



ST. EDWARD'S
U N I V E R S I T Y

A U S T I N

**Helpful Information
for
New Faculty**

2009-2010

**Assembled by the
Center for Teaching Excellence
at St. Edward's University**

Dr. Julie Sievers, Director

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Introduction

Welcome to St. Edward's University! We are glad that you have joined our academic community, and we look forward to working with you in the coming semesters. We hope this informational guide will answer many of your questions, enable you to understand St. Edward's vision and values, and help you to take advantage of the university's many resources for faculty. It has been organized into four basic parts: 1) an overview of St. Edward's vision and values; 2) an overview of administrative offices; 3) information on a variety of topics listed by subject; and 4) frequently asked questions. In addition, your dean will keep you informed of appropriate meetings and other events where you can meet and work with the full-time faculty. As other questions arise, please feel free to consult your dean, the full-time faculty, or the Center for Teaching Excellence. We want to support you and the valuable work you do for St. Edward's University.

The Mission of St. Edward's University

St. Edward's University is an independent Catholic university that welcomes qualified students of all ages, backgrounds and beliefs and serves a culturally diverse student body.

The university's undergraduate programs achieve a balance among the humanities, the sciences and the professions. These programs seek to make graduates competent in a chosen discipline and to help them understand and appreciate the contributions of other disciplines. Graduate and professional development programs prepare individuals to further their life goals and to take advantage of more challenging employment opportunities. Graduates in all programs should be prepared, through training in critical and creative thinking as well as moral reasoning, to analyze problems, propose solutions and make responsible decisions. They should be able to express themselves articulately in both oral and written form. They are encouraged to develop an understanding of the human person that is derived from reason and open to faith.

The university promotes excellence in teaching and learning in an environment that encompasses the campus classroom, student life programs and the broader community. A caring faculty and staff, recognizing that learning is a lifelong process, teach the skills needed to be independent and productive. They encourage individuals to confront the critical issues of society and to seek justice and peace. Students are helped to understand themselves, clarify their personal values and recognize their responsibility to the world community. The university gives the example of its own commitment to service.

St. Edward's was founded by the Congregation of Holy Cross, from which it acquired distinguishing characteristics: the courage to take risks, an international perspective, and the commitment to provide educational opportunities for students of varied cultural, religious, educational and economic backgrounds. St. Edward's expresses its Catholic identity by communicating the dignity of the human person as created in the image of God, by stressing the obligation of all people to pursue a more just world, and by providing opportunities for religious studies and participation in campus ministry. St. Edward's seeks to provide an environment in which freely chosen beliefs can be deepened and expressed.

Operating Principles

St. Edward's University was founded by the Congregation of Holy Cross, whose values underlie the goals identified in our Mission Statement. We aspire to work together to achieve these goals according to the following operating principles, which flow logically from our Holy Cross and Catholic heritage.

We work through collaboration.

We work collaboratively to attain our goals. We address concerns from a university-wide perspective, working together in the most effective and efficient ways to generate solutions and make decisions that benefit the university as a whole. We take our responsibilities to each other seriously, sharing information and meeting deadlines; giving and receiving constructive feedback for improving individuals, teams and processes; listening with open minds to each others' points of view; and providing personal support and assistance to each other. We collaborate with friends in the larger community, seeking their ideas and partnerships.

We treat each other respectfully.

We treat each other with the respect we expect for ourselves. We strive to take advantage of the possibilities for growth and creativity that exist within an environment where different views are discussed and respected. We speak to each other in professional and respectful tones; we maintain our composure and judgment under the pressure caused by differences, actively listening for understanding, clarifying confusion, affirming feelings, and seeking mutually beneficial solutions. We confront demeaning comments and behavior and insist on civility. We commit ourselves to conducting our business in ways that develop an atmosphere of trust and respect.

We are a continually developing organization.

We are a community committed to continuous assessment of the needs of our students and colleagues and of our own performance. We view all members of our campus community as potential teachers and learners. We seek new knowledge and skills and better applications of our knowledge and skills. Personal growth and development are expectations, as well as growth and development of the effectiveness of the organization. We create an environment which encourages and supports risk-taking, and we consciously work to remain open to new ideas, opinions and ways of doing things from all members of our university community and from the larger community, whose assessment and ideas we welcome.

We each take responsibility for excellence.

A focus on excellence is a way of life. We set challenging goals in every area, with the university's mission as the guide for establishing and prioritizing these goals. We encourage and expect all members of our community to take responsibility for continual analysis of our policies, procedures, processes, as well as their own performance, to ensure that we are working as effectively and efficiently as possible. We understand that we are accountable to each other to contribute to the excellence we seek. There is openness to anticipating and examining possible barriers to excellence and enthusiasm for developing strategies to overcome these barriers.

We are dedicated to high standards of service.

Creative problem-solving to help students, colleagues, and all who do business with us is a hallmark of our service. We respond quickly, considerately, and correctly to the needs of those who come to us for help. We work to increase our job knowledge and knowledge about other areas of the university, so that we can continually contribute suggestions and make adjustments to improve our service. We place a higher priority on service than on administrative ease; politeness, cheerfulness, and helpfulness are valued and expected.

We have open communication across the University.

At St. Edward's University open communication includes widely sharing information, requesting appropriate information before making decisions, clearly describing goals and decision-making processes, offering and accepting suggestions for improvement, and being receptive to others' ideas and to the changes indicated by our continuing assessment. We value open and direct communication, which is used to inform, educate, and foster improvement. We work to create the trust that makes open and direct communication possible.

We seek to understand and promote diversity.

We support the ideal of equal and open access to opportunity for everyone. We work to critically examine our own beliefs, biases, and assumptions that may create division and misunderstanding about ethnicity, gender, age, sexual orientation, values, religion, politics, disabilities, socio-economic status, attitudes, language, and all other differences. We are committed to identifying and eliminating barriers to inclusion within our own policies, procedures, and traditional practices. We value the diversity on our campus and within the community and work to enhance the possibilities for personal and institutional growth such diversity provides.

We are good stewards of our organizational resources.

We appreciate and treasure all resources entrusted to us. These resources may include employees, property, equipment, and/or funds. We are committed to periodically reviewing the allocation of these resources to ensure that they are being distributed in the most efficient and effective way to attain our mission and strategic goals. We encourage community members' input to arrive at workable solutions to resource issues. We practice sound financial management as our standard, and it is the responsibility of each community member to value and be a good steward of the organizational assets at their disposal.

Administrative Organization

<http://www.stedwards.edu/hr/files/u4/OrgChart.pdf>

Required Paperwork for Adjuncts

The Office of Academic Affairs will mail you a notice of appointment before the beginning of the semester you are scheduled to teach. If fewer than 10 students enroll for the course you are scheduled to teach, the university may cancel the course (or may prorate the stipend) at the discretion of the respective school dean and the vice president for academic affairs. If you have questions, call Lance Texter at 448-8416.

Your packet of materials from the vice president for academic affairs' office will include:

- Checklist of items to complete as an adjunct
- 2 copies of Notice of Appointment form
- Supplemental Retirement Notification (green form) -- (*New adjuncts only*: Please complete and return to Human Resources in Premont Hall 101.)
- Veteran status form -- (*New adjuncts only*: Please complete and return to HR.)
- Direct Deposit Authorization Form -- (*All adjuncts*: If you require any changes, please request a form from Payroll to complete and submit to HR.)
- W-4 Form -- (*New adjuncts only*: If you require any changes, please request a form from Payroll to complete and submit to HR.)
- I-9 Form -- (*New adjuncts only*)

1. Complete and return the following to Human Resources:

- Background Check consent form: This must be completed by new adjuncts and returning adjuncts with more than a one-year break in service. This form must be submitted to HR within the first 3 days of employment unless the adjunct is in a security-sensitive position (responsible for minors, requires key access to residence halls). Security-sensitive employees must complete a successful background check PRIOR TO beginning work.
- I-9 Form: This must be done in person within 3 days after the first class day. If you have previously filed an I-9, call the Human Resources Office (448-8587) to verify it has not been purged and that all information is current.
- W-4 form
- Supplemental Retirement Notification form
- Direct Deposit Authorization form
- Veteran status form

2. Sign and return the following to the vice president for academic affairs' office (Main Bldg. 116):

- One copy of the Notice of Appointment form. One is for your files.

