

Early Career Faculty Guidebook



**Founded
in 1963**



**33, 252
students
enrolled**

Learn more facts about KSU at: eimirvic.kennesaw.edu/FactBooks.aspx

Welcome to KSU!

This guidebook reflects the collected research of the 2015-16 Quickstarters Faculty Learning Community. We hope you'll use this guidebook as a resource for navigating the physical campuses and academic needs as a new KSU Faculty member!

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FAQS

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Frequently Asked Questions

Here are many questions you may have during your first year. Other questions are good things to

discuss with your department chair, as answers vary widely across the university.

WHAT IS DIGITAL MEASURES AND THE ARD/ FPA PROCESS?

Digital Measures is the online information management system that KSU uses to keep track of all activity related to teaching, research, and service. You must upload your information and supporting documents to Digital Measures (it's good to do this on an ongoing basis). Digital Measures (and the information you've included in Digital Measures) is used to create your yearly Faculty Performance Agreement (FPA) and Annual

Review Document (ARD), and will also be used for creating the documents to submit for your third-year review, tenure review, and promotion review. You will want to discuss the FPA and ARD process with your chair/supervisor shortly after arriving on campus, and perhaps ask to see examples of another faculty member's FPA.

General overview of process; Section 3.7 of Faculty Handbook:

http://www.kennesaw.edu/handbooks/faculty/section3_7.php

FAQ for Annual Reviews using Digital Measures:

<http://digitalmeasures.kennesaw.edu/activity-insight/faq-annual.php>

Digital Measures info:

<http://digitalmeasures.kennesaw.edu/>

Digital Measures Login:

<https://digitalmeasures.com/login/kennesaw/faculty/>

Sample Tenure Narrative, FPA, ARD:

http://facultyaffairs.kennesaw.edu/forms_and_templates.php

WHAT IS TRACKED THROUGH DIGITAL MEASURES?

Faculty activities and accomplishments include:

Research

Grants | Performances and exhibits | Presentations | Publications

Teaching

Academic advising | Courses taught | Dissertation supervision | Non-credit instruction taught

Service to

Businesses and other organizations | Professional academic organizations | The university | Their academic discipline

Other

Awards and honors | Consulting | Faculty development activities | Professional memberships

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FAQS

Frequently asked questions, and questions you should ask your department chair

WHAT IS MY TRAVEL ALLOWANCE? WHERE AND HOW DO I SUBMIT TRAVEL REQUESTS & TRAVEL EXPENSE REPORTS?

KSU uses Concur Solutions for employees to submit travel requests, book travel reservations, and submit travel expense reports for reimbursement. As a new employee, you must first request access to Concur. Once you have been granted access, you must log in for the first time and create a profile. The information available from the KSU Office of Finance and Accounting contains step-by-step guides instructing you how to create a travel request (prior to travel) and a travel expense report (after travel), available at the KSU Travel Resources page.

Concur:


<https://www.concursolutions.com/>

KSU Travel Resources:

<http://finance.kennesaw.edu/travel/travelresources.php>

Form to request access:

<http://finance.kennesaw.edu/docs/travel101.pdf>

	
<p>First and Last Name Your title information</p> <p>email@kennesaw.edu</p>	<p>College, Department, Unit information</p> <p>Building Name Room/Suite 9999, MD 9999 Street Address Kennesaw, GA 30144</p> <p>470-578-XXXX (F) 470-578-XXXX (F)</p>
<p>www.kennesaw.edu</p>	

HOW AND WHERE DO I GET BUSINESS CARDS?

KSU has a contract with More Business Solutions for fast and simple ordering of business cards and letterhead. Follow the instructions in the Quick Start Guide linked above to place your KSU order online at <http://members.printable.com/morebizz/arc/>.

<http://procurement.kennesaw.edu/businesscards.php>

WHAT IS THE HIERARCHICAL STRUCTURE FOR HANDLING STUDENT ISSUES? WHAT IF I HAVE AN EMERGENCY?

The Behavioral Response Team website is where faculty can report concerning student behavior. This covers everything from students whose academic performance/attendance drops suddenly to students who are exhibiting threatening or dangerous behavior. For immediate threats, call KSU Police (470-578-6666).

For student issues involving Academic Integrity or Code of Conduct violations (disruptive behavior, discrimination, harassment, bullying, hazing, alcohol/drugs, among many other things) the SCAI website has documents outlining procedures.

