAMA'. The search bar contains the URL 'http://www.usouthal.edu/' and a magnifying glass icon. Below the navigation bar, there is a main banner area. On the left side of the banner, there is a large image of the university's mascot, a leopard wearing sunglasses and a red and white striped shirt, pointing towards the right. In the center of the banner, the word 'WOW!' is written in large, white, bold, sans-serif capital letters. Below 'WOW!', there is a dark blue box with white text that reads 'Week of Welcome And Beyond' and 'Get connected and make the most of your time at South.' To the right of this text is a red navigation bar with six numbered buttons (1 through 6). Above the 'WOW!' text, there are two red arrows pointing upwards, one positioned above the 'W' and one above the 'O'. Below the banner, there are three columns of content. The first column is titled 'Latest News' and features a small image of a car and a snippet of text: 'BestColleges.com has named the University of South Alabama one of the nation's safest colleges'. The second column is titled 'Upcoming Events' and features a dark blue box with the text 'THU.' and a snippet of text: 'Residence Halls Open For Returning Students 12:00 AM'. The third column is titled 'Discover' and features a red button with the text 'About USA'. The background of the banner and the content area below is a light blue and green landscape with trees and a building.

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z <http://www.usouthal.edu/>

UNIVERSITY OF SOUTH ALABAMA

Parents Alumni Academics Research Athletics

WOW!

Week of Welcome And Beyond
Get connected and make the most of your time at South.

1 2 3 4 5 6

Latest News

BestColleges.com has named the University of South Alabama one of the nation's safest colleges

Upcoming Events

THU. Residence Halls Open For Returning Students 12:00 AM

Discover

About USA

Home
Login
Account Management
Password Management
Learning Center
FAQ
Help!

JagMail

Students: click on **Manage Student Account** to Activate your account or change your password.

Faculty/Staff: click on **Manage Faculty/Staff Account** to request an account or change your password.

Manage Student Account

Manage Faculty/Staff Account

JagMail Login

Need help? [Click Here.](#)

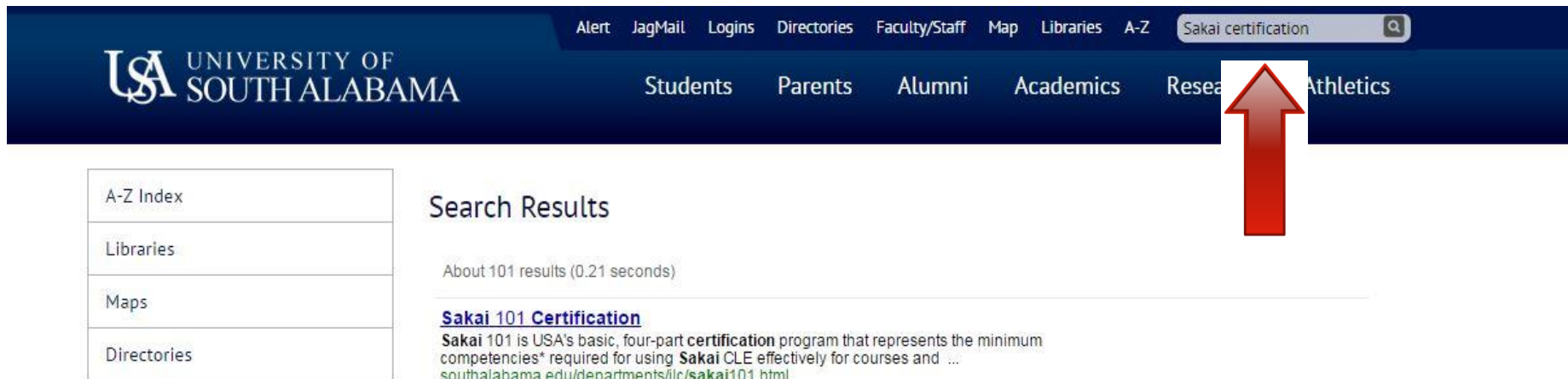
<https://jagmail.southalabama.edu/>

New Faculty Orientation

3. Learning Management System: USAonline


All faculty members will demonstrate the competencies required in the four-part USAonline 101 training. These competencies reflect a minimum level of competence in using the University's LMS, USAonline/USAonline. The current USAonline 101 competencies are posted at:

http://southalabama.edu/departments/ilc/USAonline_competencies.html



The screenshot shows the University of South Alabama website's search results page. The top navigation bar includes links for Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and a search box containing 'Sakai certification'. Below the navigation bar, there are links for Students, Parents, Alumni, Academics, Research, and Athletics. A large red arrow points to the 'Research' link. On the left side, there is a sidebar with links for A-Z Index, Libraries, Maps, and Directories. The main content area shows 'Search Results' for 'Sakai certification', indicating 'About 101 results (0.21 seconds)'. The top result is 'Sakai 101 Certification', with a description: 'Sakai 101 is USA's basic, four-part certification program that represents the minimum competencies* required for using Sakai CLE effectively for courses and ... southalabama.edu/departments/ilc/sakai101.html'.

