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Welcome

Hello and welcome to Georgia Southwestern! We are glad you have chosen to join this team of dedicated educators who care about student success. I hope you will find ways to become integrated into your department and college, GSW as a whole, and the Americus community over the next year, and the years to come. There is a lot going on here on campus, as well as throughout the region so take advantage of all that the area has to offer. You will find our students are hardworking and excited about being here, and that faculty work hard to ensure we are able to help students reach their goals while they are here, and once they graduate. Be sure to spend some time getting to know the people in your area, including your Dean, and I hope you will come visit me as well, so I can get to know you better. This campus is full of people who are here to help you be successful so ask questions, familiarize yourself with the Faculty Handbook, and you can always call my office if you need something. Once again, welcome to campus, and I look forward to seeing you around campus and in the local community.

Suzanne Smith
Provost/Vice President for Academic Affairs

About this Handbook

The goal of this handbook is to provide an overview of resources and information to help incoming faculty successfully navigate the campus, classroom, and community as you transition into your new role here at GSW. This is a more general guide which is written to apply to all incoming faculty on campus. Because each unit differs in policies, practices, and resources, we recommend you consult your chair or dean, and if available, your unit’s new faculty handbook if you have questions specific to your department or college. It is also important to note that this handbook does not formally represent GSW policies, but rather orients the reader to available resources. We strongly advise that you consult the Faculty Handbook early in your time at GSW to become familiar with GSW policies; there are many that are not covered in this handbook but will be applicable to you during your time at GSW. Please let us know if there is information not included in this handbook that would be helpful to you and we will ensure you have access to whatever you need to be successful.
Parking
Faculty parking is available in lots across campus. These areas are designated as “Staff” zones. Parking zones can be viewed through this interactive campus map.

Parking decals are required for all faculty and staff. Decals can be obtained for free from the campus safety office during regular office hours. Decals are to be adhered to your vehicle on the driver’s side on the outside of your back windshield in the lower bottom portion. Each person is allowed two parking permits each year.

For a complete list of parking policies, please consult the GSW Public Safety Parking Manual for Faculty/Staff.

GSW ID Card
All faculty should obtain a Faculty ID Card. This card will be your official GSW ID. To receive a copy, please visit the Card Office in the Marshall Student Center during regular business hours.

CanesNet Account Information
Every employee (and student) at GSW has a CanesNet account. Your CanesNet account is a set of credentials used to authenticate your access to:

- Computers on campus
- Wireless networks
- Log in to your email
  - Outlook Web App for employees
- GeorgiaVIEW
- Beacon
- Canes Connect

For information about your CanesNet account, including how to change or rest a password or set or update security questions, please visit IIT’s CanesNet Account Information page. For problems with your CanesNet account, please contact Technical Support.

GSW Faculty Email
Upon the start of your contract, you will be issued a GSW email account. If you have any questions about your email account, please contact Technical Support.

If you need to check your mail from off campus, you may do so by using the Outlook Web App (or OWA) site at https://outlook.office365.com and logging in using your CanesNet username and password. Your CanesNet username is what is before “@gsw.edu” in your email address and is what you will use to log into most university accounts. Your CanesNet password will be the same password you use for these accounts, as well. Using this web interface, you can access all the mail in your Inbox,
Sent Items, and Deleted Items folders. The OWA stays in sync with your account on the server, so if you read or delete mail using OWA, it will be deleted or marked as read when you get back to your Outlook client on your office computer.

**Mail Services**

The [GSW Post Office](#) provides mail services to faculty, staff, and students, including stamps, money orders, domestic and international mailing. The Post Office is generally open Monday-Thursday 9:30-4:00 and Friday 9:30-2:00. The Post Office is not open on Saturday and Sunday.

**Phone Services**

To call a number on campus, dial the last four digits of the phone number (e.g., for the campus number 931-5555, dial “5555”). To dial an outside number, enter “9” followed by the number. For local outside numbers, dial the area code (229), without the 1. For long-distance numbers, enter a “1” before the area code. The same applies for dialing fax numbers from a copier.

**Business Cards and Name Badges**

Please contact your department or college administrative assistant to request business cards and name badges.

**Keys**

You will receive a copy of your office key from your department or college. If you need a key for another office, please contact your department/college administrative assistant.