3. Have an official transcript of your graduate coursework sent to the vice president for academic affairs' office. It is a requirement of the Southern Association of Colleges and Schools (SACS) that an official transcript of all graduate coursework be on file in the vice president for academic affairs' office. [*Note: photocopies and transcripts stamped "issued to student" are not official.*] When requesting the transcript from your university, please have the university send the transcript directly to:

Lance Texter
Office of the Vice President for Academic Affairs
St. Edward's University
3001 South Congress CMB 1011
Austin, TX 78704

Map of Main Campus

FACULTY SERVICES AND SUPPORT CENTERS

Assessment Tools / Survey Tools

St. Edward's University is a subscriber and supporting member of the Flashlight Program for the Study and Improvement of Educational Uses of Technology.

Using Flashlight, faculty at St. Edward's University can create custom online surveys to find out what their students think about their learning experience. All surveys can be created and taken online, and automatic analyses are generated for the faculty member to view.

If you would like to access the Flashlight Online System, or would like training, please contact the Faculty Resource Center to obtain a password. 448-8618

Athletic Facilities

Upon presentation of a faculty ID, adjunct faculty may use the Recreation and Convocation Center's pool and athletic facilities during access periods posted by the center.

Blackboard

Blackboard is an online course content management program. It allows students to chat online, and provides faculty with online assessments, student tracking, group projects management, file exchange, and online gradebook, and virtual collaboration. Blackboard may be used to support both online and traditional fact-to-face classroom teaching.

Blackboard accounts are automatically created for all faculty members. To log in to your Blackboard account, go to <http://blackboard.stedwards.edu>. For more information, visit www.stedwards.edu/it_dept/computer/hardware_software/blackboard/blackboard.htm

Bookstore See *FAQ's, Textbook Adoptions, and Course Packets*

Campus Security

The University Police Department is available for security issues. In case of emergency, call 448-8444.

After-Hours/Weekend Building Access: Some facilities on campus are locked when classes are not in session. If students from your classes are going to be using facilities after-hours or on weekends please send an e-mail to staff.unpd@stedwards.edu or a written list (CMBx 1053) with your signature and current date. The following information will need to be provided. Its absence could delay after-hour/weekend access

1) student name(s)

- 2) St. Edward's University ID #
- 3) name of the building(s)
- 4) room number(s)
- 5) what hours you are allowing access.
- 6) and date time frame.

For parking sticker info, see "Parking Permits"

Computer Help and Computer Training

http://www.stedwards.edu/it_dept/computer

Computer Help Desk:

448-8443

Help Desk E-mail:

helpline@stedwards.edu

Hours:	Mon-Thurs:	8:00 a.m.-10:00 p.m.
	Friday:	8:00 a.m. - 6:00 p.m.
	Saturday:	9:00 a.m. - 6:00 p.m.
	Sunday:	2:00 p.m. - 10:00 p.m.

Training

Instructional Technology offers free computer training classes. Classes are open to faculty, staff and students. Classes are 1 1/2 hours and 2 hours long. Some of the topics include Windows XP, Mac Operating System, Excel, Word, PowerPoint, PageMaker, HTML, Access, Dreamweaver, and Web Graphics. For a complete list of classes, check the current schedule at: <http://www.frc.stedwards.edu/workshop>

If you would like a special training session just for your class, or if you anticipate that all or most of the students in one of your classes may need to attend one of our regularly-scheduled training sessions, please contact the Training Coordinator (448-8554).

Copying Services

448-8586

The Copy Center is located on the ground floor, Main Building, next to the Post Office. The center provides high quality black & white photocopies for departments and personal use, as well as over 60 colors and sizes of paper, plus binding and laminations.

Note: the first 2 weeks of school are hectic. Please allow 24 hours on all requests.

To bill your department, you must complete a service request form with every order. These are available at the counter. The center reserves the right to refuse to make copies which infringe upon the posted Fair Use Guidelines.

Copy requests can be sent via the Internet to copy@stedwards.edu. In the email state your name, the department copies are to be charged to, the number of copies needed, whether you want your copies front only or front & back, whether you need the copies collated and stapled, and what color of paper you'd like your copies printed on. Attach a PDF file of the document you want copied to the email. The Copy Center can only print from PDF attachments. Please do not send Word documents or any other format.

Hours: 8 am to 6 pm Mon-Thurs
9 am to 5 pm Friday
Summer, holiday and inter-semester hours are:
8 am to noon, 1 pm to 5 pm, Mon-Thurs
9 am to noon, 1 pm to 5 pm, Friday

There is an after hours Copy Center mailbox available. Please talk with the Center staff for further information.

The Copy Center fax number is (512) 448-8492. Note: when faxing from on-campus, it is not necessary to dial the area code or the prefix. Only dial the extension (8492). When dialing in to the Copy Center from off-campus the prefix (448-) must be included.

For information on copyright policies, see General Information, "Copyright Policies"

Course Packets

The SEU Bookstore will copy, package, and sell any course packets you need for your classes. There is no charge to faculty for this service.

- The Bookstore will obtain copyright permissions from all publishers. If you prefer to obtain copyright permissions yourself, please provide copies of all authorizations to the Bookstore when the order is submitted. Also submit invoices for copyright fees, when received.
- You can be listed as editor or author.
- You do not need to collect money from students. All sales are handled through the Bookstore.
- You do not need to transport, distribute, or store packets. Packets are available in the Bookstore, with regular textbooks.
- The Bookstore will handle copying and packaging. You may choose from a variety of packaging options.
- You may request a final bound copy at no charge to you.
- There is a quick turnaround on re-orders, usually twenty-four hours or less. Master copies are kept on file in the Copy Center during the semester and may be retrieved when copies are no longer needed.
- No delivery charges.

Items needed to create a course packet:

- Text adoption or requisition form. List your course pack as you would a regular textbook title.
- Original documents: good clean original masters, with a cover sheet.
- Bibliography: Very thorough, including page numbers in the original sources.
- The above documents must be delivered to the Bookstore:
 - 4 weeks in advance, if copyright permission is needed
 - 2 weeks in advance, otherwise.

Keep in mind that the beginning of a term is a busy time for both the Bookstore and the Copy Center. This affects the production time needed for course packets. In addition, while some requests for permission to copy can be obtained quickly, others can take a very long time. *Please give the Bookstore as much advance notice as possible.*

EdWeb

EdWeb is the academic records/course registration server used by both faculty and students. It can be accessed using the EdWeb “QuickLink” on the university’s home web page or by going to <http://www.stedwards.edu/regist/facinfo.htm> .

EdShare

EdShare is a secure shared-access file and print server used by faculty, staff, and students. For more information, please go to http://www.stedwards.edu/it_dept/computer/edshare/edshare_facstaff_faq.htm

E-Mail

Please either check your SEU email frequently or forward it to your private e-mail account. Email is the official mode of communication at SEU. Faculty, students, and staff are required to check their SEU email in-box regularly (preferably daily) for announcements from your school or the university. Important information is also often included in the HORIZON, the daily staff/faculty newsletter, including news of adjunct development opportunities and workshops.

Every faculty, staff and student at St. Edward’s University has an e-mail account created automatically for them. Your faculty account name (login name) and temporary password will be mailed to the dean's office. Please contact your dean's office to make arrangements to receive this information. This account login information is also used to access EdWeb, EdShare, and Blackboard. Once you receive your login name and temporary password, you will need to log in to your account and set a new password. If you have questions regarding your account, please contact the Help Desk (448-8443). Your e-mail address will be: yourloginname@stedwards.edu .