USAonline Online Course Sample



[My Workspace](#) | [LC/FYE Faculty](#) | [A and S Faculty Forum](#) | View Site As: - Select Role - | [Logout](#)

PHL-131-801 Summer S ...
PHL-131-801 Summer S ...
CJ-336-901 Summer Se ...

CJ-337-901 Summer Se ...
General Education
PHL-120-801 Summer S ...
PHL-131-801 Summer S ...

REL-100-801 Summer S ...
SSC @ USA
USA Academic Advising
USA Academic Data

Unpublished Site

(Publish Now)

Home

Announcements

Calendar

Mailtool

Email Archive

Syllabus

Assignments

Drop Box

Resources

Forums

Tests & Quizzes


Gradebook

Media Gallery

College Grad Job Market Article

Sign-Up

PHL-131-801 Summer S ...: Site Information Display



PHL-131-801 Summer S ...: Recent Announcements

Options

Announcements (viewing announcements from the last 10 days)

There are currently no announcements at this location.

PHL-131-801 Summer S ...: Calendar

Options

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

PHL-131-801 Summer S ...: Unread Messages and Forums

Options

[New in Forums](#) none

New Faculty Orientation

4. Paychecks:

Direct deposit; your appointment letter spells out your payment plan.

5. Faculty I. D. Cards

Human Resources

USA Technology & Research Park

Bldg. III, Suite 2200

New Faculty Orientation

6. Parking Permits (need to have your Jagmail first) Order Online:

The screenshot shows the University of South Alabama website. At the top, there is a dark blue navigation bar with the USA logo and the text "UNIVERSITY OF SOUTH ALABAMA". To the right of the logo, there are links for "Alert", "JagMail", "Logins", "Directories", "Faculty/Staff", "Map", "Libraries", and "A-Z". A search bar contains the text "parking permit". Below the navigation bar, there are links for "Students", "Parents", "Alumni", "Academics", "Re", and "Athletics". A red arrow points to the "parking permit" search bar. Below the navigation bar, there is a breadcrumb trail: "HOME / DEPARTMENTS / PARKING SERVICES". The main content area features a sidebar on the left with a home icon and three menu items: "General Information", "Traffic Rules & Regulations", and "Parking Map". The main content area has the "SOUTH ALABAMA PARKING SERVICES" logo and the heading "Parking Services". Below the heading, there is a paragraph of text: "Parking Services is located in the Beta/Gamma Commons-Police Building, 290 Stadium Blvd. The entrance for Parking Services is located on the South side of".

New Faculty Orientation

7. A&S College Grant and Sponsored Program Support

Charlene Lamonte: HUMB 136, 461-1706

- If you have an idea Charlene can sometimes point you in the right direction for funding.
- If you have a funding source, please come see her as soon as possible. She will review the RFP for administrative issues and can assist in developing the budget.
- The **University Office of Research and Economic Development** also supports faculty research and grant ideas/proposals.

New Faculty Orientation

8. Important Numbers:

- USA Police. 511 – from campus phone
460-6312 - other phone
- Counseling & Testing. 460-7051
 - Free and confidential for USA Students
- Psychological Clinic 460-7149
 - Low-cost clinic staffed by Psychology faculty and graduate students.
- Student Health Services 460-7151
- Dean of Students 460-6172

New Faculty Orientation

Major References

a. *2016-7 Undergraduate and Graduate Bulletin (Online)*

*Admissions/Enrollment Services.

*Academic Policies and Procedures.

*College of Arts and Sciences.

*Your Department.

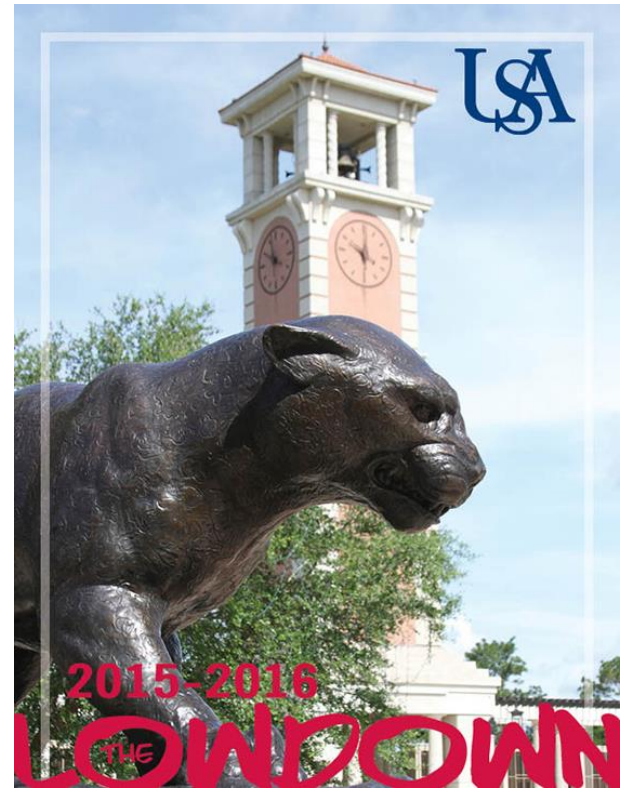
www.southalabama.edu/bulletin/current/



New Faculty Orientation

b. *The Lowdown*

- * USA Student Policies
- * Student Grievances



The Lowdown 2016 – 2017 is only available online.