**Academic Calendar**

GSW operates on a semester system with spring, summer, and fall semesters. Spring and fall full-term semesters last 15 weeks, whereas summer semesters last seven weeks. Spring and fall semesters also include two shorter sessions--first-term and second-term--each of which lasts seven weeks. Spring semester also includes a winter intersession term where students can register for one course which is typically offered online. Summer semesters include Maymester, first-term, second-term, and full-term semesters. The [academic calendar](#) for each year can be found under Calendars on the GSW homepage.

**Course Descriptions**

[Course descriptions](#) are available for all courses in the GSW Course Catalog and can be found in RAIN.
Syllabi

Syllabi are intended to convey course information to students, including course description and expectations, as well as required university policies. As outlined in the Faculty Handbook, syllabi should include, at a minimum,

- Major course objectives

- Grading procedures to include the number of examinations, the number of term papers, the number of oral presentations, and any other requirement which will be considered in determining the student’s final grade. Also included would be the percentage of the final grade which each requirement carries. Be sure your policy on late work and makeup work/tests is clearly stated. The intention is that each student fully understands on what his/her grade will be based.

- Amount of material to be covered

- The faculty member’s policy on absences to include the effect of absences on the student’s final grade.

- Statement regarding students with disabilities: “A student requesting classroom accommodations or modifications due to a documented disability must notify me within the first two weeks of the semester. If the student has not already done so, he or she must contact the Office of Disability Services located in room 302 of Sanford Hall. The phone number is 229-931-2661.”

- Statement concerning GSW Academic Integrity Policy and the punitive actions you will take if violations occur.

- It is not required to include a statement on HB 280; however, if you decide to include a statement, please use the exact following wording: “House Bill 280, commonly known as the “campus carry” legislation, is effective as of July 1, 2017. Listed below are links to the new law (which amends O.C.G.A. 16-11-127.1); guidelines developed by the University System of Georgia Office of Legal Affairs on how all University System of Georgia campuses are to implement the law; and additional information from the University System of Georgia, which includes answers to frequently asked questions.”

- If you include participation as a portion of your grade, please provide a detailed description of what constitutes participation and how it is assessed.

- If you have a cell phone policy that includes ramifications should it not be followed, this needs to be specified in your syllabus.

Copies of course syllabi should be provided to your department/college’s administrative assistant by the requested deadline, typically within a few days of the start of the semester.

For more information on best practices on creating effective syllabi, please visit the GSW Center for Teaching and Learning page on “Creating Effective Course Syllabi.”

Office Hours

Faculty are required to offer a minimum of five office hours per week. Please consult with your departmental chair or college dean about recommended times for office hours, and if requested, report
office hours to your department/college administrative assistant. These hours should be on your course syllabi and posted outside of your office.

**Ordering Textbooks**

Faculty will enter their book adoptions for each semester in the Follett online portal. Danielle Crawford, bookstore manager, can be contacted at dn.kelly@follett.com with any questions.

When possible, faculty are encouraged to use open educational resources (OER), which are online materials that are free for students to download and use. The University System of Georgia’s Affordable Learning Georgia (ALG) program has a wealth of information about finding, curating, and using OER. You may also consult the ALG Library Coordinator, Ms. Ru Story-Huffman (ru.story-huffman@gsw.edu), ALG Faculty Champion, Dr. Judy Orton Grissett (judy.grissett@gsw.edu), or ALG Design Champion, Mr. John Wilson (john.wilson@gsw.edu) for more information.

**Tips for Effective Teaching**

There are as many approaches to teaching as there are faculty members; however, there are some established best-practices that faculty can follow to promote learning in their classrooms. These practices are not a check-list, but rather should be used as guidelines for faculty when planning, designing, and implementing a course.

There are many resources available for faculty to learn more about effective teaching practices and approaches. For a partial list, please visit “Resources on Best Practices in College Teaching” on the GSW Center for Teaching and Learning Resources page.

**Final Exams**

Final exams follow a designated schedule at the end of each semester, which can be found at Final Exam Schedule under Calendars (found at the top of the GSW homepage). Final exams are to be given during the designated time, not during the last class period. It is up to you whether or not you meet during your scheduled final exam time if you do not have a final exam in your course.

**Midterm and Final Grades**

Faculty are to post grades in RAIN at two points in the semester--during midterms and at the end of the semester. These grades will serve as the official student course grades. GSW recognizes the following midterm and final grades: A, B, C, D, F, WF, I, and W. A grade of I can only be assigned for non-academic reasons. Plus (+) and minus (-) grades (e.g., A+, A-) cannot be awarded.

