Welcome to KSU Resources for Part-time Faculty!

Facilitated by
Mandy McGrew
Educational Specialist for Part-time Faculty Support
Things to do!

Where can I make copies?
Create course in D2L
Meet with chair
Join the Rec Center
What will my students be like?
Get KSU ID
How do I check out books?
Find out what an Ombuds is
Register for CETL workshop
Talk to PTF Council rep
Webinar Objectives

- Gain a better understanding of the culture at Kennesaw State University
- Learn about some of the resources available to part-time faculty at KSU
- Get your questions answered
Kennesaw State University

- Kennesaw Junior College opened in 1963
- Became Kennesaw State University in 1996
- Fully consolidated with SPSU in 2015
- Two primary campuses: Marietta and Kennesaw
- 13 Colleges
- Hundreds of majors
- Comprehensive institution (R3 classification)
## Student Body – Fall 2017

<table>
<thead>
<tr>
<th>Enrollment by Student Level</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Enrollment Honors</td>
<td>429</td>
</tr>
<tr>
<td>Freshman</td>
<td>7,510</td>
</tr>
<tr>
<td>Sophomore</td>
<td>7,809</td>
</tr>
<tr>
<td>Junior</td>
<td>7,494</td>
</tr>
<tr>
<td>Senior</td>
<td>9,499</td>
</tr>
<tr>
<td>Graduate-Master’s</td>
<td>2,242</td>
</tr>
<tr>
<td>Graduate-Education Specialist</td>
<td>358</td>
</tr>
<tr>
<td>Graduate-Doctorate Degree</td>
<td>243</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
<td>58</td>
</tr>
<tr>
<td>Post-Baccalaureate non-degree seeking</td>
<td>67</td>
</tr>
<tr>
<td>Auditor</td>
<td>62</td>
</tr>
<tr>
<td>Unclassified Undergraduate - Transient</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35,846</strong></td>
</tr>
</tbody>
</table>
Figure 6. Enrollment Trend by Gender
Student Enrollment by College

Enrollment by College
Fall 2017

- Academic Affairs: 48
- College of Architecture and Construction Management: 821
- College of the Arts: 1,272
- Coles of Business: 6,869
- College of Computing and Software Engineering: 3,524
- Bagwell College of Education: 2,231
- Southern Polytechnic College of Engineering and Engineering Technology: 4,425
- Graduate College: 4,108
- WellStar College of Health and Human Services: 6,710
- College of Humanities and Social Sciences: 3,100
- College of Science and Mathematics: 2,116
- University College: 594
- Other/Non-Degree Seeking: 2,116

Kennesaw State University
Center for Excellence in Teaching and Learning
Student Demographics – Fall 2017

Total Enrollment by Race and Ethnicity
Fall Semesters

- American Indian or Alaskan Native
- Asian
- Black, Non-Hispanic Origin
- Hispanic
- Native Hawaiian or Other Pacific Islander
- Multi Racial - Two or More
- White, Non-Hispanic Origin
- Undeclared
- International & Non-Resident Alien

2015:
- 20.4% American Indian or Alaskan Native
- 8.2% Asian
- 57.9% White, Non-Hispanic Origin

2016:
- 21.2% American Indian or Alaskan Native
- 8.7% Asian
- 56.7% White, Non-Hispanic Origin

2017:
- 21.3% American Indian or Alaskan Native
- 9.2% Asian
- 55.5% White, Non-Hispanic Origin
Fact Book

- Published annually (most recent 2017-2018)

- Fact Book link:
KSU Faculty Handbook

- All Handbooks
  - http://handbooks.kennesaw.edu/

- Current Handbook
    (Download the pdf and then you can search it when necessary)

- Section 4.1.12 deals specifically with Part-time Faculty appointments
Talon One Service Center
(ID Card)
Located in the student center of each campus

http://cardservices.kennesaw.edu/
Parking

Register your vehicle at the below link.