<http://www.southalabama.edu/departments/studentaffairs/lowdown/>

New Faculty Orientation

c. *Orientation Handbook for New Faculty, 2016*

HOME / DEPARTMENTS / ACADEMIC AFFAIRS

Home
Academic Affairs Office ▼
Academic Calendar
Centers/Programs ▼
Colleges/Schools ▼
Committees
Faculty Position Openings ▼
Faculty Ombudsperson
Faculty Handbooks
Forms
Other Reporting Units ▼
Policies

Academic Affairs



New Faculty Orientation

d. USA Faculty Handbook

- Faculty rights, duties, workload, benefits
- Promotion and Tenure
- Academic Policies
- University Administration
- Student Policies

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z faculty handbook

Students Parents Alumni Academics Research Athletics

A-Z Index
Libraries
Maps
Directories

Search Results

About 781 results (0.19 seconds)

[Faculty Handbooks](#)

Faculty Handbooks. Faculty Handbook - 2014 - Orientation Handbook for New Faculty - AGSC & STARS presentation for USA Administrators, Faculty, & Staff ...
www.southalabama.edu/departments/.../facultyhandbooks.html



Faculty Handbook - 2014

New Faculty Orientation

Faculty Attendance

- **Scheduled absence during your contract term at times other than university holidays requires a Request for Professional Leave or Travel Form (on A&S and on Academic Affairs website).**
- **You must be prepared to explain coverage for missed classes, labs, assignments.**
- **Reasons: Conference/Meeting attendance, professional development, family emergency.**
- **If you request reimbursement for travel, consult with your chair well in advance.**

USA REQUEST FOR PROFESSIONAL LEAVE OR TRAVEL

If this leave request includes FOREIGN/INTERNATIONAL travel you must complete the International Travel Review Form PRIOR to making any arrangements and PRIOR to submitting this request.

Name _____ Title _____ Department _____
Office Address _____ Office Phone # _____
Home Address _____ Home Phone # _____

I, _____, request permission for professional leave or travel from
_____ A.M./P.M. on _____ (date) until _____ A.M./P.M. on _____ (date)

This leave request is for: Professional leave Consulting Other

Specific purpose: _____

Destination, if travel is involved: _____

Will any classes or assignments be missed? No Yes

If yes, indicate below what arrangement have been made for appropriate coverage.

Indicate below those classes that will be missed:

Course

of Days Missed

Coverage

College of Arts and Sciences



Coming Soon: A Forensic Science Minor Program at USA >>



Students and Faculty Spend Summer Study Abroad in Cuenca, Spain >>



A&S Biology and Philosophy Double Major Wins Undergraduate Research Prize >>



Professor of Social Work Appointed Senior Editor of Journal of Baccalaureate Social Work >>

Upcoming Events

Friday, January 16	7:30pm	Tri-State Piano Quc
Saturday, January 17	7:30pm	Scott O'Toole, Gue
Thursday, January 22	7:30pm	Jasmin Arakawa, F
Sunday, January 25	3:00pm	Mobile Chamber Mu

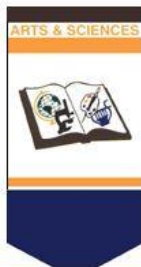
Discover

Departments	Explore Our Majors
Welcome from the Dean	Faculty Research Areas
College Directory	A&S Scholarships
Forms	Value of an A&S degree
S Graduate Programs	College committees

<http://www.usouthal.edu/colleges/artsandsci/>

Resources for A&S Students ▾
Future A&S Students ▾
Resources for Faculty and Staff ▾
College Alumni, Parents, and Friends ▾
Dean's Office
Home

STAY CONNECTED



Academic Conduct Forms

- ▶ [Academic Misconduct Penalty Record Form](#)
- ▶ [Academic Disruption Handout](#)
- ▶ [Classroom Disruption/Behavior Concern Report](#)
- ▶ [Turnitin](#)
- ▶ [Plagiarism Checker](#)

Curriculum Forms

- ▶ [Curriculum Action Form \(CAF\)](#)
- ▶ [Completing Curriculum Action Forms Manual](#)
- ▶ [Instructions for Requesting A New Course](#)
- ▶ [Course Fee Approval Form \(2014 version\)](#)
- ▶ [Variable Content Course Topic Authorization Form](#)
- ▶ [USA Syllabus Template](#)
- ▶ [Credit Hour Estimate Form \(blank\)](#)

A&S Faculty Development Forms

- ▶ [A&S Support and Development Award](#)
- ▶ [A&S Summer Professional Development Awards](#)

New Faculty Orientation

Office Hours

- **Include office hours on syllabus. Post hours in dept.**
- **Full-time faculty: 6 hours per week minimum**
- **Part-time faculty: Consult with chair for expected time. Students must be notified about the times and methods of communication with part-time instructors.**

New Faculty Orientation

Student Attendance

- **Check class roster in the first few weeks because:**
 - > **Students dropped for non-payment but don't know**
 - > **Students withdraw from the course (WD)**
 - > **Students may be attending the wrong course, or**
 - > **Students may be attending the wrong course *section.***

If wrong course, talk to your secretary.