Please visit the IT web site, http://www.stedwards.edu/it_dept/computer/email/index.html, for information on how to:

- Change your password
- Access your email via the web
- Access your email off campus
- Forward your email
- Send email to your entire class

Experiential Education

St. Edward’s University is committed to all forms of experiential learning. We foster experiential learning that engages students fully and more dynamically in academic pursuits, personal growth, professional readiness, professional enhancement, and community service.

Note: Important risk management information and procedures can be found in the Risk Management section of this manual. Please read this material before arranging any experiential education opportunities.

Service Learning Projects

Service Learning is a teaching/learning method that connects community service with academic learning, personal growth, civic responsibility, and preparation for the world of work. If you would like assistance in developing a Service-Learning project or learning more about this pedagogy, please contact the Center for Teaching Excellence: 428-1357.

Internships

There are many internship options for St. Edward's University students: paid and unpaid, for-credit and not-for-credit. All internships provide opportunities for students to learn new skills, expand their knowledge of a particular field of study, explore career options, and apply academic knowledge in a "real-life" situation. For more information about internships, please contact the Career Planning Center's Internship Coordinator at 464-8870. Faculty may also refer students to Hilltop Careers at <http://www.stedwards.edu/cpel/> to view electronic internship postings and apply for intern positions.

Volunteerism

Community-based opportunities are available to help students make a difference, build skills, and extend classroom knowledge. Contact Campus Ministry or the Career Planning Center for more information.

Study Abroad/International Education

In support of the University's mission statement, which reflects a commitment to instilling an international perspective in a culturally diverse student population, the Office of International Education promotes and facilitates international activities on campus and abroad. St. Edward's University has exchange programs in Argentina, Germany and Mexico and belongs to the International Student Exchange Program (ISEP). In addition, students may select from a number of other approved programs in various locations worldwide. Students may study in English as well as in other languages. The OIE assists students with the process and procedures involved in completing a successful study abroad program. For more information call 512-428-1051 or visit the Office of International Education in 118 Moody Hall.

Faculty Resource Center

448-8618

The Faculty Resource Center (FRC) is a part of the Instructional Computing group and is located on the first floor of Premont Hall. The FRC is staffed from 8am – 6pm, Monday – Friday. The FRC houses high-end technology for use by faculty. PC and Mac platforms, together with scanners, digital audio and video stations, CD-burners and color printers are available for everyday faculty use. One-on-one assistance with FRC technology is available through Instructional Computing staff. Faculty have night and weekend access to the FRC using their SEU ID card.

Faculty Resource Center Services include:

- Assistance with FRC hardware (including printing)
- Assistance with lab software
- Assistance with instructional digital audio/video projects (by appointment only)

Eric Trimble, FRC Manager

448-8618

Mary Howerton, Director of IT

448-8621

Brenda Adrian, Associate Director of IT

448-8729

ID Cards

The Hilltopper Faculty ID Card (also known as “Hilltopper Card”) office is located in Main Building 212 (448-8601). Your faculty ID card will be necessary for library checkouts and for access to the Recreation and Convocation Center’s pool and athletic facilities. It can also be used at many locations off-campus. There’s a \$10.00 charge for replacing a lost card.

Instructional Computing

http://www.stedwards.edu/it_dept/instcom/index.htm

Instructional Computing is one of the service areas of the Instructional Technology department. Instructional Computing serves academic areas by helping faculty integrate technology into innovative course curricula. IC collaborates with the Center for Teaching Excellence, incorporating both technical and pedagogical resources in order to promote and enhance teaching and learning.

Instructional Computing Services provided include:

- Faculty Resource Center services
- Instructional design consultation
- Blackboard instruction and course development
- Custom instructional web site design and web application development
- Custom development of instructional technology applications (including blogs, wikis, podcasts, tutorials, & streamlining multimedia)
- Instruction and support for online conferencing

Instructional Computing Staff:

Matt Osment, Instructional Design Coordinator	428-1390
Angel Tazzer, Instructional Design and Research Coordinator	416-5863
Eric Trimble, FRC Manager	448-8618

Library

<http://libr.stedwards.edu>

The Scarborough-Phillips Library offers multiple services for faculty.

Circulation

A faculty ID is required to check out materials. You may renew books by phone at 448-8469 or through Renew Books in the My Library section on the Library’s homepage.

Library Hours

Library hours, holiday hours, and a monthly calendar are available at http://libr.stedwards.edu/about_library/hours.htm.

Scheduling Classes

Please check with the Instructional Services Librarian, Anna Stewart, at 428-1096, if you wish to bring a class to the library or to have a librarian make a presentation to your class. Please give at least one week’s notice for any classes that involve in-library activity.

Reference Desk

448-8474, refdesk@stedwards.edu

Ask at the reference desk, call, or e-mail for assistance in locating information and to discuss topics and materials appropriate to class assignments. Appointments may be scheduled with individual reference librarians if more in-depth consultation is needed.

Reference Collection

The reference collection contains books such as dictionaries, encyclopedias, handbooks, and directories. These books are for consultation in the library only and do not circulate.

Finding Books

WebCat is the library's online catalog. Use the online catalog to search for books and audiovisual materials. You may also use the online catalog to place a "hold" on a book that is currently checked out, find out whether a book is checked out, when it is due, and what books you have checked out. For access, first go to the Library's web site at <http://libr.stedwards.edu>.

Finding Periodical Articles

Periodical indexes are available under the Databases section from the Library's web site. Most contain some full-text articles. Check journal holdings information in the Periodicals / Journals database page on the Library's web site to locate the particular issue you need in electronic, paper or microform form. Consult a reference librarian for more information.

Media Collection

The media collection is located near the student lounge on the 1st floor. Check the catalog for information on media holdings and contact the circulation desk for media checkout policies.

Microforms/Microfiche

Microforms, microfiche, and the reader/printer are located near the student lounge on the first floor. Printing is free.

Meeting and Study Rooms

Rooms are available for group study and meetings. Rooms 210 and 211 hold 2-10 persons and may be reserved at the Circulation Desk or by calling 448-8469.

Interlibrary Loan (ILL)

The library can request books and articles from other libraries through ILL. ILL requests are made online at http://libr.stedwards.edu/about_library/depts/access/ill_faq.htm.

TexShare Program

TexShare is a cooperative program designed to support and enhance resource sharing among Texas academic libraries. The TexShare card allows card holders to borrow materials from participating TexShare libraries. TexShare card applications are available at the circulation desk and on the library's web site.

Mail Services: Campus Post Office

To request a mail box, please contact Lance Texter, Academic Affairs (448-8416). If you did not receive an assigned mail box in your employment packet or at Adjunct Orientation, please visit the campus Post Office on the ground floor of Main Building to request your mailbox assignment.

Check your campus mailbox frequently, since campus mail is an important means of communication between your school and its adjunct faculty. The campus post office is open from 8:30 am -4:30 pm, Monday through Friday (stamp sales: 9am-4pm only). Mail boxes are accessible whenever the Main Building is unlocked, usually 6:00 a.m.-10:00 p.m., Monday through Saturday.

Marketing

The Marketing Office manages university advertising, publications, web sites and e-mail for recruitment and fundraising, as well as community and media relations. Additionally, the office produces the university magazine as well as school newsletters, e-newsletters for alumni and parents, and Horizon, the daily e-newsletter for university employees.

Faculty and staff may contact Marketing for marketing assistance and must coordinate all contact with the media, including responses to media requests, through the Marketing Office.

More information about the Marketing Office, and a downloadable PDF version of the university's *Communications Style Guide*, can be found at <http://www.stedwards.edu/market> .

Media Services

448-8663

Instructional Technology's Media Services provides classroom technology, digital services and training necessary for instructional excellence. The primary focus is classroom instructional support. The main office is Moody Hall 207.