Parking is $26/month and the cost is deducted through Payroll

https://kennesaw.t2hosted.com/cmn/viewvehicles.aspx
Payroll Services

- Ask your chair if you have any questions at all
- Log ACTUAL hours worked in the OneUSG Portal
- For information on this policy and process see Payroll Services website:
Owl Express vs. D2L
My KSU

http://kennesaw.edu/myksu/
Workspaces for Part-time Faculty

- Ask your department chair about the dedicated workspace for your department

**Kennesaw Campus**

- Math and Science (reservations)
- Social Science Building:
  - Room 2002B and 2003
  - 4th floor (near History and Philosophy)
  - 5th floor (near Communications)
Faculty Support Office - Marietta

- Marietta Campus, Atrium Building: J-305
- Administrative Associate, Leesa Hay
  - Phone: 678-915-7442
- Services
  - Ricoh printer/copier/scanner/fax machine
  - Workstations with desks, computers, and phones
  - Basic office supplies (pencils, white board markers, folders, staplers, paper clips, etc.)
  - Faculty mailboxes if requested by department
### KSU Print

- **Job List**

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Print Preview</th>
<th>Pages</th>
<th>Pieces of Paper</th>
<th>Submitted</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

No jobs ready for print.

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### Payment method:
- **My Funds**: $0.00
- Total available funds:

---

### Print options:
- **Color**:
- **Pages per side**:
- **Sides**:
- **Copies**:

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**Selected 0 documents - Total Cost: $0.00**

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- [Link to KSU Print Center](https://ksuprint.kennesaw.edu/MyPrintCenter/)
- **Printer Locations**: [http://copyprint.kennesaw.edu/infoprinter_locations.php](http://copyprint.kennesaw.edu/infoprinter_locations.php)
Welcome to UITS

UITs provides KSU with the technology necessary for faculty, staff, and students to carry out academic collaboration, research, and innovation.

On Campus: Dial 6999
Off Campus: 470-578-6999
E-mail: service@kennesaw.edu
UITs

- D2L Brightspace Help
  - [http://uits.kennesaw.edu/support/d2ltraining.php](http://uits.kennesaw.edu/support/d2ltraining.php)
  - Training videos and print materials

- Software Downloads
  - [https://apps.kennesaw.edu/portal/prod/app_uni_sso/login.asp?quickstart=54](https://apps.kennesaw.edu/portal/prod/app_uni_sso/login.asp?quickstart=54)
UI TS

- **Walk-in help**
  - Kennesaw Campus: First Fridays
    - [http://uits.kennesaw.edu/support/firstfridays.php](http://uits.kennesaw.edu/support/firstfridays.php)
  - Marietta Campus: Third Thursdays
    - [http://uits.kennesaw.edu/support/thirdthursdays.php](http://uits.kennesaw.edu/support/thirdthursdays.php)

- **OwlSupport**
  - One-on-one sessions to address specific unique issues
    - [http://uits.kennesaw.edu/support/owlsupport.php](http://uits.kennesaw.edu/support/owlsupport.php)
Center for Excellence in Teaching and Learning

CETL Website
- http://cetl.kennesaw.edu/

CETL Events
- http://cetl.kennesaw.edu/events/upcoming

CETL Funding Opportunities
- http://cetl.kennesaw.edu/faculty-funding
CETL for Part-time Faculty

- [http://cetl.kennesaw.edu/part-time-faculty](http://cetl.kennesaw.edu/part-time-faculty)

- Educational Specialist for Part-time Faculty Support
  - Workshops & Webinars
  - Book Clubs
  - Consultations
  - Web resources
Upcoming CETL Opportunities

- Teaching Academy for Part-time Faculty
  - April 1-2, 2019
  - Competitive application process
  - Stipend

- SPACE: Symposium for Part-time, Adjunct, and Contingent Educators
  - [http://spaceducators.com](http://spaceducators.com)
  - June 8, 2019
  - Funding for KSU Part-time faculty
Awards for Part-time Faculty

• Check with your department chair
  – What is the application process?
  – When will the application be available?
  – Do you self-nominate or would someone else nominate you?