Student must fill out a “Change of Course Form” and have it signed.



UNIVERSITY OF SOUTH ALABAMA CHANGE OF COURSE

TERM

STUDENT NO.	OFFICE USE	NAME	COLLEGE
J 00			

COURSE REFERENCE NUMBER (CRN)	CHECK ONE PER COURSE				OFFICE USE	SUBJECT	COURSE	SECTION	CREDIT HOURS	PART OF TERM	INSTRUCTOR'S SIGNATURE (WHEN REQUIRED)	DATE
	ADD FOR	CHANGE TO		DELET								
	CRN	CRN	CRN	CRN								

REASON FOR CHANGE: _____

DEAN'S APPROVAL _____ DATE _____

WHITE - REGISTRAR YELLOW - STUDENT

STUDENT SIGNATURE _____ DATE _____

New Faculty Orientation

Student Attendance Why check attendance?

- Attendance plays a major role in student success.**
- You need attendance information for assigning mid-term and final grades (F* and U*)**

Course withdrawal: Students can withdraw from a course on PAWS until about the 10th week of a semester.

Put the withdraw deadline on your syllabus (Oct. 21st for fall, 2016)

New Faculty Orientation

Course Syllabus

The Syllabus Template is available on Forms site of College website, or on Academic Affairs website under Forms.

University of South Alabama Course Syllabus Template

This includes the minimum requirements for a course syllabus with recommended items in blue. Individual colleges/schools may have different requirements and/or organizational structure for course syllabi items based on their accreditation needs and/or college/school requirements.

Note: Items in red are required; items in blue are recommended.

Course Information

Term

Subject, Number, Section Number, Course Title

Course Format: No web component, Web-enhanced, Blended, or Online

Class days and time

Building/Room number

New Faculty Orientation

Types of course formats:

- **No Web component (rare)**
- **Web-Enhanced (traditional with supplements online; online assignments cannot reduce contact hours)**
- **Blended (15 - 85% online) Section number 700-799**
- **Fully Online Section number 800-899**

New Faculty Orientation

Testing and Final Exams

- a. 100 – 200 level courses should give *graded examination or paper by end of the 3rd week (end of 5th week for 300-400)*
- b. Midterm grades are required for all full-term courses. Midterm grading will be due at 10:00 a.m. on Oct. 10th, 2016.
- c. Give enough feedback before last day to withdraw (WD).
- d. Give Final Exams at scheduled time (regular classroom)

University Exam Schedule

FINAL EXAM SCHEDULE – SPRING 2016

All exams will take place in the regular class meeting place. No deviation from this schedule is permitted without the permission of the dean of the college in which the course is taught.

RELIEF FROM SEVERAL FINAL EXAMINATIONS PER DAY

Students are entitled to relief from three or four final examinations on the same day. If the student makes a formal written request two or more weeks prior to the first day of final examinations, the student's final examinations will be rescheduled normally on the following basis:

Spring Semester - Second exam may be rescheduled

The request is made to the dean of the college in which the course is taught, and the rescheduling is done through that office. If more than one college is involved, the appropriate deans will coordinate the rescheduling.

Monday, May 2

Class Time

8:00 A.M. **MWF**
10:10 A.M. **MWF**
12:20 P.M. **MWF**
2:30 P.M. **MWF**

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M.– 12:30 P.M.
1:00 P.M. – 3:00 P.M.
3:30 P.M. - 5:30 P.M.

Tuesday, May 3

Class Time

8:00 A.M. **TR**
11:00 A.M. **TR**
2:00 P.M. **TR**

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.

Wednesday, May 4

Class Time

9:05 A.M. **MWF**
11:15 A.M. **MWF**
1:25 P.M. **MWF**
3:35 P.M. **MWF**

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.
3:30 P.M. – 5:30 P.M.

Thursday, May 5

Class Time

7:00 A.M. **MWF**
9:30 A.M. **TR**
12:30 P.M. **TR**
3:30 P.M. **TR**

Exam Time

8:00 A.M. – 10:00 A.M.
10:30 A.M. – 12:30 P.M.
1:00 P.M. – 3:00 P.M.
3:30 P.M. – 5:30 P.M.

Classes that do not appear in the above schedule may use 3:30 – 5:30 P.M. on Tuesday, May 3.

Evening Classes

Monday, May 2

6:00 P.M. **MW or M**
7:30 P.M. **MW, M, W**

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

Wednesday, May 4

6:00 P.M. **W**
9:00 P.M. **MW, M, W**

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

Tuesday, May 3

6:00 P.M. **TR or T**
7:30 P.M. **TR, T, R**

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

Thursday, May 5

6:00 P.M. **R**
9:00 P.M. **TR, T, R**

6:00 P.M. – 8:00 P.M.
8:15 P.M. – 10:15 P.M.