Services include:

- SMART classroom demonstrations and assistance are available.
- Digital equipment checkout, training and assistance for faculty and students
- Digital video and presentational technology assistance for student presentations and curriculum-based projects
- There are no charges for the services offered and patrons provide the materials (disks, tapes, etc)
- Project management, consultation and execution of special events and high-level technology projects
- Guest lecturing services available on a variety of topics

Fall & Spring Hours:

Mon-Thurs:	8:00 AM - 9:30 PM
Fri:	8:00 AM - 4:30 PM
Sat:	8:30 AM - 1:00 PM.

Oracle Calendar

Oracle (formerly called Corporate Time) is a campus-wide calendar and task tracking system. Adjunct faculty may request a Corporate Time account, but are not required to do so. However, the system is used by many departmental and School secretaries as well as contract

faculty and university staff to coordinate meetings. The calendar can be accessed via the web from any Internet-enabled computer. We recommend you request an account. An account request form can be found at

http://www.stedwards.edu/it_dept/computer/account/admin_account_request.pdf

More information on Corporate Time/Oracle can be found at

http://www.stedwards.edu/it_dept/computer/hardware_software/CorporateTime/corptime.htm

Parking Permits

Parking permits can be obtained from the University Police Department in Holy Cross Hall G13 (448-8444). Campus parking permits should be displayed on any vehicle whenever you park on campus. In order to obtain the permit you must provide license plate number, make and year of vehicle, and SEU ID number.

For current information on parking permit fees and parking areas on campus, visit:

<http://www.stedwards.edu/changeisgood/parking.htm>

Registrar's Office/Dates & Deadlines

<http://www.stedwards.edu/regist/>

The Office of the Registrar is responsible for the generation and maintenance of academic records, including transcripts, grade reports, enrollment certifications, and class rosters. Office functions include registration, graduation certification, grade collection, and the evaluation and posting of transfer credit. Additionally, the office is responsible for compliance with numerous federal, state, and regional regulations and practices. The Office coordinates with academic departments in scheduling classes and final exams, developing calendars, and establishing deadlines.

The Office of the Registrar is located in the Main Building, Room 221 of the St. Edward's University main campus. Office hours are Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 5:00 pm. During holiday and intersession periods, closing is generally at 5:00 pm. For assistance and/or additional information, please call 512-448-8747, during regular business hours.

Academic dates and deadlines are published by term on the Office of the Registrar's web site.

Teaching: Center for Teaching Excellence

416.5866

<http://www.stedwards.edu/cte>

The Center for Teaching Excellence at St. Edward's University promotes engaged and effective teaching that cultivates significant student learning. The CTE fosters a campus culture that values a diversity of learning, teaching, and disciplinary styles, promotes honest discussion of teaching and learning, and encourages the scholarship of teaching and learning.

To accomplish these goals, the CTE supports faculty in developing courses, facilitates the exchange of ideas about teaching and learning among faculty, offers resources for faculty, collaborates with Instructional Computing to promote technology resources for teaching, and recognizes outstanding teachers with teaching awards.

Our Goals:

- To support effective and innovative teaching that enables student learning
- To advance new initiatives in teaching and learning
- To facilitate a culture of continuous teaching improvement
- To build communities of teaching and learning among departments, colleges, and career stages
- To offer recognition and rewards for demonstrated excellence in teaching
- To facilitate career support for faculty at all stages of their careers

What We Do:

- Consultations and observations for individual instructors
- University-wide workshops, conversations, and faculty circles
- Department and school workshops and consultations
- Support programs for new faculty
- Awards for outstanding teaching
- Resources, including the CTE library, web site, and blog newsletter

Whom We Serve:

- All faculty—both adjunct and tenure-line.

Hours:

Mon – Fri, 8 – 5 and by appt

GENERAL INFORMATION

Academic Integrity Policies – see *Syllabi Policies* for official policies.

Calendar: Academic Available at <http://www.stedwards.edu/market/calendar/academics/>

Classroom Assignment Procedures (see also “*Classroom Reservation Procedures*”)

Classrooms for regular classes are assigned each semester based on schedule information provided to the Office of the Registrar by each academic dean. Course structure requiring specific classroom equipment, i.e., hands-on PC or Mac use, multimedia equipment, tables and chairs, etc. should be communicated to your area coordinator at the beginning of the schedule creation process. Instructors requiring a change in their classroom assignment after the creation of the schedule must contact their school dean. Changes in class location should be communicated to the Office of the Registrar by the school dean.

Classroom Reservation Procedures (see also “*Classroom Assignment Procedures*”)

Classroom reservations for non-class or one-time use are made with the Office of the Registrar. Reservations can be made via the web at www.stedwards.edu/regist/roomreq.htm or by contacting Devin Sills (devins@stedwards.edu or 448-8762). While every effort will be made to honor these requests, regularly scheduled classes have priority.

Reservations for spaces other than classrooms should be directed to the appropriate department or to the Ragsdale Reservation Center (448-8796).

Classroom Order

Please ensure that you leave the classroom in order for the class following you. Desks, tables and chairs should be returned to the original formation, audiovisual equipment should be stowed to the side, the projection screen raised, the TV and video equipment turned off, boards erased, trash put in the trashcans. Please release your class at the proper time as there may be students and/or faculty waiting for the room.

Computer Competency

http://www.stedwards.edu/it_dept/competency

All undergraduate and New College students who entered St. Edward's University under the Fall 1999 catalog and later are required to satisfy the Computer Competency Requirement (CCR). The CCR modules comprise Introduction to Computers, WWW and Internet Communications, Basic Library Research, Introduction to Word Processing, Introduction to Spreadsheets, and Multimedia Presentations. Students must satisfactorily complete a web-

based test over each module in order to fulfill this requirement. Having students complete this requirement before or in conjunction with a class will allow faculty to focus on class subject matter without devoting class time teaching basic computer skills.

Computer Hardware or Software Requests

Any software to be installed in the computer labs or in the classrooms must be requested at least 3 weeks in advance of the date it is needed. To order software for your university-owned computer or for classroom or lab use, simply fill out the Software Request Form after reviewing the instructions at http://www.stedwards.edu/it_dept/techacq/softwarereqform.html

If you need to order computers, printers or other peripherals, visit http://www.stedwards.edu/it_dept/techacq/hardwarereqform.html
(Note: We cannot order software or hardware for home or personal computers.)

Printer Supplies:

Note: Printer supplies are not supplied by the Instructional Technology department.

Printer paper: Please contact your dean for information on obtaining printer paper.

Black toner cartridges only may be requested from Academic Affairs.

Color cartridges: color printing is not supported in individual offices, but may be done at the Faculty Resource Center. The FRC is located in the front lobby of Premont Hall. Twenty-four hour access is provided via faculty ID-card swipe.

Copyright Policies

Official SEU copyright policies can be found at <http://www.stedwards.edu/copyright/>.

The university respects and enforces the Educational Fair Use Agreement of Copyright Laws. The instructor is responsible for knowledge of those regulations. For official information on these laws, visit the United States Copyright Office web site at <http://www.loc.gov/copyright>

For information on copyright issues related to *course packet services* provided by the campus bookstore, please contact Abbe Wenger at 448-8578 or seubookstore@texasbook.com

For information on *Copyright Clearance Center services*, call David Thompson, Senior Secretary, University Programs, at 448-8720.

For copyright information concerning *photocopies and reserves* (including a sample Request To Photocopy letter to send to publishers), go to the Scarborough-Phillips Library website at: http://libr.stedwards.edu/user_services/fac_ser.htm#cr For policies regarding *items placed on reserve at the library*, go to http://libr.stedwards.edu/user_services/info_pages/copyright.htm.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a complex set of rules, regulations, and exceptions which has far-reaching implications for you and the university. St. Edward's University complies with the regulations of this federal law. **Instructors cannot disclose information from student's academic records without their express written consent.** There are only a few exceptions to this. For assistance, clarification, or a copy of exceptions to the law see the Policies and Procedures web site at <http://www.stedwards.edu/regist/policies.htm> or contact the Office of the Registrar.