Behavioral Response Team

<http://brt.kennesaw.edu/>

Department of Student Conduct and Academic Integrity (SCAI)

<http://scai.kennesaw.edu/procedures/scai-misconduct.php>

Student Code of Conduct

<http://scai.kennesaw.edu/docs/KSU%20Codes%20of%20Conduct-2015.pdf>

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HOW CAN FACULTY GET INVOLVED IN LARGER UNIVERSITY COMMUNITIES?

CETL organizes a variety of workshops, events, and learning communities that reach across all disciplines. The Quickstarters faculty learning community is a great resource for early-career faculty, the deadline for application is Sept 6, 2016.

Upcoming CETL events

<http://cetl.kennesaw.edu/events/upcoming>

Quickstarters community

<http://cetl.kennesaw.edu/faculty-funding/quick-starters-faculty-learning-community>

WHAT DOES MY SYLLABUS NEED TO INCLUDE?

This may be subject to future change as consolidation continues; there are recommendations for language in the pipeline, but nothing is official as of now. All syllabi are required to have three university policy statements: Student Disability Services, Academic Honesty, and Enrollment Verification. Courses in Gen.Ed. may require additional language for Gen. Ed. outcomes.

Student Disability Services

Any student with a documented disability or medical condition needing academic accommodations of class-related activities or schedules must contact the instructor immediately. Written verification from the KSU Student Disability Services (http://www.kennesaw.edu/stu_dev/dsss/welcome.html) is required. No requirements exist

that accommodations be made prior to completion of this approved University documentation. All discussions will remain confidential.

Academic Honesty

Every KSU student is responsible for upholding the provisions of the Student code of Conduct, as published in the Undergraduate and Graduate catalogs. The Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic malicious/intentional misuses of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Student Conduct and Academic Integrity department, which includes either an "Informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>

Enrollment Verification

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal. The last day to withdraw without academic penalty is October 7th. Further information on withdrawals can be found here:

<http://catalog.kennesaw.edu/content.php?catoid=24&navoid=2171#withdrawalfromclasses>

As faculty are expected to evaluate their teaching, including specific, measurable learning objectives helps when writing ARD narratives. Department policy may vary from various recommendations to a required list of learning objectives. Be sure to ask your chair or senior faculty.



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QUESTIONS TO ASK YOUR DEPARTMENT CHAIR:

What are the departmental sentiments on the distribution of research, teaching and service?

Who in my department is typically tasked with making future class schedules?

Where are the department by-laws and T&P guidelines?

Where is the archive of department or program previous reports/accreditation/self-study? Such documents can provide a wealth of information to a new faculty member.

What type of department social life exists?

What are the program/department advising roles of faculty? How many students will I be advising?

Who could be a mentor and help me decode politics (inside and outside departments)? Who is my faculty mentor?

For faculty with joint appointments, who is going to do your tenure and promotion reviews?

What department or college committees are ideal for junior faculty?

GENERAL INFORMATION TO KNOW

You need to complete a Buckley Form in order to get access to student enrollment information: http://uits.kennesaw.edu/banner/docs/buckley_form.pdf

How to get website access

- o Email service@kennesaw.edu
- o Web address will be: ksuweb.kennesaw.edu/~netId
- o Access via ssh

How to get D2L access

- o <https://kennesaw.view.usg.edu/d2l/login>
- o Login with netID and password
- o For training on D2L: <http://uits.kennesaw.edu/support/d2ltraining.php>

Talk to your department secretary about:

- o Syllabi expectations (e.g., do they need to be submitted to the department head by a specific date?, information to include, etc.)
- o About when and how to place textbook orders
- o Keycard access to classrooms/office

Find out who the advisors are in order to direct students if they have questions.

Learn about counseling services on campus and “red flagging” students that are having troubles.



WHAT IS “RED FLAG REPORTING”?

<http://brt.kennesaw.edu/>

Kennesaw State University seeks to foster a proactive climate of care that can only be achieved through cooperative input from the entire community. To that end, KSU has created a Behavioral Response Team (BRT) that takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior. Through early identification, the team can connect individuals of concern with the resources they need to succeed and hopefully prevent crises. The BRT is a multidisciplinary team that meets regularly to assess and manage concerns that have been brought to the attention of the team.