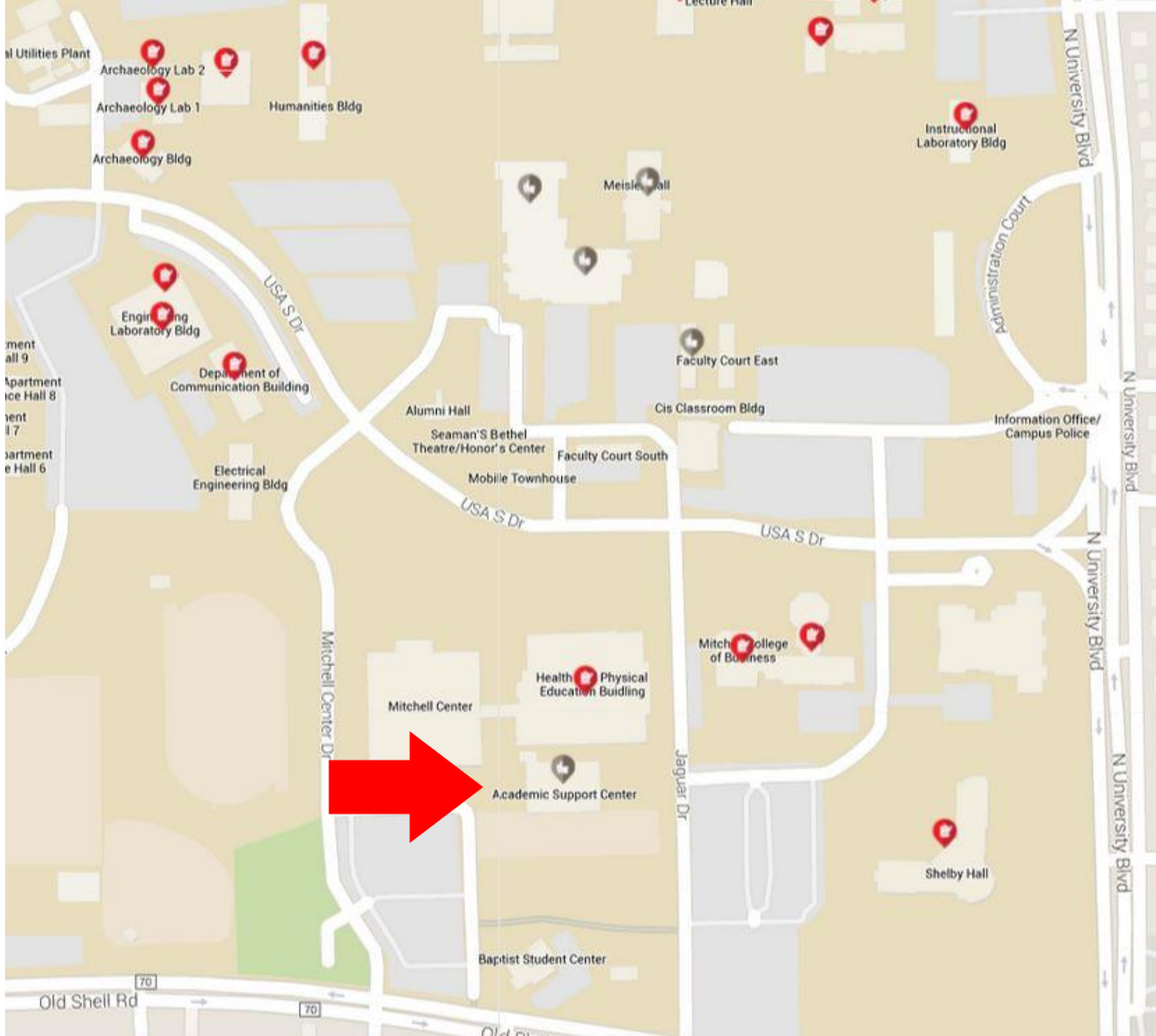
Weekend Classes

Weekend Classes will have their final exams Friday - Sunday, April 29 to May 1, 2016, at the regular class meeting time.

New Faculty Orientation

Student Academic Success and Retention (Jag Success)

- **First Year Experience courses (CAS 100: FYE)**
- **Learning Communities/Block schedules**
- **Supplemental Instruction**
- **JagAlert**
- **JagPALS**
- **Math Lab**
- **Writing Center**
- **First Year Advising Center (FYAC)**



Academic Advising in Arts and Sciences

We Use A Mixed Advising Model:

1. Freshmen are advised in First Year Advising Center

Exceptions: Music, Theatre and Dance, Art
and Social Work Majors.