Intentional or inadvertent release of non-directory information may result in personal civil liability and withdrawal of federal funds from the institution.

Before disclosing ANY information, verify that the student does not have a Directory Information Hold (FERPA hold). If in doubt, please contact the Office of the Registrar.

DIRECTORY INFORMATION YOU CAN DISCLOSE:

- Name
- Place Of Birth
- Address
- Telephone
- E-Mail Address
- Dates Of Attendance
- Major/Minor, Certificate
- Anticipated Degree/Date
- Class Standing (Fr, So, Jr, Sr)
- Registered Hours
- Degree/Date Conferred
- Awards & Honors
- Previously Attended Institutions
- Sports Participation

NON-DIRECTORY INFORMATION YOU CANNOT DISCLOSE:

- Grades
- SAT/ACT scores
- G.P.A.
- Class rank
- Total hours
- Suspensions
- Probations
- Withdrawals
- Student id#
- SS#
- Class Attendance

If a particular area is not on this list, contact the Office of the Registrar before releasing the information!

WARNING!

1. Neither parents, relatives, nor spouses are afforded any rights under FERPA. You can not communicate to them, nor to any third party, any academic information pertaining to a student. Refer any such inquiry to the Office of the Registrar 448-8750.

2. Instructors are prohibited from posting grades or any other information related to student academic records or performance except where the access code is known only by the student and instructor and can be changed at anytime at the request of the student. Therefore do not leave graded papers in a public location for pick-up. Do not leave them in a hallway or in a pile in the classroom that is accessible to all students.

Final Exams

Major examinations are held at the end of each long term. The periods for major exams are two hours, although the instructor may choose not to allow the full two hours. Final exams are given in the regularly scheduled classroom. Final grades are based on a combination of the final examination (not more than 50 percent of the final grade) and class work, tests, projects, and other assignments, as indicated by the instructor in the course syllabus. In addition, some courses may require the demonstration of a competency level in order for full credit to be given.

The final exam schedule for each term can be found at <http://www.stedwards.edu/regist/ddinfo.htm> Click on the desired term.

Note: New College does not observe the final exam period required for the other schools. Contact the New College office for their policies on final exams.

By university policy, your school must *retain all exams, reports, or other written work* not returned to students for one full semester as supportive evidence in grade appeals.

Final Grades

Final grades must be entered by faculty and instructors via the Web Grade Entry feature of EdWeb for Faculty & Staff. To access the grade entry program, visit www.stedwards.edu/regist/facinfo.htm and select "EdWeb for Faculty and Staff". Enter your administrative computer account username and password. Contact the Helpline at 448-8443 if you have problems with your login or password.

Upon entry by the instructor or faculty member, grades will be viewable (available to students) immediately.

Instructors must enter final grades for all students in a given course. Do not enter partial or incomplete grade rosters. Once grades have been submitted, you can not change or update grades for that course. All grade changes and incomplete (I) grades must be submitted manually (on paper). Contact your school dean for additional information. Students who are not assigned a grade by the instructor will receive an initial grade of NG (reflecting no grade submitted by instructor). *NOTE: If no grade is submitted within approximately 3 weeks following the end of the term, a grade of F will be entered by the Office of the Registrar.*

Visit www.stedwards.edu/regist/webgrade.htm for detailed information on Web Grade Entry.

*Please Note: Federal Law prohibits the posting of any grades in any public manner. Violation is a serious offense and endangers all university funding. **Please read the pages on the Federal Education Rights & Privacy Act.***

Office Assignments

Space constraints make it impossible to offer each adjunct instructor a private, dedicated office. However, limited shared space is available on a first come, first served basis. The office of the Vice President for Academic Affairs, Main Building 116, assigns shared office space to adjunct instructors. Please request an office assignment in the space provided on the Notice of Appointment, or call Lance Texter at 448-8416 to schedule office hours.

Paychecks

The university pays adjunct faculty once per month, on the following dates:

June, July, August, September, October, November: the last working day of the month.

December: the last working day before Winter Break.

January: no paycheck

*February, March, April, and May: the 15th of the month, or the closest preceding workday if the 15th is a weekend or holiday. *Please note: there is no paycheck between May 15th and June 31st.**

Contract (tenure-line) faculty are paid on the last working day of each month for which they are being paid.

You may arrange to have your check deposited directly into your checking account, but it takes at least one pay cycle to set up direct deposit. Therefore your first pay check will be mailed to your campus mailbox. In the case of adjuncts teaching for New College, School of Management and Business, and School of Education, your check will be mailed to your respective Dean's office. Obtain the direct deposit form from Academic Affairs, MB 116.

Printing in Classrooms

You may print from the instructor's computers in most classrooms to the nearest network printer by logging in to EdShare using your SEU e-mail login name and password. For instructions, see http://www.stedwards.edu/it_dept/computer/edshare/edshare.htm Please keep in mind that the nearest network printer may be in a different building or in a private office.

Progress Reports

Janet Hemingway, APSS
janeth@stewards.edu
448-8529

Please plan your assignments, quizzes, tests, so that you will have valid information about students' progress by mid-semester. Academic Planning and Support Services will request online progress report forms for all first-time freshmen, new transfers and students on academic probation. Please complete these forms online as quickly as possible. These students and their academic counselors will have access to these reports so please plan your comments accordingly. This important information is one way that we try to identify students who need help. Positive feedback is, of course, very important also. It creates a very happy advising session. There will also be early attendance reports for these same groups of students to be completed the second week of class to identify attendance issues at the beginning of the semester.

Risk Management Policies

Thinking of taking students on field trips, assigning service-learning projects, or sending them to off-campus locations for class assignments or conferences?

You must follow campus-wide risk management procedures. The Risk Management / Student Safety Policy Manual is available at <http://www.stedwards.edu/risk>. You will find important information for taking precautions for student and campus guest safety as well as reducing your own and SEU's liability. You will also find forms including medical releases, liability waivers and more that should make your risk management easier.

Activities addressed include:

- club sports
- using the RCC fitness center
- preparing and serving food
- hosting guests on campus
- intramural sports teams
- medical and psychological emergencies
- planning recreational activities
- service learning projects
- student teaching, internships
- theater set construction
- domestic and international travel

If you have questions, call: Mike Stone, Director of Auxiliary Services, 448-8605

Rosters

A large number of schedule adjustments (adds & drops) are processed at the beginning of each term. The online class list will provide you with the most current and up-to-date list of enrolled students. It is very important that you verify the information on your class list or roster.

Do not allow students who *are not listed on your class register* to attend class. You will not be able to assign a final grade and they will not receive credit for the course! Ask the student to contact the school dean for authorization or the Office of the Registrar immediately! Do not allow the student to return to your class until they are officially enrolled and appear on the class roster.

Please report students who *never attend a class*. If a student is listed on your roster and never attends or stops attending, complete and submit a Withdrawal for Absences form immediately. If you do not have the student removed from your class roster **BEFORE THE LAST DAY TO WITHDRAW**, you will be required to assign a final grade at the end of the term.

For all undergraduate and graduate courses, the Office of the Registrar will print and distribute (to your campus mail box) official Headcount Day rosters.

Web Class List Instructions:

1. You can VIEW or PRINT your class list using your administrative computer account.
2. Go to QuickLinks on the SEU home page, then navigate to “EdWeb for Faculty & Staff.”
3. Enter your administrative username and password. If you have questions regarding this step, please contact the Helpline at 448-8443.
4. Ensure your options are set correctly in the box titled Current Option Setting. If you need to make changes to the options, click the Set Options button.
5. Click on the Class List link in the menu to the left.
Enter the course number (ex. COSC 1301) and section number (ex. 06).
Check any of the appropriate boxes to alter or change the display options for the class list. Click on the button labeled Submit Request.
6. If you are at a workstation with a printer, you can print the list by clicking the PRINT button on your web browser.
7. To request another class list, click the BACK button and enter another course number and section.