It is important to follow the due dates for posting midterm and final grades. Due dates can be found on the Academic Calendar. Please see Appendices A and B for guides to posting midterm and final grades.
Attendance Verification

Faculty are required to post student attendance in RAIN for all courses by the due date, which can be found in the Academic Calendar. Attendance verification is necessary for students to receive financial aid and for university reporting purposes, so it is very important faculty post attendance by the deadline.

Please see Appendix C for a guide to entering attendance. If you have questions about Attendance Verification, please contact the Registrar’s Office.

Student Evaluations

Students have the opportunity each semester to conduct an evaluation of the course and faculty instructors. These evaluations are anonymous and are conducted exclusively online through SmartEval. Students are required to complete their evaluations within the timeframe provided to them, which is typically a few weeks before the end of the semester. Evaluations will be made available to faculty after the semester has concluded. Faculty are strongly encouraged to send regular reminders to students about the evaluations in order to increase response rates.

Classroom Technology

Most campus classrooms are equipped with computers and overhead projectors. Please be sure to consult with your department chair/college dean about classroom technology in your department/college’s instructional spaces, since they may differ across campus. It is also prudent to visit your classroom before the first day of class to see what technologies are available in your classrooms. Feel free to contact Information and Instructional Technology (IIT) for a review of your classroom technology prior to the start of classes.

GaView/D2L

In accordance with the University System of Georgia, GSW uses the learning management system Desire2Learn (D2L), also known as GaVIEW (note that this is different than the GoView system). You can access GaVIEW by using your CanesNet credentials.

It is good practice to make course information available in GaVIEW for students, including syllabi, assignment descriptions, important dates, and grades. For questions regarding GaVIEW, please contact Dr. Alla Yemelyanov, Distance Learning and Instructional Technology Administrator, at alla.yemelyanov@gsu.edu.

Beacon

Beacon is a web-based early alert system that identifies at-risk students and helps connect them with the resources they need to be successful. This includes posting student grades that are or are near failing, poor attendance, or other concerns (e.g., classroom disruptions). Please use this alert system if you have
a student that you think might need some assistance. You can always connect with the student yourself as well. You will need to use your CanesNet credentials to log into Beacon.

RAIN

RAIN stands for Registration and Academic Information Network. RAIN provides a convenient method for students and faculty to obtain information via the Web. Upon entrance, the system determines whether the user is a student, or faculty. Once this "role" is established, the user is given access to the appropriate information.

RAIN provides a means for students to track their progress through their degree program and view their schedule. For faculty and staff, the system will also allow access to address and emergency contact information. Faculty can also use RAIN to do the following:

- Post midterm and final grades (Appendices A & B)
- Enter attendance verification (Appendix C)
- Bulk email advisees (Appendix D)
- Add or drop courses to a student’s schedule (during the add/drop period only; Appendix E)

RAIN can be accessed by selecting “RAIN” at the bottom-right of the GSW homepage or by going to “R” under the A-Z Index, found at the top of the GSW homepage. To log into RAIN for the first time, please click “Detailed RAIN Instructions for First-Time Users,” located directly above the username and PIN entry boxes.

Tutoring and Supplemental Instruction

GSW provides tutoring for virtually all courses on-campus, and many online courses. If you have any questions or would like to know more about tutoring opportunities for students at GSW, please visit the Tutoring and Supplemental Instruction Services webpage.

Writing Center

The University Writing Center is a helpful resource for all students through all stages of the writing process, from generating ideas to drafting a final copy and proofreading. At the writing center, undergraduate peer writing consultants use discussion-based strategies to help you improve your writing at any level and in any subject. Appointments are held either online or in person, and walk-ins are welcome. The center is located on the first floor of the James Earl Carter Library. You can find more information and hours on the GSW Writing Center webpage.

Advising Students

The role of academic advisement is a challenging, yet rewarding, element of one’s academic career. The advisement role involves, but is certainly not limited to, assisting students with registering for classes, completing graduation applications, contacting advisees who have received a D, W, or F, and assisting
students with academic and career choices. Faculty advisors are expected to stay current on advising practices and are encouraged to attend advisement trainings when offered.