2. Sophomores – Seniors are advised in their Department
by Faculty.

3. Graduation Advising and special advising is done by
A&S Advising Center Staff.

4. Graduate Students advised in Department with support
from Dr. Nancy Howell.

Director of First Year Advising



Catherine Preston

cpreston@southalabama.edu

Academic Advisors



Ali Botsis

Engineering & Non-Teacher Certification

Exploratory, PT, & OT

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Emalyn Cork

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Jennifer Monkman

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Nani Perez Uribe

Engineering, Criminal Justice, & Sociology

Exploratory, PT, & OT

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Tameka Thomas

Nursing & Psychology
Exploratory, PT, & OT

ttthomas@southalabama.edu

Advising Center Staff

Meet the Academic Advisors in the College of Arts and Sciences



Dr. Nancy Howell, Director of Advising

Alpha Hall South, Rm 349

Telephone: (251) 460-7233

Fax: (251) 461-1744

nhowell@southalabama.edu



Shylonda Stewart, Academic Advisor

Alpha Hall South, Rm 346

(251) 460-7586

sbstewart@southalabama.edu



Kelly R. Taylor, Academic Advisor

Alpha Hall South, Rm 348

(251) 460-7233

ktaylor@southalabama.edu

Professional Advisors for Arts and Sciences

A&S Advising Center: **AHS 345**

Ask A&S Advising Center staff first about advising questions; don't send students to Registrar's Office

Grading

Grades / Symbols:

Grades: A, B, C, D, F, F*, S, U, U*

Symbols: I, X, P

No plus or minus grades.

***N.B.:* We use “S” for passing (satisfactory), not P.
P = in progress**

F*, U*

(Attendance)

A grade of F or U*, rather than an F or U, is assigned in cases where the student did not officially withdraw from the course but who failed to attend. Attendance could be academic attendance or participation in an academically-related activity.*

F* or U* grades will be generated based upon the mid-term or final grades and attendance dates you provide. You will not assign them directly, however, you will need to have accurate attendance information at mid-term and final grade submission.

You will be asked to record the last date of attendance for F* and U* grades when you record final grades. You can use the last recorded assignment as the last date of attendance.

An “Incomplete” may be given in certain circumstances:

I

Incomplete

Part-time faculty need the chair’s permission to give an I

- When a student has completed a substantial portion of the course with a passing grade and experiences a significant health or personal problem preventing him/her from completing the course, an “I” may be assigned.
- The faculty member makes the decision to assign an “I” at the request of and in consultation with the student.
- If the student does not complete the course requirements by the middle of the next semester, the “I” is automatically changed to “F.”
- It is the student’s responsibility to consult with the faculty member at the beginning of the following semester.

X

Absence from Final Exam “X”

An “X” is given if the student has a reasonable chance of passing the course, but with good reason missed the final exam.

P

Courses in Progress “P”

The symbol “P” (In Progress) is assigned only in a limited number of approved courses that require more than one term for completion. This grade should not be used merely to indicate that the student was unable to complete a course within the term enrolled and is given some additional time to complete coursework. Use either

New Faculty Orientation

More about Grades:

- **Submit grades on time.**
Usually due at 10:00 am 2-4 days after finals.

**Late grade reporting impacts graduation, financial aid,
course registrations.**

- **Changing grades.**
Use Change of Grade form available online
 - **Get Chair's signature too**

INSTRUCTIONS:
PLEASE SEND
FORM TO THE
REGISTRAR'S
OFFICE
MH 1100

UNIVERSITY OF SOUTH ALABAMA CHANGE OF GRADE/SYMBOL FORM (A, B, C, D, F, F*, S, U, U*, N/ I, X, P)



CRN	SUBJECT	COURSE	SECTION

TERM

INSTRUCTOR	COURSE TITLE	CREDIT HOURS

STUDENT NAME	STUDENT ID	ASSIGNED GRADE OR SYMBOL	AMENDED GRADE OR SYMBOL
	J00		
	J00		
	J00		
	J00		

JUSTIFICATION FOR GRADE OR SYMBOL CHANGE (PLEASE SPECIFY) <i>(Please indicate by ✓)</i>	
<input type="checkbox"/>	Error in Recording Grade
<input type="checkbox"/>	Error in Evaluation of Grade
<input type="checkbox"/>	Student Completed Course Work (I, X, P)
<input type="checkbox"/>	Other (please specify)

INSTRUCTOR'S SIGNATURE

DATE

CHAIR'S SIGNATURE

DATE

DEAN'S SIGNATURE

DATE

FOR GRADUATE STUDENTS ONLY:

GRADUATE STUDIES DIRECTOR'S SIGNATURE

DATE

GRADUATE SCHOOL DEAN'S SIGNATURE

DATE

see class roster

HY, EH,
GEO,
BLY

first name
last name

only
check one

Fall
2016



UNIVERSITY OF SOUTH ALABAMA
OFFICE OF THE REGISTRAR
REQUEST FOR EXTENSION OF TIME
FOR INCOMPLETE GRADE

To extend the time for the removal of an incomplete grade, please submit this form to the Registrar's Office prior to the last day for faculty reports on incomplete grades as published in the University Calendar.