Student Evaluation Forms

Students have the opportunity to evaluate every course taught at St. Edward’s University. Currently, the university uses both paper and online evaluation forms. The deans and Course Evaluation Committee determine who uses the online process. In some cases you will be told that your class will use the online process, and in other cases you may have the option of using the online process.

Courses that commonly use the online process:

- Courses that are taught online. Typically limited to NCOL and SMB Graduate courses.

- UGCL courses taught in computer classrooms.
- Special requests for courses NOT taught in computer classrooms - with dean approval.

Procedure for distributing paper feedback forms:

Approximately four weeks before the end of the semester, you will receive notice that your school has a packet of paper feedback forms ready for distribution to your class. Please pick up the packet promptly and distribute the contents according to the instructions included with the packet.

Procedure for computer classroom courses using the online process:

Approximately four weeks before the end of the semester, you will receive notice that your school has a packet containing instruction sheets directing your students to the online feedback form. Please pick up the packet promptly and distribute the contents according to the instructions included with the packet. To insure a high rate of response, please have your students use the classroom computer to complete the online evaluation.

Procedure for courses taught online and other courses using the online process that are not taught in classrooms with computers:

Approximately four weeks before the end of the semester, you will receive a time-line for the delivery of instructions and reminders. Initial instructions will be emailed by Institutional Research to the students approximately 2 weeks prior to the last class day. Reminders will be emailed every 3-4 days, 3-4 times. You will receive the same email instructions and reminders as the students. Access to the online forms is shut down the day after the scheduled final exam period. You are asked not to enter any grades until after that date.

All faculty must submit student feedback forms for each course taught. Check with your dean for any exceptions (i.e. internships).

In addition to feedback from students, your dean may want to visit one of your class sessions during the semester you teach. The dean may visit your classroom personally, or may ask a member of the full-time faculty to visit your classroom. The dean will arrange classroom visits in advance.

Syllabus Policies

It is important for you to distribute a syllabus during the first two weeks of classes, not just on the first day, since you may have students adding the class during the add/drop period. The syllabus must include your name, office location, phone number and office hours; it should also include your objectives for the course, required textbooks or other materials, a statement about how grades will be assigned, a list of the assignments required, and an attendance policy. A copy of your syllabus must be provided to your school dean's office.

Accommodations for Students with Disabilities

It is also important to include a statement to the effect that if a student has a learning, physical, or psychiatric disability and requires appropriate and reasonable accommodations, you need to know early in the semester. This sample statement has been provided by Student Disability

Services for use in syllabi:

"If you have a medical, psychiatric or learning disability and require accommodations in this class, please let me know early in the semester or as soon as you are eligible. You will first need to provide documentation of your disability to the Student Disability Services Office located in Moody Hall 155."

(source: http://www.stedwards.edu/apss/syllabus_statement.htm)

There are tutors trained in working with students with disabling conditions who will assist students with study techniques and mastery of course content. More information concerning Student Disability Services can be found at <http://www.stedwards.edu/apss/sds.htm>

A list of Frequently Asked Questions for Faculty is located at <http://www.stedwards.edu/apss/faqs.htm>

Academic Integrity

Please include a statement about academic honesty and the penalty for academic dishonesty. Academic dishonesty includes cheating on exams as well as plagiarism and collusion. The official university policy states that:

"St. Edward's University expects academic honesty from all members of the community, and it is our policy that academic integrity be fostered to the highest degree possible. Consequently, all work submitted for grading in a course must be created as a result of your own thought and effort. Representing work as your own when it is not a result of such thought and effort is a violation of our code of academic integrity. Whenever it is established that academic dishonesty has occurred, the course instructor shall impose a penalty upon the offending individual(s). It is recognized that some offenses are more egregious than others and that, therefore, a range of penalties should be available. Whenever possible, it would also be important to try to determine the intent of the offender, since the error could be a result of careless work rather than an intent to deceive. **The maximum penalty for a first offense is failure in the course, and if that penalty is imposed, the student does not have the option of withdrawing from the course.** In cases of mitigating circumstance, the instructor has the option of assigning a lesser penalty.

After obtaining sufficient evidence that such dishonesty has occurred, the instructor should discuss the question with the student. Instructors who impose a penalty for serious academic dishonesty should report this penalty to the dean or director of the program in which the course is offered. The dean or director will report confirmed cases of dishonesty to the dean of academic services, and a record of all offenses will be kept by the Office of the Dean of Academic Services. Offenses that resulted in failure in the course will then be reported to the Office of the Registrar.

The dean of academic services will determine whether an earlier serious offense by the student has been recorded. A second serious offense merits an automatic appeal. Upon denial of this appeal, the dean of academic services will dismiss the student from the university and notify the registrar and the dean or director. A procedure for student appeal is already established and is outlined in detail in the *Student Handbook*, but it should be noted that, for appeals of decisions regarding academic dishonesty, the student must appeal to the dean of the school or program director within five (5) working days after being notified by the instructor."

All incidents of academic dishonesty must be reported to the dean of academic services who then reports it to the Registrar. There is an on-line form for reporting incidents at the General Information section of the Office of the Registrar's web site, under Forms for Faculty Use.

Absenteeism Policy

During the first ten weeks of long semesters and the comparable period in short terms, an instructor has the option, but is not required, to request the Registrar to assign a grade of WA (Withdrawal due to Absences) to a student who has excessive absences from a class. The determination of what constitutes excessive absences is the prerogative of the instructor, but the specific policy must be given to the class in writing at the beginning of the semester.

To assign a WA, complete and submit a Grade Change form to the Office of the Registrar no later than the last day to drop or withdraw for the term. Forms are available in the Office of the Registrar (Main Building 221) and online at <http://www.stedwards.edu/regist/forms.htm> . You will see a prompt for a log in and password when you enter this web site. Call the Registrar's office at 448-8747 to get the log in and password. Note: students do not have access to this form. After the last date to withdraw, faculty should petition the Dean of Academic Services using the Grade Change form, with justification for the WA after the deadline and the signature of their School dean." Grade change requests for New College and Graduate students should go to the Dean of Graduate and Adult Services.

Students may petition for unrecorded drops or withdrawals past the deadline using the Petition for Administrative Schedule Adjustment and Refund form, available online at <http://www.stedwards.edu/regist/forms.htm> Petitions are not a guarantee of withdrawal.

Supplies

To request academic supplies such as chalk and transparencies, contact your school secretary.

Textbook Adoptions

Beginning in early March (for Summer and Fall terms) and again in early October (for Spring term) the Bookstore will solicit textbook adoptions via email from faculty who have been assigned courses for the coming term. After that time, please submit your adoption requests as soon as possible to Peck Phillips at jamespp@stedards.edu, 428-1289, or Abbe Wenger at seubookstore@texasbook.com, 448-8578. Also watch your email for information and updates from the Bookstore regarding textbook reporting.

Note that if you are in the School of Business, graduate or undergraduate, or New College, your text reporting is coordinated by your department. Call the departmental secretary with questions relating to your adoptions. Also if you are teaching one or two sections of a multiple section course, contact the faculty member who would most likely be coordinating the reporting for that course, or call your departmental secretary to find out who that is.

Desk copies of adopted textbooks are generally available through the publisher at no charge, or at a reduced charge once the classroom order has been placed. Please contact the publisher's representative or web site directly to request a desk copy of your text.

Withdrawals & Withdrawals due to Absences

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STUDENT SERVICES

Academic Planning and Support Services

<http://www.stedwards.edu/apss/inside.htm>

Academic Planning and Support offers integrated services to support students' academic needs. These services include academic advising for first-year students, academic counseling, tutoring, alternative testing and 504 accommodations, and individualized support for probationary students.

The department offers the course APSC 1110, Effective College Learning, designed to help students make the transition to college and develop their academic confidence and skills. APSS is located in Moody 155 and includes Student Disability Services, Academic Enrichment and Tutoring, and the International Education office. For more information concerning APSS services, go to the web site above, or call 448-8660.