Advisement should be guided by Degreeworks, found in RAIN, as well as the appropriate major/minor curriculum sheet (found in the RAIN dropdown menu).

Appointment of academic advisors is implemented differently across departments/colleges, so please check with your department chair or college dean about advisee assignments.

Curriculum Sheets

Curriculum sheets list the degree requirements in an academic program and are used to track academic progress. Curriculum sheets are available for each degree program offered at GSW and can be found in RAIN. When using a curriculum sheet, please make sure the year is congruent with the student’s transcript.

Tenure- and Non-tenure-track Faculty Expectations

Faculty in tenure-track positions will be evaluated in the areas of Teaching, Service to the Institution, and Scholarship. Faculty who are not in tenure-track positions (e.g. lecturer, senior lecturer) will be evaluated primarily in the areas of Teaching and Service to the Institution. Faculty are expected to excel at teaching in both types of positions.

Excellence in service and scholarship may differ across departments and colleges. For example, one area may emphasize conference presentations as a form of scholarship, whereas another area may prioritize publications in peer-reviewed manuscripts. Regularly consult with your chair and dean to understand the expectations for your area.

Promotion and Tenure

Faculty are eligible for and may be reviewed for promotion and tenure during their fifth year of service. A complete description of promotion and tenure expectations are outlined in the Faculty Handbook.

Tenure-track faculty will undergo a pre-promotion and tenure review to better understand potential areas of improvement prior to going up for promotion and tenure. A faculty member should request a pre-promotion review from their immediate supervisor during the year before they expect to apply. The review process must be initiated during the fall term of the year in which the review is conducted and should be finalized at the same time as the annual evaluation of the faculty member during that year.

Except for tenure track faculty granted probationary credit toward tenure upon appointment, faculty must be provided a pre-tenure review during the third year of appointment. The review process must be initiated during the fall term of the year in which the review is conducted and should be finalized at the same time as the annual evaluation of the faculty member during that year.
Performance Evaluations
Faculty are evaluated on an annual basis using the Annual Faculty Evaluation form (also provided in Appendix F). Using this form, faculty can earn a score of 1 (needs improvement) to 5 (exceptional) in teaching, service, and scholarship. Faculty are expected to meet with their respective chairs or deans to review this form and develop mutually agreed upon objectives for the next year.

Please note that some colleges and schools have additional performance evaluation measures. Please consult with your chair or dean to learn about these.

Faculty Work Policy
The GSW faculty work policy outlines the expectations of faculty based on position (e.g., lecturer, professor) and is published in the Faculty Handbook.

University Service Expectations
As part of the promotion and tenure process, faculty are expected to fulfill their service to the university through various means, including service on faculty committees, advisement, and assisting with campus initiatives and activities. Please be sure you are clear what the expectations are for your department and/or college.

Faculty Committees
As part of service to the university, faculty are expected to serve on a faculty committee. Faculty specify a committee of choice prior to the start of the academic year. For a list of faculty committees, please consult the Faculty Handbook, which has a list of standing committees and their charges. This requirement can also be met by assignment to a college or university committee as appointed by the dean.

Various GSW Service Opportunities
Faculty are encouraged to take part in various GSW service opportunities on campus, such as move-in day, Preview Day, Storm Day, and commencement. These events are not mandatory, but your participation demonstrates your support of our students and campus community.

- Move-In Day: GSW faculty, staff, students, and members of the community come together during orientation week to help incoming first-year students move into their dormitories. This is a great way to meet students and their families. We will also assist returning students the Saturday prior to the beginning of classes.

- Preview Day: Preview Days are when prospective high-school students visit the campus to make their college decision. Faculty from each department/college meet with students and their families. There are approximately four preview days in spring semester.
- **Storm Days:** Storm Days are when accepted, incoming first-year students and their families come to learn about GSW and receive important information, including their schedules and student IDs.

- **Commencement:** Commencement ceremonies are held each fall and spring semester. Faculty are encouraged to walk in the ceremony or to serve as ushers during the ceremony. This is a very special day for our students and their families and one many faculty enjoy and find particularly meaningful, as well.

Faculty are strongly encouraged to participate in other service opportunities as they arise, such as serving as a judge for the Undergraduate Research Symposium or the annual math tournament.

**Student Organizations**

Another opportunity for service to the university is to serve as a student organization advisor. There are many existing student organizations on campus that faculty may want to advise; however, faculty are also encouraged to assist students in starting new organizations that are of mutual interest. A list of current student organizations can be found in Canes Connect.