Student Name: _____

Student No: J00 _____ Semester: _____ Year: _____

Course Subject: _____ Course No.: _____ Section No.: _____

College: _____ Dept.: _____

Extend the time for removing the incomplete grade (I, X, P) to the specified deadline of:

(Month) _____ (Day) _____ (Year) _____

Reason: _____

Instructor Name: _____

Instructor Signature: _____

APPROVAL

_____	_____
Department Chair	Date
_____	_____
Dean	Date

White – Registrar Yellow – Dean

I, X, P

HY, EH,

**Check
academic
calendar
for
deadline**

FERPA

Posting Grades and Privacy

a. FERPA, the Family Education Rights and Privacy Act, sometimes referred to as the Buckley Amendment, prohibits the disclosure of certain types of student information, including the release of grades, without the student's consent. **Even if codes are used instead of names, public posting of grades is NOT an advisable practice.** The University Registrar provides each student with an official online grade report each semester and students may access their grades on a secure web site.

New Faculty Orientation

b. Consequences of FERPA

- don't post grades in classroom or on your door. You can post grades in USAonline (recommended).
- Shred paper documents containing student info.
- don't e-mail grades to students, or leave them in a pile for students to sort through.
- don't talk to parents about their student's grades – unless the student signs a waiver.
- Never post student J-numbers, grades, or similar private information to a public website (other than USAonline).



University of South Alabama Grade Replacement Policy

Under certain conditions, when a course has been repeated, a student may request that an earlier grade not be used in the calculation of the USA grade point average.

Please note: a USA grade point average that includes grade replacement, may not be used for some purposes. For example, graduate and professional programs may recalculate your grade point average with no grade replacement for admissions decisions.

If you are receiving financial aid, please be aware that the Standards of Academic Progress Policy is separate from the Grade Replacement Policy. Replacement of a grade does not change the satisfactory academic progress calculation. All work attempted is part of this calculation and repeating courses could negatively affect your eligibility for financial aid. If you have questions please contact the Office of Financial Aid (251-460-6261 or finaid@usouthal.edu).

Students can replace up to three USA course grades while at USA.

They cannot replace a grade if academic misconduct was involved in a prior course attempt.

The old grade remains on the transcript but is not calculated in the institutional GPA.

Grade Grievances

a. Keep copies of course materials (exams, quizzes, papers) for a year.

b. Final Course Grade Grievance Policy

Students may grieve a final grade due to:

i. Grading Error

ii. Failure of instructor to follow the syllabus

iii. Arbitrary or capricious evaluation

iv. Extraordinary mitigating factors

Students must file a grievance within 20 class days of the next semester. First must try to resolve with instructor, then chair, then grievance committee.

New Faculty Orientation

Cheating / Plagiarism

Student Academic Conduct Policy in *Lowdown*

- Inform student verbally or in writing of the alleged violation.
- If you decide to impose a penalty, you must prepare a written statement describing the alleged violation and the penalty, along with a copy of the Student Academic Misconduct Policy.
 - **Give or mail the statement to the student.** Have the student sign for receipt or request a Return Receipt if mailed.
 - Give a copy to your chair. Student has 10 days to reply.

Academic Misconduct Penalty Record (AMPR)

Semester: _____

General Information

Student Name: _____ Student Number: _____ Major: _____

Instructor: _____ Course Title/Section: _____

Type of Misconduct: _____ Level of Charge (I, II, III) _____ Date of Incident: _____

Instructor

Date Student Notified of Alleged Violation, Penalty, and Due Process Procedures (*Attach Copy of Notification to AMPR*): _____

Penalty Imposed by Instructor: _____

Student Denies Charges and Desires Review Conference: Yes No

Departmental

DEPARTMENTAL REVIEW CONFERENCE

DATE: _____

Outcome of Conference (Select One):

- Dismissal of Charge(s)
- Student Accepts Penalty Imposed by Instructor
- Student Requests a Hearing (May Have 2 Class Days to Make Decision)
- Other: _____

Signatures: _____

New Faculty Orientation

Academic Disruption Policy

Disruptive academic behavior is defined as individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property, and/or is otherwise prejudicial to the maintenance of order in an academic environment.

Disruptive Behavior Can Include:

- Sleeping in class.
- Routinely entering class late or departing early.
- Repeatedly talking in class without being recognized, talking while others are talking, or dominating class discussion.
- Loud keyboarding or playing computer games.
- Physical display of anger (such as throwing books)

A&S Faculty Reporting System

Full-Time faculty should begin entering data into Digital Measures for tenure, promotion, and assessment purposes.

- Resources for A&S Students ▾
- Future A&S Students ▾
- Resources for Faculty and Staff ▾
 - ▶ College Faculty
 - ▶ Faculty Research and Creative Activities
 - ▶ Faculty Policies and Forms ←
 - ▶ Staff
- College Alumni, Parents, and

College of Arts and Sciences



- Resources for A&S Students ▾
- Future A&S Students ▾
- Resources for Faculty and Staff ▾
 - ▶ College Faculty
 - ▶ Faculty Research and Creative Activities

Faculty Policies

The [USA Faculty Handbook](#) specifies policies and procedures that govern all USA faculty. Arts and Sciences College tenure, promotion, and mid-probationary review policies are presented below.

