



GEORGIA SOUTHWESTERN
STATE UNIVERSITY

NEW FACULTY HANDBOOK

Division of Academic Affairs

Updated July 2022

Table of Contents

Welcome.....	5
Campus Map.....	6
Parking.....	7
GSW ID Card.....	7
CanesNet Account Information.....	7
GSW Faculty Email.....	7
Mail Services.....	8
Phone Services.....	8
Business Cards and Name Badges.....	8
Keys.....	8
Academic Calendar.....	8
Course Descriptions.....	8
Syllabi.....	9
Office Hours.....	9
Ordering Textbooks.....	10
Tips for Effective Teaching.	10
Final Exams.....	10
Midterm and Final Grades.....	10
Attendance Verification.....	11
Student Evaluations.....	11
Classroom Technology.....	11
GeorgiaView/D2L.....	11
Beacon.....	11
RAIN.....	12
Tutoring and Supplemental Instruction.....	12
Writing Center.....	12
Advising Students.....	12

Curriculum Sheets.....	13
Storm Tracks.....	13
Tenure- and Non-tenure-track Faculty Expectations.....	13
Promotion and Tenure.....	14
Performance Evaluations.....	14
Faculty Work Policy.....	14
University Service Expectations.....	15
Faculty Committees.....	15
Various GSW Service Opportunities.....	15
Student Organizations.....	15
Canes Connect.....	16
Faculty Meetings.....	16
Teaching Circles.....	16
Faculty Development Grants.....	16
Travel.....	16
Office of Teaching and Learning.....	17
Office of Experiential Learning.....	17
Group Instructional Feedback Technique (GIFT).....	17
New Faculty Employee Paperwork.....	17
University Policies.....	18
Sexual Harassment Policy and Training.....	18
Payday and Paycheck Information.....	18
One USG Connect.....	18
Earning Statements and Payroll Information.....	18
Benefits.....	18
Retirement Plans.....	18
FERPA (Family Educational Rights and Privacy Act of 1974)	19
HB 280, aka “Campus Carry”.....	19
Title IX.....	19
Absence Reports.....	19

Emergencies.....	20
Dining Services.....	20
Library.....	20
Recreational Facilities.....	21
Directory of Faculty and Staff.....	21
Campus Contacts.....	22
Helpful Tips for New Faculty.....	23
Appendix A (Posting Midterm Grades)	24
Appendix B (Posting Final Grades)	25
Appendix C (Verification of Enrollment)	26
Appendix D (Bulk Emailing Advisees through RAIN)	27
Appendix E (Add/Drop Course[s] to Student’s Schedule)	28
Appendix F (Annual Faculty Evaluation Form)	29

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.

Campus Map

GEORGIA SOUTHWESTERN STATE UNIVERSITY CAMPUS MAP

- A. Charles Wheatley Administration Building
- B. Storm Dome/Convocation Hall/ Student Success Center
- C. Chick-fil-A
- D. Collum Hall
- E. Crawford Wheatley Hall
- F. Newman Alumni Center
- G. Former President's Home
- H. Deriso Swimming Pool
- I. Florrie Chappell Gymnasium
- J. Science Building
- K. Joseph C. Roney Building
- L. Jackson Hall
- M. Sanford Hall
- N. Morgan Hall
- O. Mary Lou Jordan Hall
- P. Canes Central
- Q. Business, History & Political Science Building
- R. English Building
- S. Marshall Student Center
- T. Fine Arts Building
- U. Lake House
- V. Maintenance/Warehouse
- W. James Earl Carter Library
- X. Nicholas Smarr and Jody Smith Memorial Building
- Y. Beth King Duncan Hall
- Z. Education Center
- AA. Carter 1 (Nursing/Health Center)
- BB. Carter 2 (Psy/Soc/RCI)
- CC. Southwestern Oaks I
- DD. Southwestern Oaks II
- EE. Southwestern Pines
- FF. Magnolia I
- GG. Magnolia II
- HH. Outdoor Basketball Court
- II. Westbrook Bell Tower
- JJ. Presidential Plaza