**Canes Connect**

Campus events are listed on Canes Connect. Please check here for upcoming events and for information about student organizations. You will need to use your CanesNet Credentials to log into Canes Connect.

**Faculty Meetings**

The general faculty body meets at least once each term, typically toward the end of each semester. Policy and handbook changes are often voted on, and important campus updates and announcements are typically made at these meetings, so it is important that faculty attend. If you are unable to attend a meeting, meeting minutes are kept by a faculty secretary and are available upon request. The expectation is that you will attend these meetings.

**Teaching Circles**

Teaching Circles are semi-formal gatherings of faculty that center around a specific topic related to teaching and student learning. Teaching Circle topics can vary, but often include groups that discuss campus technology, best teaching practices, issues for new and junior faculty, and “general interest.” Teaching Circles are an important component of faculty development at GSW, allowing faculty to explore new and interesting topics while fostering an environment of collegiality. Members who attend at least three meetings will receive $150 credit for professional meetings, memberships, and travel. Members who attend six meetings will receive a total of $300 credit for the aforementioned purposes. For more information about Teaching Circles, please contact Dr. Judy Orton Grissett (judy.grissett@gsw.edu).
Faculty Development Grants

Faculty Development Grants (FDG) are grants made available each semester (fall and spring) to support faculty scholarship. These grants provide financial support to faculty engaged in scholarship and are typically used to pay for research expenses (e.g., travel to a field site) and active conference participation (e.g., presentation, member of conference advisory board). To be eligible for an FDG, faculty must complete the appropriate FDG application, as well as have a summary of participation from prior FDGs (if applicable). Faculty are strongly encouraged to apply each semester but bear in mind that preference is given to first-time applicants. FDG application forms can be found in the Faculty Handbook.

Departmental funds may also be available for faculty research and travel. Please check with your department chair or college dean for more information.

Travel

Travel that benefits the university is reimbursed, such as presentations, attendance at business related functions, and visiting another university for a meeting. You are reimbursed according to the Board of Regents policies. Reimbursement policies such as mileage can be found here: https://gsw.edu/resources/facultyandstaff/bf/policymanual#Travel. Please consult with your department chair/college dean for more information about funding for travel in your area.

Center for Teaching and Learning

The purpose of the GSW Center for Teaching and Learning (CTL) is to provide faculty with opportunities for professional development in teaching. To this end, the CTL regularly provides workshops that allow faculty to engage with and discuss pedagogical strategies and issues related to the scholarship of teaching and learning. Faculty are encouraged to attend CTL workshops and events, which are announced via email.

New Benefit Eligible Faculty Employee Checklist

All new faculty should complete the new benefit eligible faculty employee checklist. This checklist includes the following and can be found on the GSW HR website:

- Personal Data Form
- Form W-4 Federal Withholding Allowance Certificate
- Form G-4 Employee’s State Withholding Allowance Certificate
- I-9 Employment Eligibility Verification
- GSW Security Questionnaire & Loyalty Oath
- Direct Deposit Form
University Policies

All official university policies pertaining to faculty are outlined in the Faculty Handbook. The Faculty handbook is updated each year, so please ensure that the version you are consulting is the most recent one. Academic policy applying to students is found in the Bulletin, and student conduct policies are in the GSW Weathervane Student Handbook.

Sexual Harassment Policy and Training

GSW employees and students have the right to be free from sexual harassment. To ensure that all GSW employees are aware of the standards and policies in place, employees must complete the Haven for Faculty/Staff Sexual Misconduct training within one week of employment and sign the Sexual
Misconduct Policy Acknowledgement form indicating you have been informed of this mandatory training.

If you have any questions regarding the training, please contact Human Resources at (229) 931-2000.

**Payday and Paycheck Information**

Paychecks are typically issued on the last business day of each month of the 10-month contract (August-May). A monthly payroll schedule can be found on the HR website.

**One USG Connect**

OneUSG Connect is a university system-wide portal for employee benefits, including information and resources for healthcare, retirement, and payroll.

**Earning Statements and Payroll Information**

Earning statements and payroll information can be found in OneUSG Connect. Once you log into USGConnect, select the icon that reads “Pay” on the homepage to view your pay statements and payroll information.