Use the online reporting “Red Flag” link that anyone can use to share information about a person of concern with the BRT. The more information that is provided the better chance the BRT will have to successfully assist that individual. Specifically, please try and describe in detail observed behaviors and statements that generated the concern. Such behaviors are often referred to as “red flags” because they may indicate a larger or growing issue with which that person may be struggling.

NOTE: If this is an emergency and there is an immediate threat call the KSU Police at 470-578-6666. Submissions through the reporting form are not constantly monitored; therefore, the reporting form is never to be used for emergency response.

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CAMPUS INSIGHTS

Quick guide to physical spaces on Kennesaw & Marietta Campuses

Campus Insights: Kennesaw Campus

https://www.kennesaw.edu/maps/docs/kennesaw_2d_map.pdf

FACULTY ID

o Go to Card Services in the Carmichael Student Center:

<http://cardservices.kennesawstateauxiliary.com/>

o *Quick tip: try to avoid going to Card Services during orientation as the line of students will be very long, and faculty do not get to cut. (Carmichael Student Center is located in area D9 on the map.)*

PARKING

o Before you can park on campus, you must get a parking tag from Card Services: <http://cardservices.kennesawstateauxiliary.com/> (Also located in the Carmichael Student Center, area D9 on the map.)

o You'll want to park as close to your building as possible. Parking is first come, first served for faculty/staff.

o There are parking lots slightly off campus that are less expensive than parking on campus. Town Pointe parking is walkable to campus, but the BOB (Big Owl Bus) is available.

BOB SCHEDULE

o The Big Owl Bus travels between the Kennesaw and Marietta campuses in addition to various paths around both campuses.

o Here is the route:

http://www.kennesaw.edu/maps/docs/kennesaw_shuttle_routes.pdf

o It is recommended to install the tracker app on your phone. It is called *Where's B.O.B.*

WHERE TO EAT

o The Commons has nine unique dining venues feature menus with items that change on a daily basis, offering remarkable variety. ("Commons" is in area D9 on the map.)

o There is a Starbucks on campus, located in the Social Sciences building (Social Science building is located in area A9-A8 on the map.). They give faculty discounts!

LIBRARIES

o The Horace W. Sturgis Library is the main library for the Kennesaw campus of Kennesaw State University. (Library is located in area C9 on the map.)

BOOKSTORES

o Located on the south end of the Carmichael Student Center on the Kennesaw campus. (Area D9 on the map.)



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CAMPUS INSIGHTS

Quick guide to physical spaces on Kennesaw & Marietta Campuses

Campus Insights: Marietta Campus

https://www.kennesaw.edu/maps/docs/marietta_printable_campus_map.pdf

FACULTY ID

o Go to Card Services in the Joe Mack Wilson Student Center (top floor, north side): <http://cardservices.kennesawstateauxiliary.com/>

o *Quick tip: try to avoid going to Card Services during orientation as the line of students will be very long, and faculty do not get to cut.*

PARKING

o Before you can park on campus, you must get a parking tag from Card Services: <http://cardservices.kennesawstateauxiliary.com/>

o *Quick tip: try to avoid going to Card Services during orientation as the line of students will be very long, and faculty do not get to cut.*

o As of 2015-2016, you do not have to pay for parking on the Marietta campus.

o *Quick tip: be aware that in mixed lots (faculty/students), faculty may only park in spots with green markings*

BOB SCHEDULE

o See Page 6 of this guidebook

WHERE TO EAT

- Always mention that you are a faculty member, you should receive a discount.

<http://dining.kennesawstateauxiliary.com/eateries/marietta-campus/>

o In the Atrium Building (Building J), you will find a Subway, grab & go options, and a Starbucks

o In the Joe Mack Wilson Student Center (Building A), there are grab & go options in the bookstore and rice bowls & sushi can be found on the lower level

o Stingers dining hall (Building X) - You can find menus here: <http://dining.kennesawstateauxiliary.com/eateries/marietta-campus/stingers/>

o Spork (Building R20), has a Papa Johns and sandwiches/wraps. Spork is only open Monday - Thursday from 8am to midnight.

BUILDING ACRONYMS

Please note that buildings on the Marietta campus have a name and a letter usually. For example, the Atrium is usually referenced solely as Building J or the J Building.

LIBRARIES

Lawrence V. Johnson Library (Building C)

BOOKSTORES

o Lower level of Joe Mack Wilson Student center

o There is an off campus bookstore located across Marietta Parkway from campus: Southern Engineer's Bookstore: 1011 South Marietta Pkwy SE · (770) 499-8434.