GEORGIA SOUTHWESTERN STATE UNIVERSITY

800 Georgia Southwestern State University Drive | 1-800-338-0082 | www.gsw.edu

Parking

Faculty parking is available in lots across campus. These areas are designated as “Faculty/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 Office of Public Safety, located in the Nicholas Smarr and Jody Smith Memorial Building, 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 \(Canes Card\)](#). This card will be your official GSW ID. To receive a copy, please visit the Card Office in Canes Central 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 reset 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. Summer semesters include Maymester, first-term, second-term, and full-term semesters. The [academic calendar](#) for each year can be found under Academics 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 Center for Accommodations and Access 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 expected 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 checklist, 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 Office of 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 under Academics on 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 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 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.

GeorgiaView/D2L

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

It is good practice to make course information available in GeorgiaVIEW for students, including syllabi, assignment descriptions, important dates, and grades. For questions regarding GeorgiaVIEW, please contact Dr. Alla Yemelyanov, Distance Learning and Instructional Technology Administrator, at alla.yemelyanov@gsw.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 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, the [appropriate major/minor curriculum sheet](#) (found in the RAIN dropdown menu), and the [Storm Tracks](#) for the student's major (found on the Registrar's webpage).

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.

Storm Tracks

[Storm Tracks](#) are detailed guides towards completing a particular degree program within four years. Storm Tracks provide a semester-by-semester breakdown of required courses and the recommended order in which they would most effectively be taken. Storm Tracks also provide milestones that guide students through administrative and co-curricular requirements for earning their degree, such as when to apply for graduation and completing the Windows to the World requirement. Storm Tracks for all majors are located on the Registrar's website.

Tenure- and Non-tenure-track Faculty Expectations

Faculty in tenure-track positions will be evaluated annually in the areas of Teaching, Service to the Institution, Scholarship, Student Success Activities, and Faculty Development Activities, using a 1 (does not meet expectations) to 5 (exemplary) scale. For annual review purposes, all items should be a minimum of a 3 (satisfactory). To make progress towards, and awarding of, Promotion and Tenure, at least three of the five areas must be at a cumulative level of 4 across the five-year evaluation period, with the other two items having scores of at least 3. Faculty members who do not achieve at least a rating of 3 in any area will be put on a Performance Remediation Plan for the next year to focus on activities to improve the score. Failure to make progress in improving the 1 or 2 ratings over two years can result in penalties, up to and including contract termination.

Faculty who are not in tenure-track positions (e.g. Lecturer, Senior Lecturer) will be evaluated annually in the areas of Teaching and either Service or Scholarship, at their choice. Faculty Development Activities and Student Success Activities are not required for non-tenure track faculty, but can be used to strengthen their reviews. For annual review purposes, non-tenure-track faculty must achieve a minimum score of 3 in Teaching and the other selected area. For promotion to Senior Lecturer, the faculty member must have minimum scores of 4 in both areas over the five-year evaluation

period. Non-tenure-track faculty can change their area of focus between Scholarship and Service each August at the beginning of a new academic year, if they desire.

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. Student Success Activities are things that are designed to improve the likelihood of success for the students in class and in life, and can be any of a variety of things. Faculty Development Activities are things that help the faculty member grow as a teacher in subject matter content and in class facilitation and can be any of a variety of things.

Promotion and Tenure

Faculty are eligible for and may be reviewed for Promotion and Tenure at the beginning of 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 at the beginning of their third year of service. 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 residence halls. This is a great way to meet students and their families.

- *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 Day*: 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.

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

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 at the beginning of fall semester and toward the end of spring 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. Jesse Russell (jesse.russell@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](#). Please consult with your department chair/college dean for more information about funding for travel in your area.

Office of Teaching and Learning

The purpose of the [GSW Office of Teaching and Learning \(OTL\)](#) is to provide faculty with opportunities for professional development in teaching. To this end, the OTL 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 OTL workshops and events, which are announced via email.