**Benefits**

A list of employee benefits can be found on the HR website and through OneUSG Connect.

**Retirement Plans**

GSW employees can choose from one of two retirement plans, Teacher Retirement System of Georgia (TRS) and the Optional Retirement Plan (ORP). Plan details, including suggestions for choosing each plan, are outlined on the HR website. If you have any questions about retirement plans, please contact Human Resources at (229) 931-2000.

Note that once a retirement plan has been elected, this decision cannot be reversed.

**FERPA (Family Educational Rights and Privacy Act of 1974)**

Faculty are expected to maintain confidentiality of student records (e.g., grades and attendance) and personal information. This includes not sharing information with other students, faculty, or family members (even parents). For a complete description of FERPA, please visit the GSW Undergraduate Bulletin.
HB 280, aka “Campus Carry”

As of July 1st 2017, students who hold the appropriate permit are allowed to carry concealed weapons onto campus, with some exceptions. For more information, please visit the USG page on HB280. As a reminder, it is recommended to include a statement regarding HB 280 in all course syllabi. The exact wording can be found above under “Syllabi” and in the Faculty Handbook.

Title IX

Title IX of the Education Amendments of 1972 and its implementing regulation at 34 C.F.R. Part 106, more commonly known as “Title IX” states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance."

Each university receiving federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts. The Title IX Coordinator for Georgia Southwestern State University is Gena Wilson, Director of Human Resources. The Coordinator can assist persons alleging sexual misconduct in filing their complaints and/or overseeing the step-by-step procedures to be sure that appropriate time frames are met.

The Title IX Coordinator also assists in answering questions about university policies and resources related to sexual misconduct or discrimination. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator listed above or can be referred to the U.S. Department of Education at (800) 421-3481 or ocr@ed.gov.

Absence Reports

All work absences should be entered by the employee into OneUSG Connect. Once an absence has been reported, a notification will be sent to the department chair/college dean for approval. Once it is approved by the chair/dean, the absence will be noted in OneUSG Connect.

Emergencies

In the event of an emergency, call Campus Safety at 229-931-2245 (from a cell phone) or x2245 (from a campus phone).

You may also use the Alertus app, which allows users to send geo-tagged incident reports to Public Safety with a cell phone. Find the Alertus app in the iTunes App Store or the Google Play Store and use the organization code “gsw” and the organization PIN “canes”.

A detailed description of what to do in an emergency is provided in the Emergency Procedures Quick Reference Guide/Flipchart, found on the Campus Safety webpage.

In the event of an emergency, GSW will send alerts to students, faculty, and staff through emails, phone calls, text messages, and social media. Users can add up to five phone numbers to the system at a time, allowing family members to receive campus emergency notifications as well. Alerts may be issued for
severe weather, campus closings, and campus lockdowns. Faculty can sign up for emergency alerts in RAIN. Select “Personal Information” and then “GSW Notification System” to enter your information. For step-by-step instructions complete with pictures, please visit GSW’s Emergency Notification System page.

Dining Services

Faculty have several on-campus dining options, including Sweet Peppers Deli and Chick-Fil-A, both located on the first floor of the Student Success Center (SSC). Several options are also located in the Marshall Student Center (MSC), including Real Food on Campus (RFOC); the main dining hall), Café Campesino (a coffee shop), and Provisions on Demand (POD).

Dining dollars can be loaded onto your Faculty ID to be used at any of these locations. Dining dollars can be added through this form or by contacting the Office of Residence Life located at the Student Success Center 229-931-2375. This will allow you to use your faculty ID card to make purchases at any of these locations.

Library

The James Earl Carter Library has a range of materials and services for faculty use. Materials not found in the library catalog can be requested from another library through interlibrary loan (ILL). Requests can be made through Tipasa. To access Tipasa, please visit the GSW library homepage and select “Tipasa” located on the left-hand side.

Textbook copies may be placed at the circulation desk for students to check-out for brief periods of time. Doing this allows some students to access certain cost-prohibitive course materials they otherwise may not have accessed. To reserve a textbook at the circulation desk for student use, please take the textbook to the library and fill out the appropriate form, which will be provided to you. The book will be held at the desk for students to check out for two-hour intervals upon request.

Recreational Facilities

GSW offers multiple recreational facilities and activities. These include Deriso Pool, an olympic-sized, partially indoor swimming pool, a fitness center, a racquetball court, group fitness classes, and personal trainers. The fitness center, racquetball court, and group fitness classes are free of charge and are open to faculty, staff, and students.