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TEACHING AIDS

Best practices for teaching & learning, cool technology, and support services for body & spirit

Cool Technology**INTERACTIVE TEXTBOOKS (MAY****ONLY BE APPLICABLE TO COMPUTER SCIENCE)**

Runestone Interactive (<http://runestoneinteractive.org/>): Allows students to use a less expensive (some are free) text that provides them with the ability to test out what they are reading as they are reading it

Interactive Java: <http://ijava.cs.umass.edu/index.html>

Interactive Programming in Java: <http://www.cs101.org/ipij/>

GRADING HELP

Gradescope (<https://gradescope.com/>): Online grading

ACCESSIBILITY TOOLS

PacerSpacer (<https://www.deaftec.org/classact/tools/pacerspacer>): Visual cue to insert on slides for better pacing

ZoomText (<http://www.zoomtext.com/products/zoomtext-magnifierreader/>): For Windows computers, it allows you to easily zoom in on text or images

**PORTFOLIO TOOLS**

Weebly (<http://www.weebly.com/>): Free website building tool

Wix (<http://www.wix.com/>): Free website building tool

o Examples: <http://www.wix.com/blog/2013/05/outstanding-art-portfolios/>

**INTERACTIVE CLASSROOM TOOLS**

Poll Everywhere (<https://www.polleverywhere.com>): Very quickly create a poll to see if the class understood a concept (only free for 40 responses)

Google Forms (<https://www.google.com/forms/about/>): Probably would need to create the form ahead of time (while planning the lecture), but could be used in the same fashion

Need a volunteer? Try throwing a soft Frisbee (http://www.amazon.com/American-Educational-Products-Frisbees-Assorted/dp/B00CV5WS8Y/ref=sr_1_11?ie=UTF8&qid=1458311997&sr=8-11&keywords=soft+frisbee)

SCHEDULING APPS

When is Good? (<http://whenisgood.net/>): Similar to a Doodle poll but a but simpler

YouCanBook.me (<https://youcanbook.me/>): Scheduling tool linked to Google calendar (great for students to make appointments)

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TASK TRACKER/
PLANNING/
ORGANIZATION

Any.do (<http://www.any.do/>): List maker, app for cell phone

Trello (<https://trello.com/>): Organize projects with multiple people or with yourself (mobile apps)

COMMUNICATION TOOLS

Boomerang for Gmail (<http://www.boomeranggmail.com/>): Schedule the sending of emails or send email reminders

SayAt.me (<http://sayat.me/>): Anonymous feedback from students

Slack (<https://slack.com/>): Group communication

CLEVER TRICKS

Google Doc: Use a form linked to a spreadsheet for Syllabi; simply change the date fields from semester to semester, and your syllabi will be created.

Technology Support @
KSU

KSU offers a wide range of technology support to students, faculty, and staffs, both for academic, including teaching and research, and extra curricular purposes.

UNIVERSITY INFORMATION TECHNOLOGY
SERVICES (UITS)

This center provides technology necessary for faculty, staff, and students to carry out academic collaboration, research and innovation. It delivers the state of the art technology to operate and manage your academic activities, in terms of hardware, software, and the infrastructure. You will be given NetID that will give you access to varieties of online supports and services.

Some of the supports that you may often need are:

HELP DESK

This service provides immediate assistance whether you are in you class or in your office. You can either get walk-in assistance or call for supports. Should you call them, you will need your KSU ID number ready. The UITS help desks are located in both campuses.

<http://uits.kennesaw.edu/support/>

Locations:

Kennesaw Campus (TX 110):

Marietta Campus (Lower Level H Building)



FACULTY/STAFF SUPPORT DESK:

470-578-6999

service@kennesaw.edu

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checking registrations to your class, looking up students contact information, and submitting grades.

<http://www.kennesaw.edu/owlexpress>

OWL EXPRESS

You will have access to the online portal, Owl Express, to manage your courses, including

D2L BRIGHSPACE

KSU facilitates online delivery of your teaching materials for your courses through D2L Brightspace (Desire to Learn). This portal allows you to set up virtual classroom, assign readings and assignments, evaluate and grade students' work. You will also be able to participate in faculty development courses through D2L.