Campus Ministry

<http://www.stedwards.edu/ministry/ministry.htm>

Campus Ministry serves all students, regardless of religious affiliation. Campus Ministry offers a number of programs for students that promote spiritual development and social justice. If you think a student wants or needs to talk to someone, and you feel a campus minister would be a good option, please suggest that the student contact the Campus Ministry office at 448-8499.

Career Planning

<http://www.stedwards.edu/cpel/>

The Career Planning office is located in Moody Hall 134. The phone number is 448-8530. Hours and other information can be found at: <http://www.stedwards.edu/cpel/>

Services include: career counseling and self-assessment; job search, resume, and interview assistance; graduate school planning; annual job and internship fairs; online resources such as e-Discover, and Vault Career Library; and job and internship postings through Hilltop Careers on the Career Planning web site. Faculty are especially encouraged to refer students who are undecided about their major and career path.

Career Counselors are available to present in your class on a variety of career related topics. To request a class presentation, go to the Career Planning web site home page and select "Class Presentation Request for Faculty" in the Career Resources and News box.

An independent study career management class is offered to freshman through senior level students: CPAM 1110, Section 01. This is a one hour credit course and it offers students an opportunity to plan and manage their careers in a structured environment under the supervision of a career counselor. An individualized career contract is established for each student and is tailored to meet their personal career needs.

Computer Labs

Computer Labs are available for students in Moody Hall, Trustee Hall, Ragsdale, Woodward Office Building, and the John Brooks Williams Science building. Each residence hall has a student computer lab, and the Professional Education Center has two. Both Macintosh and Windows computers are available, as well as printers and scanners.

If copies of software need to be installed in the labs for student use, please see the instructions for ordering software at http://www.stedwards.edu/it_dept/techacq/softwarereqform.html. The labs need at least 3 weeks notice to order and install software. If a textbook for your class includes a CD which students will need to access in the labs, you must order this software so that the lab managers may install it for students.

For more information and a map of lab locations, visit http://www.stedwards.edu/it_dept/stcomp. Click on the map buildings for a list of what equipment is available.

Counseling & Consultation Center

<http://www.stedwards.edu/counsel/index.htm>

The staff of the Counseling Center provides short-term, “solution-focused” counseling services, developmental programs, and campus-wide education/prevention programs to enhance the quality of life for students during their collegiate years. The Counseling Center provides confidential, free services to currently enrolled students. Extensive information is available on the Center’s web site at the URL shown above.

Instructors are urged to attend a session of “*One Is Too Many*,” a two-hour suicide education / prevention training program to equip faculty/staff/students to respond to persons in distress.

Instructors can also refer students to the Counseling Center for a specialized biofeedback program designed to improve stress management and academic performance.

Counseling Center staff members are available to confer with faculty and staff regarding needs of students. Call the Center for the following sorts of assistance:

- Assess the seriousness of a student's emotional/behavioral problems
- Arrange a referral to the Center.
- Identify community resources available to students
- Consult about a student whose behavior concerns you

“Tips for Recognizing Troubled Students” and other information can be found at http://www.stedwards.edu/counsel/faculty_staff.htm

The Counseling Center is located in the first floor of Johnson Hall.
Phone: 448-8538 Fax: 428-1023

Medical Services: Student Health Center

<http://www.stedwards.edu/healthcenter/index.htm>

The Student Health Center is staffed by two Nurse Practitioners, a Registered Nurse, and an office manager who provide confidential care for currently enrolled students **by appointment**.

Hours during the school year: Monday and Thursday, 9:00 a.m. – 5:30 p.m.
Tuesday, Wednesday, and Friday: 9:00 a.m. – 4:30 p.m.
Location: Johnson Hall, Suite 100
Phone: 448-8686

Services at low or no cost to students include:

- Assessment and treatment of minor acute illnesses and injuries
- Prescriptions for medication if indicated
- Routine Immunizations
- Health and wellness education and illness information
- Lab testing
- Some preventative exams
- After hours phone consultation to discuss urgent problems: call 892-7076
- Referral to appropriate health care providers in the community for illnesses and services beyond the scope of the Health Center. Outside service charges may or may not be covered under the student's health insurance.

All matters are kept confidential in accordance with the ethical principles and standards of medicine.

Students who have major, chronic illnesses are advised to be under the care of a private physician. Students with urgent medical conditions are advised to call 911 or to go to the nearest emergency room or urgent care center if appropriate.

Instructor's please note: The Student Health Center is not authorized to excuse absences from class. At the student's request, the date and time the student was seen can be verified in writing so that instructors can decide whether or not to excuse the absence.

Tutoring Services

<http://stedwards.edu/tutoring>

Academic Enrichment & Tutoring (AET) is located in Moody Hall 122, and open Monday – Thursday, 10:00am – 7:00pm, and Sunday, 4:00pm – 7:00pm. We offer a wide range of services for students, including: one-on-one tutoring, supplemental instruction study groups, academic coaching, and an Online Writing Lab (OWL). Our services help students by setting, clarifying, and achieving their academic goals; planning and organizing their work; and understanding course materials, professors' expectations, and their academic progress.

One-on-one tutoring is available by appointment to all St. Edward's students. Our center employs peer tutors primarily in the areas of Accounting, Biology, Business, Chemistry, Computer Science, Foreign Languages, Math, Psychology, Sociology and Writing. If a student requires tutoring in an academic subject for which we do not already have a tutor, we often will work with the instructor to hire one.

Supplemental Instruction offers study group sessions to students enrolled in targeted courses which are historically difficult. SI is typically offered in courses such as Biology, Chemistry, Math, Cultural Foundations, as well as courses in the Humanities and Behavioral and Social Sciences.

The Online Writing Lab (OWL) is geared towards Graduate and New College student populations. This service allows these students to submit written assignments to our professional writing instruction staff and received personalized feedback via email.

Writing Center

<http://www.stedwards.edu/writing>

St. Edward's University Writing Center is located in Sorin Hall Rm 113 and is open Monday through Friday and some evenings, with varying daytime hours. The Writing Center is also open weekend hours. Check the schedule posted outside Sorin 113 or on the Writing Center web site.

How does the Center work with your students?

The English Writing faculty staffs the Writing Center. They offer students free one-on-one consultation at any stage in their writing process, and send the instructor a feedback form each time one of his or her students visits. Writing center staff can help students with:

- analysis and research techniques
- citation forms (MLA and APA)
- composition structure and mechanics
- focusing a topic and other kinds of prewriting
- revising and organizing rough drafts
- editing and proofreading strategies for final drafts
- ESL issues of idiom, grammar and usage
- class papers and book reports
- memos, resumes and letters of application
- technical reports
- cultural foundations, NCCI, and Capstone papers
- graduate school essays

What can instructors do to help their students?

Instructors can

- recommend the center to students; call 428-1317 to obtain student handouts and feel free to send us a copy of your paper assignments (CM Box 793)
- require a visit to the center by some or all students in a class
- invite us to class to give a five-minute introduction to the Center
- have the Center customize a longer presentation for your class on prewriting, organization, research, citation formats, etc.

How do students sign up?

Appointments at the center cannot be made by telephone. They must be made electronically through the center's web site at <http://www.stedwards.edu/writing/appoint.html> Capstone students may reserve a one-hour appointment, while others should reserve a 30-minute time slot.

University Bulletins, Manuals, and Schedules

Faculty Manual: Please see the online Faculty Manual for the latest official policies and procedures governing faculty: http://www.stedwards.edu/academic/faculty_manual.htm

The **Undergraduate Bulletin**, the **New College Bulletin**, the **Graduate Bulletin** and the **Student Handbook** provide information about University and school academic policies and procedures. You are responsible for reading and understanding academic policies and procedures that govern teaching and administration of courses at St. Edward's University.