Deriso Pool is available to faculty, as well as members of the community, for a fee. Day passes, as well as annual and four-month memberships are available. To purchase a membership, please complete and turn in this form to Student Accounts, located in the Marshall Student Center.
### Directory of Faculty and Staff

To look up a specific faculty or staff member, use the searchable Faculty/Staff Directory, which can be found under “D” in the A-Z index located at the top of the GSW homepage.

### Campus Contacts

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>(229) 928-1361</td>
<td>N/A</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(229) 931-2366</td>
<td>N/A</td>
</tr>
<tr>
<td>Center for Teaching and Learning</td>
<td>(229) 931-4647</td>
<td><a href="mailto:judy.grissett@gsw.edu">judy.grissett@gsw.edu</a></td>
</tr>
<tr>
<td>Health Services</td>
<td>(229) 931-2235</td>
<td><a href="mailto:health@gsw.edu">health@gsw.edu</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>(229) 931-2000</td>
<td><a href="mailto:hr@gsw.edu">hr@gsw.edu</a></td>
</tr>
<tr>
<td>Information and Instructional Technology</td>
<td>(229) 931-2074</td>
<td><a href="mailto:techsupp@gsw.edu">techsupp@gsw.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>(229) 931-2259</td>
<td><a href="mailto:library@gsw.edu">library@gsw.edu</a></td>
</tr>
<tr>
<td>Payroll</td>
<td>(229) 931-2043</td>
<td><a href="mailto:amanda.barrett@gsw.edu">amanda.barrett@gsw.edu</a></td>
</tr>
<tr>
<td>Post Office</td>
<td>(229) 931-2364</td>
<td><a href="mailto:postoffice@gsw.edu">postoffice@gsw.edu</a></td>
</tr>
<tr>
<td>Public Safety</td>
<td>(229) 931-2245</td>
<td><a href="mailto:public.safety@gsw.edu">public.safety@gsw.edu</a></td>
</tr>
</tbody>
</table>
Helpful Tips for New Faculty

- Get involved, but not too involved! It is easy to take on too much too quickly, so try to be strategic with your commitments. When in doubt, talk to your mentor, department chair or dean for suggestions.
- Find a peer mentor, ideally within your department/college.
- If you have a question, particularly about faculty expectations, ask!
- Meet with your chair/dean at least once per semester.
- Take advantage of faculty development opportunities as they arise.
- Join a teaching circle.
- Take advantage of the resources available to you on campus and in the local community.
Addendum for Fall 2020 Related to COVID-19

Syllabi
You may put a general statement on your syllabus that your classroom will follow current CDC and GDPH guidelines for the wearing of face coverings and social distancing should you choose to do so.

Office Hours
Office hours may be conducted virtually or in a conference room or classroom that is convenient to allow for social distancing if you do not feel you can comfortably accommodate a student in your office. A change in location should also be on your syllabus and shared with your administrative assistant so you will be easy to find.

GaVIEW/D2L
Fall 2020 all faculty are required to post their syllabus, one module and their grade book in D2L. This will help students and faculty should we have to move to remote instruction during the semester due to the pandemic. Tutorials are located on the website for how to do this and can be found here.

Travel
As of the start of Fall 2020, the University System of Georgia has approved no essential travel. This means that you will not be able to be reimbursed for any travel until this notice changes. You can, however, be reimbursed for conference registrations or meetings that are being held virtually and require a registration fee.

Recreational Facilities
The Deriso Pool will be closed this academic year due to budget constraints. The other facilities will be open with limited occupancy due to pandemic regulations.
Appendix A

MID TERM GRADES

1. Go to https://rain.gsw.edu/
2. Choose secured login from the drop down box.

3. Log in to RAIN with your User ID and PIN.
4. Choose Faculty Services, Mid Term Grades, select the Term, and select the CRN.
5. Enter a grade for each student on the Mid Term Grade Worksheet. In the instances where the student has earned a “F” grade because he/she has stopped attending, but never officially withdrew from the course, enter a date of last attendance in addition to the “F” grade.
Appendix B