<http://uits.kennesaw.edu/d2l/index.php>

Online training use D2L.

<http://uits.kennesaw.edu/support/d2ltraining.php>

DISTANCE LEARNING

The Distance Learning Center at KSU offers centralized information and support center for colleges, programs and faculty for distance learning. Included in distance learning are both online and hybrid courses. If you are interested in the integrating the latest technology in your teaching, this will be a good resource for you. The center provides technological support,

instructional design, and access to campus wide resources in training and development to meet distance-learning initiatives.

<http://distancelearning.kennesaw.edu/>

Teaching Academy for Distance Learning (TADL)

One of the services that the center offers is Teaching Academy for Distance Learning (TADL). It is a semester long workshop designed to be a hands-on experience that will help you develop the competencies necessary for designing, developing, and delivering an online course.

<http://distancelearning.kennesaw.edu/certification/tadl.php#>

PROFESSIONAL DEVELOPMENT

The center also offers a variety of workshops for certifications. It also assist faculty in the design, development, and delivery of online courses.

<http://distancelearning.kennesaw.edu/professional-development.php>

SOFTWARE

Beside desktop or laptop, KSU through UITS also provides software that are available for free for faculty. The list of software available is:

<http://uits.kennesaw.edu/services/computingsoftware.php>



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Best practices for teaching & learning, cool technology, and support services for body & spirit

UTS provides audio/video equipment that faculty and students can check out for various activities, inside or outside classrooms. Those equipment are available and can be checked out from both Kennesaw and Marietta Campus locations. You can reserve the device online.

<http://uits.kennesaw.edu/support/av.php>

<http://uits.kennesaw.edu/services/av.php>

<https://avcheckout.kennesaw.edu/webcheckout/pir/login>

INFORMATION TECHNOLOGY ADVISORY COMMITTEE (ITAC)

The Information Technology Advisory Committee (ITAC) serves to advise the Chief Information Officer on planning and policy issues concerning use of information technology, increase/facilitate communication between the CIO and IT users, and provide support for the teaching mission at KSU through appropriate use of technology to improve learning. Each department has a representative in this committee. If you have concerns about the school information technology, you may bring those up to the representative from your department.

AUDIO VIDEO

UTS provides audio/video equipment that faculty and students can check out for various activities,



Teaching & Learning Best Practices

One of the possible ways to study effective teaching is by learning from outstanding examples. KSU has a program of recognizing excellence in teaching. Similarly, before the consolidation, SPSU also recognized excellence in teaching since 1999. Some of the previous recipients are: John Salerno, Harrison Long, Martha Bowden, Chris Welty, Julie Newell, Scott Tippins, and Meg Dillon. It might be helpful to talk to these outstanding teachers in our school.

Currently, the program is run by CETL. It is eligible for any full-time teaching faculty, lecturer/senior lecturer, non-tenure track professorial ranked faculty, or clinical faculty with an earned masters or terminal degree (or equivalent) and a minimum of 5 years of service at KSU and have a total of 10 years of higher education experience. The recognition comes with \$ 10,000 award; and \$ 2,500 awards for two finalists. Besides outstanding teaching, KSU also recognizes several others categories in teaching and research.

<http://facultyaffairs.kennesaw.edu/awards.php>

<http://cetl.kennesaw.edu/faculty-awards/outstanding-teaching>

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Resources for New Faculty

OFFICE OF DIVERSITY AND INCLUSION

The Office of Diversity and Inclusion is charged with creating a welcoming, inclusive, and equitable learning and working community at Kennesaw State University. This mission encompasses responsibility for university-wide climate assessment, diversity and inclusion action planning, academic support services, and curricular and co-curricular programming. The Office actualizes this mission through collaborating with faculty, staff, students, and other university stakeholders; seeding new initiatives within and across various departments and units; providing consultation, guidance, and support; and, coordinating various university initiatives.

The Office of Diversity and Inclusion offers diversity-related programming and training throughout the academic year. Programming and training can include expert speakers, academic lectures, workshops, and training sessions for both faculty and students, including guest speakers for classes. This office can also provide assistance in developing diversity focused curricular, co-curricular, and extracurricular programming specifically tailored to your audience. We can also develop trainings in support of diversity-focused skill set building and state and federal compliance.