The **Undergraduate Bulletin** (<http://www.stedwards.edu/dasx/undergradbull.htm>) includes the university's academic calendar and brief course descriptions. The **New College** and **Graduate Bulletins** can be found at <http://www.stedwards.edu/cap/bulletins.htm>

Course descriptions list prerequisites, if any, for the course you are scheduled to teach. Please insure, by asking students who attend your class, that each student enrolled for your course has met the published prerequisites. Students who have not completed prerequisites for your course should not take your course. Please suggest that they see their faculty advisor to adjust their course schedule.

The course you are scheduled to teach may be one that has multiple sections, which is revealed in the **Course Schedule** (<http://stedwards.edu/schedule/index.htm>). If it is, you are responsible for coordinating content of your course with content of other sections of the same course by studying course syllabi, which are available through your school. The directions for accessing the current course schedule on the Internet are as follows: At the St. Edward's University web page click on Site Index and select Student Academic Information for Faculty Advisors. At the next screen, select "Ed Web for Faculty and Staff". After logging in select Alpha Course List.

The **Student Handbook** (<http://www.stedwards.edu/stubook/index.htm>) contains a wealth of information that will be useful for you to know. Topics you may find particularly relevant include:

- The mission statement of the university
(can also be found online at <http://www.stedwards.edu/mission.htm>)
- Administrative organization chart (can also be found online at <http://www.stedwards.edu/hr/files/u4/OrgChart.pdf>)
- Descriptions of academic services (for you and your students' use)
- Academic grievance procedures for students (disputed grades)
- Student conduct policies and procedures
- University policies on sexual harassment, alcohol, and drugs
- University reference guide

The official university **Technology and Information Policy** can be found at: <http://www.stedwards.edu/policy.htm>

Human Resource Policies & Procedures

Please see the Human Resources web site for the latest information:
<http://www.stedwards.edu/hr>

Human Resources policies & procedures can be found at
<http://www.stedwards.edu/hr/content/policies-and-procedures> .

Retirement and other useful Human Resources information can be found at
<http://www.stedwards.edu/hr/content/employee-benefit-information> .

Policies on outside activities can be found at
<http://www.stedwards.edu/hr/content/outside-activities> .

Submitting Personal Information Changes

- *Change in legal name or marital status:* inform the Office of Human Resources, 448-8587.
- *Contact information,* including "preferred" name, home and work addresses, and phone numbers, may be changed directly by going to <https://stedwards.edu/cgi-bin/staff/frame.cgi> and clicking on "Employee Contact Info Update".
- *Withholding:* changes in number of exemptions may be made by completing a new W-4, available in the Business Office, 448-8765.
- *Additional degree:* To update your faculty education file, submit an official transcript from the degree-granting School directly to the SEU Academic Affairs office. Contact your School's office to determine if they need a copy.

The **Employee Handbook** (<http://www.stedwards.edu/hr/content/policies-and-procedures>) contains many policies and procedures including the following: Background Check Policy, Statement Against Intolerance, and Statement Against Workplace Violence.

Frequently Asked Questions

Bookstore:	
<i>Purchasing and ordering textbooks?</i>	Call the bookstore Textbook department at 428-1289
<i>Status of book orders?</i>	Call the Bookstore at 448-8575
<i>Discounts (books and supplies)?</i>	Small discount on departmental purchases. None on personal purchases.
<i>Course packets (handouts)</i>	For info on course packets provided by the bookstore, go to page 16 in this booklet. If you have questions regarding use of Copyright Clearance Center services, call David Thompson, Senior Secretary, University Programs, at 448-8720.
<i>Copyright and Fair Use privileges?</i>	http://www.stedwards.edu/copyright

Budget Issues:	
<i>Travel to conferences?</i>	Resources vary by school and department. Contact your dean and/or area coordinator.
<i>Reimbursement for guest speakers?</i>	Resources vary by school and department. Contact your dean and/or area coordinator.

Classroom Issues:	
<i>Where is my classroom?</i>	http://www.stedwards.edu/map/campmap.htm
<i>When are my courses?</i>	http://www.stedwards.edu/regist/facinfo.htm or http://stedwards.edu/schedule/index.htm
<i>Attendance Policy?</i>	Although it is the individual instructor's decision, it MUST be clearly stated on the syllabus and consistently enforced.
<i>Field Trip policy?</i>	See SEU Risk Management Policies: www.stedwards.edu/risk Field trips are planned at the instructor's discretion; SEU vans may be reserved through the Physical Plant at 448-8787.
<i>Students' Rights?</i>	http://www.stedwards.edu/stubook/index.htm
<i>What if I am concerned about a student's poor attendance or classroom unresponsiveness?</i>	Contact the Dean of Students at 448-8408. SEU has a safety net in place to assist those students needing help.
<i>What if a student disrupts class?</i>	If you feel your safety and security are at risk, first call University Police (448-8444). Then take the following steps: 1. Read these helpful documents: http://www.stedwards.edu/studev/judicialaffairs/d_responsive_plans.htm 2. Fill out the judicial referral form 3. Call your dean to report the situation. <i>The Dean of Students and the Student Consultation and Assessment Team (SCAT) will be involved in any situation involving student safety.</i>
<i>Grading Scale?</i>	Although it is the individual instructor's decision, it MUST be included on the syllabus.

Secretarial Assistance? Clerical Assistance? Grading Assistance?	Resources vary by department; check with your dean.
Student Progress feedback?	Contact Academic Planning and Support Services at 448-8660
Student Feedback/Course Evaluation?	For questions on administering an end-of-course evaluation survey, contact Connie Carey in Institutional Research, 416-5818 SEU subscribes to online course evaluation software. For information on how you can create a midterm course evaluation, contact the Faculty Resource Center – 448.8618
Final Exam Schedule?	See “Dates & Deadlines” at www.stedwards.edu/regist/
New Course Proposals?	Policies vary by school and department. Contact your dean and/or area coordinator.

Facility Access and Services:	
RCC (Recreation & Convocation Center) Facility Access?	You must swipe your SEU ID/Hilltopper Card to enter after regular hours. For hours and other facility information, go to http://www.stedwards.edu/athletic/facilities/index.htm
Mary Moody Northen Theatre?	http://www.stedwards.edu/hum/thtr/index.html Contact the Box Office at 448-8484.
Auditing Courses?	See www.stedwards.edu/regist/policies.htm
Computer purchases?	The university does not purchase computers for private use. Information on requesting computers and software for campus use can be found at www.stedwards.edu/it_dept/techacq

Instructional Technology:	
Computer troubleshooting?	Call the Computer Help Desk at 448-8443 or go to "Computer Help" at www.stedwards.edu/it_dept/computer/faq/how_to.html
Computer training for faculty?	www.stedwards.edu/it_dept/computer/training/index.htm
E-mail login, passwords, home access?	www.stedwards.edu/it_dept/computer/account/admin.htm
Creating a course web site? How do I teach online courses?	Instructional Computing: http://www.stedwards.edu/it_dept/instcom/index.htm Blackboard: http://blackboard.stedwards.edu

Scarborough-Phillips Library:	
Reference Information?	Call 448-8469
Borrowing privileges?	libr.stedwards.edu/about_library/depts/access/circ_bf.htm
New acquisition requests?	Make requests online at http://libr.stedwards.edu/form/sug_box.htm

Where to get:	
Business Cards?	Submit your request to your school secretary. Please include

	the information you'd like on your cards. Note: Regulations require use of the title "Adjunct Faculty" and a standard SEU email address. Your cell phone number may be listed in place of an office address.
<i>Copies?</i>	http://www.stedwards.edu/auxservices/copy.htm
<i>ID cards?</i>	http://www.stedwards.edu/auxservices/card.htm
<i>Office Supplies?</i>	Resources vary by school and department. Contact your dean and/or area coordinator.
<i>Parking stickers?</i> <i>Where may I park?</i>	University Police Department, Holy Cross Hall, Room G13 http://www.stedwards.edu/map/
<i>Student Handbook?</i>	http://www.stedwards.edu/stubook/index.htm
<i>University Bulletins?</i>	http://www.stedwards.edu/cap/bulletins.htm