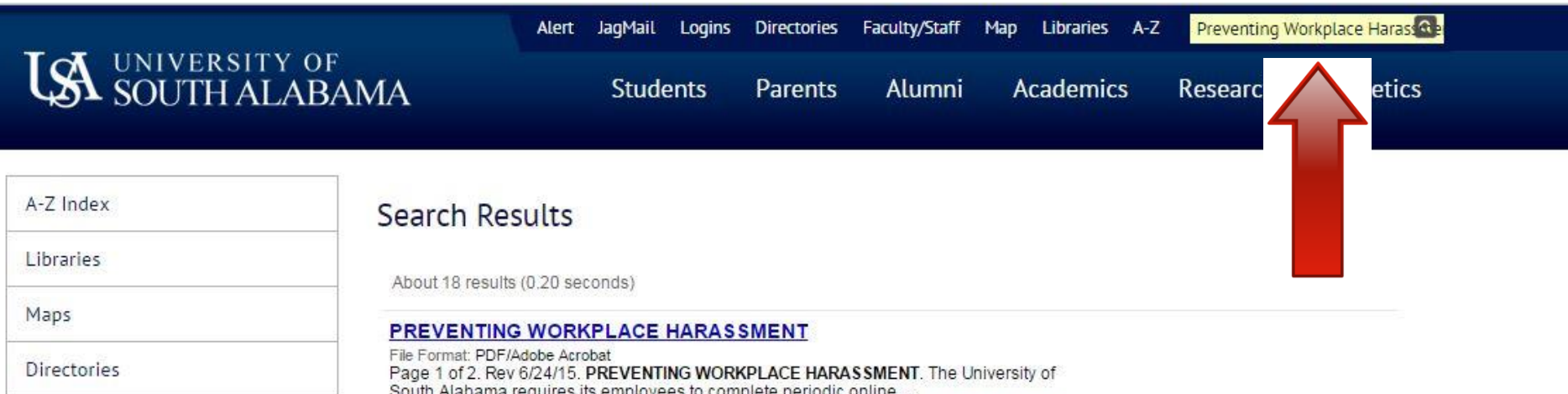
Forms	USA Faculty Policies
Digital Measures	Dean's Office



New Faculty Orientation

O. Sexual Harassment and Sexual Violence Policy

All faculty must complete the *Campus SaVE Act and the Workplace Harassment Prevention* training online within 30 days of employment. (Set up your Jag mail account first)



The screenshot shows the University of South Alabama website's search results page. The top navigation bar includes links for Alert, JagMail, Logins, Directories, Faculty/Staff, Map, Libraries, A-Z, and Preventing Workplace Harassment. A red arrow points to the 'Preventing Workplace Harassment' link. The search results section displays 'About 18 results (0.20 seconds)' and a link to 'PREVENTING WORKPLACE HARASSMENT'. Below the link, the file format is listed as PDF/Adobe Acrobat, and the page content indicates it is page 1 of 2, revised 6/24/15. The page footer shows the number 48.

Alert JagMail Logins Directories Faculty/Staff Map Libraries A-Z Preventing Workplace Harassment

Students Parents Alumni Academics Research Analytics

USA UNIVERSITY OF SOUTH ALABAMA

A-Z Index

Libraries

Maps

Directories

Search Results

About 18 results (0.20 seconds)

[PREVENTING WORKPLACE HARASSMENT](#)

File Format: PDF/Adobe Acrobat
Page 1 of 2. Rev 6/24/15. PREVENTING WORKPLACE HARASSMENT. The University of South Alabama requires its employees to complete periodic online ...

The University of South Alabama is committed to an environment in which students, faculty, staff and guests are free from sexual harassment, including sexual violence/sexual assault. Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, as well as the University's Non-Discrimination Policy. Sex discrimination, consequently, encompasses both sexual harassment and sexual violence, which seriously threatens the atmosphere of trust and respect that is essential to a healthy work and academic environment and will not be tolerated by the University. All members of the University community (including faculty, staff and students) must abide by this policy. Persons found to be in violation of this policy will be subject to disciplinary actions by the University – including, but not limited to – warning/reprimand, demotion, transfer, suspension, expulsion, dismissal, or termination. Under certain circumstances, moreover, acts of sexual harassment and sexual violence may result in criminal and/or civil sanctions.

All members of the University community are expected, and in some cases required, to report incidents of sexual harassment or sexual violence.

This Powerpoint presentation is on the College Website under Faculty Policies and Forms (scroll to the bottom of the page).

Thank You!

Resources for A&S Students	▼
Future A&S Students	▼
Resources for Faculty and Staff	▼
▶ College Faculty	
▶ Faculty Research and Creative Activities	
▶ Faculty Policies and Forms	
▶ Staff	

Faculty Policies

The [USA Faculty Handbook](#) specifies policies and procedures that govern all USA faculty. Arts and Sciences College tenure, promotion, and mid-probationary review policies are presented below.

Forms	USA Faculty Policies
Digital Measures	Dean's Office



Tenure and Promotion Policies

[Promotion and Tenure Statement of Procedures and Criteria](#)

[New Faculty Orientation Presentation](#)



USA Resources

A.R.R.A.
USA Bookstore

Parking Services
Emergency Hotline

Download the USA App

Download the USA App for
access to email, calendars



Virtual Tour & Campus Maps

Take a virtual tour of
campus, get directions