<http://diversity.kennesaw.edu/>

STUDENT CONDUCT AND INTEGRITY (SCAI)

SCAI promotes a greater awareness and understanding of the rules of the student code of conduct and address issues of student academic misconduct (including plagiarism and cheating) and disruption of campus life so that an environment conducive to learning and individual growth can be maintained at Kennesaw State University. SCAI will provide guest speakers to discuss plagiarism with your students in more detail and will meet with faculty to discuss addressing issues related to student plagiarism and cheating.

<http://scai.kennesaw.edu/>

CENTER FOR EXCELLENCE IN TEACHING AND LEARNING

The Center for Excellence in Teaching and Learning (CETL) promotes research based pedagogies that foster student academic engagement, learning, and success. CETL supports the integrated professional development of students, faculty, and administrators throughout their careers. Rooted in learning science and assessment theory, CETL cultivates a data-driven campus-wide culture of ongoing academic program enhancement. Please visit the CETL website for more information about technical assistance (including syllabi reviews, teaching observations, high impact practices and activities development, assessment design, etc.), workshops, funding, and other events that support the scholarship of teaching and learning.

<http://cetl.kennesaw.edu/>

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WRITING CENTER

The KSU Writing Center offers all writers the opportunity to learn about specific aspects and kinds of writing in online, individual, and small group settings. Additionally, Writing Center staff can visit your class to discuss specific issues related to writing relevant to your class, such as proper citations, literature reviews, etc.

<http://writingcenter.kennesaw.edu/>

LIBRARY RESOURCES

The KSU Library Systems offers several resources for both students and faculty. The library offers library instruction to classes to introduce them to library services, research and/or subject or resources specific information. Additionally, the library can set up both physical and electronic reserve items for your classes. There is also KSU librarians who serve as undergraduate faculty liaisons who have specific content expertise in specific undergraduate academic program.

<http://library.kennesaw.edu/index.php>

Making Your Classrooms and Office Safe Spaces for GLBTIQ Students

Gay, lesbian, bisexual, transgender, intersex, and queer (GLBTIQ) students face overt discrimination and micro-aggressions, including mis-gendering and casual uses of slurs, that can be damaging to their sense of security and belonging. To make your classrooms and office as inclusive and safe as possible, consider attending a Safe Space Training offered by KSU's GLBTIQ Student Retention Services. Having that "safe space" marker on your door could make a world of difference to a student. For training schedules, visit safespace.kennesaw.edu

There's an easy way to avoid mis-gender and mis-naming your students: Ask them what they go by! On the first day of class, have every student introduce themselves and provide their personal gender pronoun (PGP). If you don't do public introductions, you can have "preferred name" and "personal gender pronoun" as categories to fill in on a student information form. Here is a handy guide to Gender Neutral Pronouns: www.kennesaw.edu/stu_dev/glbtiq/pamphlets/GenderNeutralPronouns.pdf



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Access for Disabled Students

It is your legal obligation under the Americans with Disabilities Act to make your classes accessible to all students, regardless of disability. KSU's Student Disability Services website provides helpful information to faculty on everything from testing services and flexible attendance policies to the principles of Universal Design in Education.

<http://studentsuccess.kennesaw.edu/sds/>

There are many ways that you can be an ally to disabled students.

- Encourage them to register (if they haven't already) with Student Disability Services to ensure they receive proper accommodation.
- Make sure the aisles of your classroom are clear for students with mobility impairments, and that the seating in the room accommodates everyone across a range of body types and needs.
- Assess the accessibility of your Power Points and online class materials for people with low vision, and neurological and learning disabilities: Is the lettering large and in high contrast to the background? Are there written descriptions of images? Are slides simply worded and visually uncluttered?

- Be sensitive to invisible disabilities, including chronic illness and mental illness. Believe students when they tell you that they are struggling.
- Devise alternative plans (for instance, replacing an in-class presentation with an online presentation for a student with an anxiety disorder).
- Avoid ableist language, including using words like "cripple," "blind," and "schizophrenic" as metaphors, and phrases like "confined to a wheelchair" (instead of "uses a wheelchair"). Check out www.everydayfeminism.com/2015/08/alternatives-to-oppressive-language/ for lots of great suggestions on alternatives to common ableist terms.