• Each college chooses an Outstanding Part-time Faculty Member who receives a monetary award from the KSU Foundation
Library Services

- Kennesaw campus: Sturgis
- Marietta campus: Johnson
- [http://www.kennesaw.edu/library/](http://www.kennesaw.edu/library/)
Library Services

- Academic Journals and Databases
- Interlibrary Loan
- Research Guides
- Schedule class visits and presentations
- Meeting and study rooms (by reservation)
- Interactive video wall
- 24-hour chat support
- Text Support: 770-983-6547
Library Services

- Faculty check out privileges
  - An entire academic year
  - Materials are due back at the end of the academic year

- Course Reserves (for your students)
  - [http://www.kennesaw.edu/library/services/course Reserves.php](http://www.kennesaw.edu/library/services/course Reserves.php)
Teacher Resource and Activity Center

http://bagwell.kennesaw.edu/centers/trac
Student Conduct and Academic Integrity

- https://web.kennesaw.edu/scai/
Academic Misconduct Resolution Process

Updated September 2017

Faculty member discovers potential Academic Misconduct (AM)
Call SCAI (x3403) to check if student has prior incidents.

No history; first AM offense

Student has AM history, or this first offense is egregious (approved by SCAI Director or designee)

Assistant Director for Academic Integrity reviews report and sends Administrative Hearing notification to student (faculty copied on correspondence)

Student may have the right to request a Hearing Panel prior to the Administrative Hearing appointment.

MEETING

- Faculty determines that no misconduct occurred. Confirmation email sent to student, no further action needed.
- Faculty confirms misconduct occurred; offers student an IR. Student accepts the proposed IR.
- Student doesn't respond to contact, doesn't show to the meeting, or rejects the IR offer, but faculty has information to support a violation occurred.

Student has AM history, or this first offense is egregious (approved by SCAI Director or designee)

Assistant Director for Academic Integrity reviews report and sends Administrative Hearing notification to student (faculty copied on correspondence)

Student may have the right to request a Hearing Panel prior to the Administrative Hearing appointment.

Not Responsible
The hearing officer(s) sends student written notification of outcome (via email). Case resolved. Faculty member is copied on correspondence.

Appeals
If student is suspended or expelled, s/he has the right to appeal. See SCAI Misconduct Resolution Procedures for further details.

Responsibility
The hearing officer(s) selects appropriate sanctions; student is sent written notification of outcome (via email). Faculty member is copied on correspondence and assigns grade as appropriate.
Behavioral Response Team

- Division of Student Affairs that “takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior.”

- Red Flag Reporting
  - [http://www.kennesaw.edu/brt/](http://www.kennesaw.edu/brt/)
KSU Public Safety

- Emergencies: 470-578-6666
  - Campus phone: 6666
- Website: http://police.kennesaw.edu/
- Non-emergencies: 470-578-6206
- Non-emergency email: police@kennesaw.edu
- Anonymous Tip line: 470-578-6305
Ombuds Office

How We Can Help

- Listen carefully to your concerns
- Identify alternatives and options for resolution
- Review and explain KSU policies, procedures, and problem-solving channels
- Facilitate communication between those in conflict
- Provide feedback to KSU leadership

📞 470-578-7773 or 470-578-7414
✉️ ombuds@kennesaw.edu

For more information: ombuds.kennesaw.edu
Welcome to the new Part-Time Faculty Council website!

Since its creation in 2013, the Part-Time Faculty Council (PTFC) has been working diligently to advocate on behalf of all KSU part-time faculty. This website is designed to provide you with information and resources to help ensure your success as a part-time faculty member at KSU.

Spend some time exploring our site and the many resources available to you here. There are articles and links to other websites devoted to part-time faculty. Take a moment to read our past newsletters to get a feel for what has been happening since our inception. Also, review the progress document for highlights of our achievements thus far.

While we have achieved many milestones, there is much more work yet to be done. As the only institution in the University System of Georgia with a part-time faculty advocating body, we are working with other colleges and universities in the state to help them find their voices and join in the shared governance at their institutions.

The PTFC is committed to the advancement of all part-time faculty at KSU, so please let us know if you have specific concerns. Also, please consider getting involved in this wonderful process. The
Part-time Faculty Council

- Goal is “to identify, address, and advance the needs and interests of the part-time faculty members at Kennesaw State University.”