FINAL GRADES

1. Go to https://rain.gsw.edu/
2. Choose secured login from the drop down box.

3. Log in to RAIN with your User ID and PIN.
4. Choose Faculty Services, Final Grades, select the Term, and select the CRN.
5. Enter a grade for each student on the Final Grade Worksheet. In the instances where the student has earned a “F” grade because he/she has stopped attending, but never officially withdrew from the course, enter a date of last attendance in addition to the “F” grade. A student who earned a grade of F and took the final exam should be issued the date of the last regular day of class. The system will not accept the date of the final exam because it is after the last day of class.
Appendix C

VERIFICATION OF ENROLLMENT

1. Go to https://rain.gsw.edu/
2. Choose secured login from the drop down box.

3. Log in to RAIN with your User ID and PIN.
4. Choose Faculty Services, Mid Term Grades, select the Term, and select the CRN.
5. Tab to the Attend Hours field for each student and enter either 0 or 1. Enter 0 (zero) if the student has never attended the class. Enter 1 (one) if the student has attended the class. Click on submit to save your work. The Registrar’s Office will retrieve the information from RAIN to contact students who are reported as never having attended class. (Grades and last attended dates should not be entered at this time.)

6. If anyone is attending your class and not on the mid-term grade worksheet, email the Registrar’s Office (gswece@gsw.edu) with the name and gswID number.
7. Check your class lists on RAIN often to be sure your class roll is correct. Notify the Registrar’s Office of any discrepancies.
Appendix D

Bulk Emailing Advisees through RAIN

1. Go to https://rain.gsw.edu/.
2. Choose secured login from the dropdown box.
3. Log into RAIN with your username and PIN.
4. Choose Faculty Services, Advisor Menu, and Advisee Listing.
5. Select “Email Your Advisees” at the bottom of the page.
6. The student email list will populate in your affiliated email.
Appendix E
Add/Drop Course(s) to Student’s Schedule

1. Go to https://rain.gsw.edu/.
2. Choose secured login from the dropdown box.
3. Log into RAIN with your username and PIN.
4. Choose Faculty Services, Registration Add/Drop, and select the current semester.
5. Enter the student’s information.
6. To add a class, enter the CRN into the box(es).

Registration Add/Drop

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the pull-down lists in the Action field. If no options are listed in the Action field, the class may not be dropped. When add/drop selections are made, click Submit Changes.

You may click Class Search to review the class schedule.

Add Classes Worksheet

CRNs

<table>
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<th>CRN</th>
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<th>CRN</th>
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Submit Changes | Class Search | Reset

RELEASE: 8.7.1
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7. To drop a class, select a class from the student’s schedule and select “Web Drop” from the dropdown box.
Appendix F
Annual Faculty Evaluation Form

GEORGIA SOUTHWESTERN STATE UNIVERSITY
ANNUAL FACULTY EVALUATION

Name ___________________________ Unit ___________________________ Date ____________

Present Rank & Title ___________________________ Highest Degree Held ___________________________

No. of years in present rank ____________ Number of years at institution ___________________________

1. Teaching (check one) Unit Average: ____________

<table>
<thead>
<tr>
<th>Needs improvement</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</table>

Comments: ___________________________

2. Service to the Institution (check one) Unit Average: ____________

<table>
<thead>
<tr>
<th>Needs improvement</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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Comments: ___________________________

3. Scholarship (check one) Unit Average: ____________

<table>
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<tr>
<th>Needs improvement</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</table>

Comments: ___________________________

How to use fill-in PDF E-Forms
Please reset the form after you have printed it!
4. Other Comments or Relevant Information

Comments on the attached sheet on performance on annual objectives are also part of this evaluation.

5. I certify that I have read this evaluation and understand that I may reply in writing within ten days.

Date __________________ Faculty Signature ________________________________________
Date __________________ Chairperson/Dean _______________________________________
Name ___________________________ Unit _____________________________

To Be Completed at the Beginning of an Evaluation Cycle Year
1. Mutually agreed upon objectives for the next evaluation year cycle:

Faculty member’s initials ______________ Date __________ Evaluator’s initials ______________ Date __________

To Be Completed at the Conclusion of an Evaluation Cycle Year
2. Faculty member’s comments on performance on above objectives:

Faculty member’s initials __________ Date __________

To Be Completed at the Conclusion of an Evaluation Cycle Year
3. Evaluator’s comments on performance on above objectives:

Evaluator’s initials __________ Date __________

PRINT FORM   RESET FORM