KSU's Academy for Inclusive Learning and Social Growth gives students with intellectual or developmental disabilities the opportunity to take typical university classes (including possibly yours!). Having an Academy student in your class is even further reason to familiarize yourself with the principles of Universal Design in Education. Fostering fully integrated classrooms provides rich educational experiences for all students and teachers.

wellstarcollege.kennesaw.edu/

CARE PANTRY

The CARE Center, in conjunction with Staff Senate, provides a small stock of food for students who are experiencing food insecurity. All supplies are based upon donations and are available to students as long as supplies are continually received.

Pantry Locations:

Kennesaw Campus, Kennesaw Hall, room 2401

Marietta Campus, JM Wilson Student Center, room 170

Pantry Hours: Monday - Friday, 9:00am-4:00pm

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Health & Wellbeing Resources

PHYSICAL HEALTH: KENNESAW CAMPUS

Dr. Betty L. Siegel Student Recreation and Activities Center

290 Kennesaw State University Road NW
Kennesaw, GA 30144

<http://sportsrec.kennesaw.edu/index.php>

Membership Costs:

Faculty/Staff/Retiree: \$35.00/month
10-Month Employee: \$42.00/month
Spouse: \$40.00/month
Daily Guest: \$10.00

Employee Fitness Center

KSU Center, Suite 475
3333 Busbee Drive
Kennesaw, GA 30144

470-578-6770

wellctr@kennesaw.edu

Membership Costs:

Faculty/Staff: \$10.00/month
10-Month & Contracted Employees: \$12.00/mo
Spouse/Family Member in the house: \$12.00/mo
Family Members not living at home: \$24.00/mo

PHYSICAL HEALTH: MARIETTA CAMPUS

Marietta Campus Recreation and Wellness Center Memberships

1100 South Marietta Parkway
Marietta, GA 30060

Membership Costs:

Faculty/Staff/Retiree: \$30.00/month
10-Month Employee: \$30.00/month
Daily Guest: \$5.00



Off Campus Health & Wellness

PURE BARRE KENNESAW

1615 Ridenour Blvd NW #205
Kennesaw, GA 30152
678-402-1458

Kennesaw@purebarre.com

Our tried and true method can shape every body and fit any schedule. Draw inspiration from our community of women. Achieve the body you've always dreamed of. Sweat away the day. Get lost in the music. Find everything you're looking for in a workout at Pure Barre. Contact the studio for discounted pricing for teachers (including faculty).

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TEACHING AIDS

Best practices for teaching & learning, cool technology, and support services for body & spirit

**ORANGETHEORY
KENNESAW**

2555 Prado Ln, Ste 1400, Marietta, GA 30066
(770) 687-3625

orangetheoryfitness.com

HOT YOGA AND WELLNESS CENTER

3655 Cherokee Street
Kennesaw, GA 30144

678-218-8753

<http://www.hotyogakennesaw.com/>

Come into our hot studio and let us help you take your yoga practice to a new level. We practice several types of yoga in a room that is heated to 95-100 degrees. The heat is going to help warm your muscles for greater flexibility, and achieve a deeper stretch. Get ready to flush the toxins from your body as you sweat your way through class burning upwards of 600-1000 calories. Discounted membership rates for faculty

Drop in Class: \$12

1 Month unlimited: \$79

New member 1 month unlimited: \$49

CHIROPRACTIC CENTER OF KENNESAW

3531 Cherokee Street
Kennesaw, Georgia 30144

770-749-7594

<http://chirokennesaw.com/>

Chiropractic is about being well and staying well. Here, at Chiropractic Center of Kennesaw, we are focused on getting you where you want to be on your personal pathway to good health. Many of us get distracted by our daily obligations and forget to take time for ourselves. Suffering with aches, pains and other ailments is not a normal way of life.

WELLPATH CHIROPRACTIC CENTER

3590 Cherokee St NW
Kennesaw, GA

(770) 218-1166

<http://www.wellpath.net/>

Mental Health**FOUNTAIN GATE COUNSELING CENTER**

2985 Cherokee Street
Kennesaw, GA 30144

770-218-9005

Fountain Gate Counseling Center is a nonprofit organization that provides professional counseling services for individuals (adults, teens, children), couples, families, and groups. We also offer retreats, seminars, and workshops on mental and spiritual health.

Fountain Gate provides an environment of warmth, safety, and respect. We are ready to listen to your concerns, and look forward to being a part of your life journey. Our counselors offer reduced "sliding scale" fees for qualified clients.