Office of Experiential Learning

The [Office of Experiential Learning](#), housed within the Office of Academic Affairs, works to build relationships across campus to support academic and co-curricular experiential learning opportunities, including, but not limited to, study abroad, domestic study away, faculty-mentored research, service-learning, internships, leadership opportunities, and other creative endeavors that will add in the learning experience of students at GSW. If you would like to learn more about experiential learning opportunities or have an idea that you would like to propose to see how it could fit with the mission of the office, please contact the Director of Experiential Learning at experientiallearning@gsw.edu. The physical office location is in Room 120 of the Wheatley Administration Building.

Group Instructional Feedback Technique (GIFT)

Group Instructional Feedback Technique (GIFT) is a faculty peer-led process whereby one trained faculty member visits the classroom of another faculty member to collect feedback on how that faculty member prepares their students from the students' perspective. The visiting faculty member then prepares a report based on themes that emerged from students' feedback and shares the report with the requesting faculty member so that they can make immediate changes to help students.

The goal of this interaction is to identify and address hurdles or obstacles that student face which can make success more difficult, and especially where these obstacles are relatively easy to address or eliminate in the short term, but which would normally not surface until end-of-semester course evaluations when it is too late to make changes.

For more information about or to request a GIFT observation, please visit the [GSW GIFT webpage](#).

New Faculty Employee Paperwork

All new faculty should complete the required paperwork through [Human Resources](#).

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](#). You may choose to include a statement regarding HB 280 in your 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.

Dining Services

Faculty have several on-campus dining options, Chick-Fil-A located on the first floor of the Student Success Center (SSC), and the new food truck which will travel around campus. 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 by contacting the Office of Residence Life located at the Student Success Center or at 229-931-2375.

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 a fitness center, a racquetball court, and group fitness classes. The fitness center, racquetball court, and group fitness classes are free of charge and are open to faculty, staff, and students.

Directory of Faculty and Staff

To look up a specific faculty or staff member, use the searchable [Faculty/Staff Directory](#), which can be found at the top of the GSW homepage.

Campus Contacts

Office	Phone	Email
Academic Affairs	(229) 928-1361	N/A
Bookstore	(229) 931-2366	2233mgr@follett.com
Office of Experiential Learning	(229) 931-2024	experientiallearning@gsw.edu
Health Services	(229) 931-2235	health@gsw.edu
Human Resources	(229) 931-2000	hr@gsw.edu
Information and Instructional Technology	(229) 931-2074	techsupp@gsw.edu
Library	(229) 931-2259	library@gsw.edu
Payroll	(229) 931-2043	amanda.barrett@gsw.edu
Post Office	(229) 931-2364	postoffice@gsw.edu
Public Safety	(229) 931-2245	public.safety@gsw.edu

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.
- Participate in a Group Instructional Feedback Technique (GIFT) session.
- Join a Teaching Circle.
- Take advantage of the resources available to you on campus and in the local community.

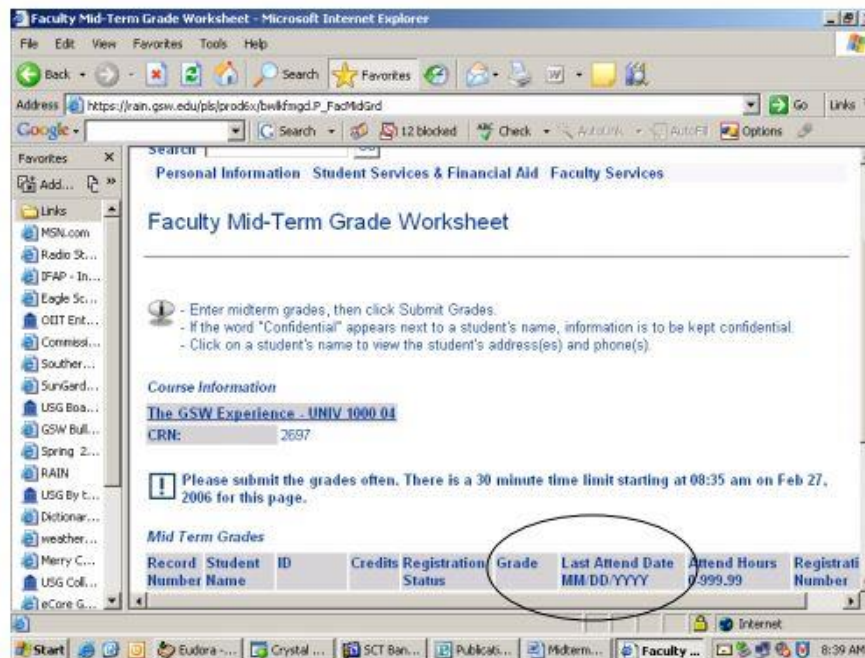
Appendix A

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.