- [http://ptfc.kennesaw.edu](http://ptfc.kennesaw.edu)

- Find your department’s representative: [http://ptfc.kennesaw.edu/representatives.php](http://ptfc.kennesaw.edu/representatives.php)
Perks

http://hr.kennesaw.edu/perks/index.php

Team Georgia

Discounts for State of Georgia Employees

Learn More

Automotive Benefits

> Learn More

Cell Phone Benefits

> Learn More

Financial Benefits

> Learn More

Food/Beverage Benefits

Health/Beauty Benefits

Retail Benefits
Employee Fitness Center

- At KSU Center in Kennesaw
- $10/month for KSU employees
- $12/month for family
- Free personal training available!
- More information:
  - [http://employeewellness.kennesaw.edu/fitness-center/membership-information.php](http://employeewellness.kennesaw.edu/fitness-center/membership-information.php)
Campus Recreation Center

- Locations on both campuses
- $35/month for KSU Faculty and Staff
- $40/month for spouse
- Membership application form:
  http://sportsrec.kennesaw.edu/docs/Membership%20Application%20Form-FASRetireeSpouseONLYfillable7.1.pdf
STUDENT SUPPORT SERVICES AND RESOURCES FOR STUDENTS
Services for Your Students

- Division of Student Affairs
  - http://sss.kennesaw.edu/
- Center for Young Adult Addiction and Recovery
- Center for Health Promotion and Wellness
- Student Athlete Success Services
- Women’s Resource and Interpersonal Violence Prevention Center
- Veteran’s Services
Student Disability Services

Interested in getting registered for services? Please review the Getting Started tab for more information!

Student Disability Services (SDS) is the first contact for students with disabilities to arrange accommodations and locate campus and community resources. To access accommodations, students must first connect with SDS and provide the appropriate documentation as outlined by the Board of Regents of the University System of Georgia. Documentation submitted to SDS remains confidential within SDS and is not shared with third parties without written permission from the student. SDS assists in identifying appropriate accommodations and it is the student’s responsibility to submit notice of accommodations to instructors and campus departments as needed.

As outlined in the KSU Catalog, any member of the public (non-student) with a disability who wishes to participate in an activity or program offered by the institution and needs accommodations should contact the office sponsoring the program at least five days prior to the date of the program to arrange accommodations.

• [http://sds.kennesaw.edu/](http://sds.kennesaw.edu/)
C.A.R.E.

DONATE TO CARE
Campus Food Pantry, Monetary, Scholarships, CARE Cookbook

DONATE to CARE

- Home
- Food Insecurity
- Foster Care
- Homelessness
- Events
- Faculty & Staff
- About CARE
- Contact Us

http://care.kennesaw.edu/
Writing Center

- Workshops and one on one assistance
- Locations on both campuses
  - Kennesaw: English Building
  - Marietta: Johnson Library
- [http://writingcenter.kennesaw.edu/](http://writingcenter.kennesaw.edu/)
- Students can make an appointment online
- Email confirmation that they visited
SMART Center: Science and Math Academic Resource and Tutoring

- Tutors available during specified hours
- No appointment necessary
- Locations on both campuses:
  - Kennesaw: Sturgis Library, Rm. 433
  - Marietta: Norton Hall, Rm. 174

http://uc.kennesaw.edu/academicinitiatives/smart/
ESL Center

- Variety of services for students for whom English is a second language
- Locations on both campuses:
  - Kennesaw: Sturgis Library, Rm. 442
  - Marietta: Norton Hall, Rm. 164
- [http://uc.kennesaw.edu/academicinitiatives/esl.php](http://uc.kennesaw.edu/academicinitiatives/esl.php)
Supplemental Instruction

- Additional instruction for students in difficult courses
- [http://uc.kennesaw.edu/academicinitiatives/supplementalinstruction.php](http://uc.kennesaw.edu/academicinitiatives/supplementalinstruction.php)
Questions?
Before you go . . .

Please complete the webinar assessment online:

http://tinyurl.com/cetlworkshopeval

Thanks for attending!