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**KSU CARE CENTER**

<http://studentsuccess.kennesaw.edu/care/index.php>

The Campus Awareness, Resource & Empowerment (CARE) Center offers support to students who are dealing with:

Homelessness, or are at-risk of being homeless,
Food insecurity and/or
Students previously or currently in foster care.

In collaboration with various KSU departments such as Admissions, Financial Aid, Campus Housing, etc., the CARE Center provides case management, access to the campus pantry, personal care items and assists in accessing temporary and/or permanent housing.

Lastly, through EMBARK, the CARE Center serves as the University System of Georgia Designated Single Point of Contact (DPOC) for homeless and foster care students.

KSU WOMEN'S RESOURCE AND INTERPERSONAL VIOLENCE CENTER

<http://studentsuccess.kennesaw.edu/wrc/>

The Women's Resource and Interpersonal Violence Prevention Center is dedicated to enhancing academic performance and empowering members of the KSU community to reach their full potential by striving to create an inclusive, supportive, and violence free environment.

KSU MEDICAL AND COUNSELING SERVICES

<http://tellksu.kennesaw.edu/medical.php>

**Miscellaneous
NATIONAL DOMESTIC VIOLENCE HOTLINE**

1-800-799-7233

<http://www.thehotline.org/>

SMOKING CESSATION RESOURCES

Please call 470-578-6394 to inquire about upcoming classes offered on campus.

WEIGHT WATCHERS GROUP

Contact Sherry Grable at 470-578-3517 or sgrable@kennesaw.edu

The 17-week faculty/staff series costs \$186.00.

Additional References

Campbell, Lloyd P. 1983. "Teacher Burnout: Description and Prescription." *The Clearing House* 57(3): 111-113.

DeLaurentis, Heather and David Howes. 2012. "The Early Bird Gets the Worm: How Early Morning Exercise Creates Inspired Learners and Educators." *LEARNing Landscapes* 5(2): 83-89.

Devon, Natasha. 2016. "How to Promote Good Mental Health Among Teachers and Students in Your School." March 1. www.theguardian.com/teacher-network/2016/mar/01/how-to-promote-good-mental-health-among-teachers-and-students-in-your-school (April 4, 2016)

Miller, Dean F. and Jan Wiltse. 1979. "Mental Health and the Teacher." *Journal of School Health* 49(7): 374-377.

Ross Alyson and Sue Thomas. 2010. "The Health Benefits of Yoga and Exercise: A Review of Comparison Studies." *Journal of Alternative and Complementary Medicine* 16(1): 3-12.

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T&P

Schedule for tenure & promotion

Tenure & Promotion Schedule

Year 1

AUGUST:

- New Faculty Orientation (week before classes start)
- Discuss expectations with Department Head:
 - o Develop the FPA for the next 6 months
 - o Start committee work (dept, college, university)

SEPTEMBER - DECEMBER:

Review and enter information in Digital Measures (“DM”)

- o Take the training
- o Enter publications (use Google scholar or equivalent)
- o Write narratives
- o Assemble portfolio

FEBRUARY:

- First year review documents due in Digital Measures

FEBRUARY - MAY:

- Discuss and develop with dept. head your FPA for year 2

Year 2

- Continue to update DM with publications, service, portfolio, and other contributions.

FEBRUARY:

Second year review documents due in DM

FEBRUARY - MAY:

- Discuss and develop with dept. head your FPA for year 3.

Year 3

SEPTEMBER:

Review and update narratives DM for the pre-tenure review

OCTOBER 1:

- Third-year (pre-tenure) review documents due in DM

FEBRUARY 1:

documents in DM

- Update

FEBRUARY - MAY:

- Discuss and develop with dept. head your FPA for year 4

Year 4

- Continue to update DM with publications, service, portfolio, and other contributions

Year 5

- Promotion review

JANUARY:

- Begin to ask for tenure letters for tenure application

Year 6

- Tenure Review

FACULTY PERFORMANCE AGREEMENT (FRP)

http://www.kennesaw.edu/handbooks/faculty/section3_7.php

Faculty performance is evaluated through two basic, interrelated processes: annual reviews and multi-year reviews. Annual reviews give an evaluation of the faculty member's performance over one year within the context of the multi-year reviews. The multi-year reviews, involving multiple reviewers, are a more comprehensive examination of a faculty member's role in and contribution to the department, college, and University.

Early Career Faculty Guidebook

Thank you 2015-2016 Quickstarters Faculty Learning Community!

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