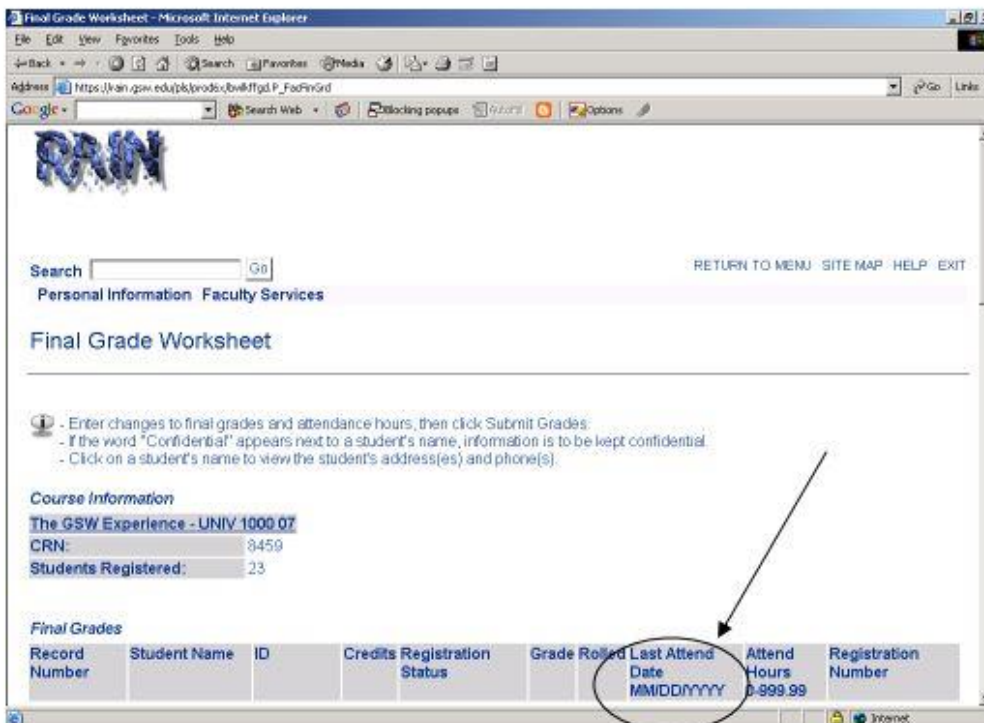
Appendix B

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.)

Faculty Mid-Term Grade Worksheet

- Enter midterm grades, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

Course Information
The GSW Experience - UNIV 1000 01
 CRN: 2568

Please submit the grades often. There is a 30 minute time limit starting at 06:59 pm on Jan 09, 2007 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Hello, Kitty	9130123456	1.00	**Web Registered** Jan 05, 2007	None		1	21
2	Nelson, Willie	913023456	1.00	**Web Registered** Nov 07, 2006	None		0	2
3	Smith, John	913034567	1.00	**Web Registered** Jan 04, 2007	None		1	20
4	Witt, Lucile	913056789	1.00	**Web Registered** Jan 04, 2007	None		1	16

Regardless of the heading in this column, enter a 0 or a 1 in the field.

6. If anyone is attending your class and not on the mid-term grade worksheet, email the Registrar's Office (gswreg@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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

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

How to use fill-in PDF E-Forms

Please reset the form after you have printed it!

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: _____

Needs improvement
1 _____ 2 _____ 3 _____ 4 _____ Exceptional
5 _____

Comments:

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

Needs improvement
1 _____ 2 _____ 3 _____ 4 _____ Exceptional
5 _____

Comments:

3. Scholarship (check one) Unit Average: _____

Needs improvement
1 _____ 2 _____ 3 _____ 4 _____ Exceptional
5 _____

Comments:

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