



FALL 2009 INFORMATION FOR NEW FACULTY AND ADJUNCTS

Course Evaluations

Individual Development & Educational Assessment (IDEA) is the program used for student course evaluations. Through IDEA, course evaluations are completed online through Blackboard. Instructors receive important information from IT Services regarding course evaluations via their UAA email addresses. For further information about the functions of Blackboard and course evaluations, visit <http://technology.uaa.alaska.edu>. For help with setting up your blackboard shell, contact IT Services at 907/786-4646.

Online Grading – Problem Areas

Grades are now submitted online. Please see the COE webpage (<http://coe.uaa.alaska.edu/adjunct/index.cfm>) for detailed instructions. We have identified some problem areas that can affect the efficient processing of grades. These problems, if not handled correctly, will cause a delay in a student's grade assignment. This can have a serious negative impact on financial aid and degree posting. The most common problems are listed below.

- 1) A grade must be submitted for every student on your grade roster. It is not an option to leave a grade blank. If you want to avoid assigning a grade of "F" to students who never attended your class, or who stop attending after a class session or two, and who neglect to drop or withdraw, please submit a Faculty-Initiated Add/Drop form early in the semester. If you do not do this, you must assign a grade of "F" on the grade roster in accordance with University policy. See http://curric.uaa.alaska.edu/scheduling_forms.cfm. Under "student related forms" you'll find a faculty/department initiated add/drop form. It can be completed online.
- 2) If you assign a grade of "I" or "DF," you must also submit an Incomplete/Deferred Grade Contract to your department's administrative assistant. Student signatures are required on these contracts. Contact your administrative assistant for a copy of the form.
- 3) If a student has been attending your class and his/her name is not on your grade roster, it indicates the student is not registered for your class. Please notify your administrative assistant immediately.
- 4) If a student's name appears on your grade sheet and s/he has not been attending your class, this is an indication of a problem. The student may be attending another section of the same course. Please notify the administrative assistant immediately.

Faculty Technology Workshops

The UAA Faculty Technology Center is offering a number of workshops to assist faculty with incorporating technology into their courses, both face-to-face and online. A complete list of workshops by month for the fall 2009 semester can be found at the Faculty Technology Center Website at www.uaa.alaska.edu/facultytechnologycenter/workshops.cfm. A registration form follows each monthly listing. All workshops are open to UAA faculty and staff. Please register for any workshop you wish to attend. Workshops will not run with less than 5 people. A confirmation email will be sent to you approximately one week prior to the workshop.

Please contact the Faculty Technology Center with any questions you may have about the Faculty Technology Workshops by calling 907/786-4646 and selecting option 4.

NCATE

The Standard of Excellence
in Teacher Preparation

The College of Education is accredited by the National Council for Accreditation of Teacher Education. A continuing accreditation site visit is scheduled for February 28—March 3, 2010. For more information about NCATE, please visit <http://www.ncate.org/>.

Mail

The College of Education mailroom is located in the PSB 209 work room.

Adjuncts have mail folders in a cabinet within the mailroom. Mail is picked up and received twice daily at 8:30 AM and 1:30 PM.

All outgoing mail must be coded with the department code noted in the upper right hand corner. If you are unsure of your code, please ask your department's administrative assistant. The mailroom requires UAA WOLFcard access after 5 PM and on weekends.



Course Syllabus

Please provide an electronic copy of your syllabus to your department administrative assistant no later than the end of the first week of class. Accreditation requires that copies of all syllabi be kept on file. The required NCATE syllabus template may be found at <http://www.uaa.alaska.edu/coe/resources/committee/index.cfm>. Reference copies of syllabi are on file for your use.

UAA WOLFcard ID

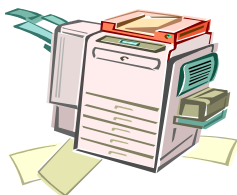
To access the COE Mailroom (after hours), you must have a UAA WOLFcard. Your WOLFcard also allows you to check out books at the Consortium Library and ride the People Mover for free. To obtain your free WOLFcard, check with your department's administrative assistant to determine that your information is in Banner (the UA computer system), then complete the card application found at <http://www.uaa.alaska.edu/wolfcard/wolfcardforms.cfm>, take it to the WOLFcard office located at the University Center, and smile for your picture!



Material Duplication

Copy machines are located in each of the program suites.

Large copy jobs should be sent to the Campus Copy Center for duplication. This typically requires a three-day notice, as long as the Copy Center does not have any large, pending orders. Forms for printing at the Copy Center are available from your department's administrative assistant. Department approval is required before printing anything through the Copy Center. Without prior authorization, you may not receive reimbursement. When duplicating, keep in mind that you must adhere to all copyright laws.



Travel



All travel expenditures must be cleared through the Office of the Dean and the COE Fiscal Office **before** travel arrangements are made. If travel is paid with University funds, a Travel Expense Report must be filed within 15 days of completion of travel. Your department's administrative staff is

available to assist with the completion of this paperwork.

Mileage Reimbursement

For reimbursement of mileage when using a personal vehicle associated with supervision or practicum courses, please have your completed Mileage Report form submitted no later than one week after the end of the month the travel took place. These forms can be found on the web at <http://www.uaa.alaska.edu/ap/forms.cfm>. The forms are interactive. Include your home mailing address and a contact phone number. In accordance with IRS regulations, mileage reports must include odometer readings.

Reminders to UAA Travelers

When booking airfare for UAA business travel, please remember the following: the travel routing must be by the most direct and efficient mode available. If you are combining business travel and personal travel, please be sure to obtain a comparison itinerary documenting the cost of the trip excluding personal travel. All airfare, lodging, and ground transportation receipts must be submitted to obtain reimbursement. Meal expenses are reimbursed at the federally mandated rate, depending on destination. As such, documentation of these expenditures is not required. If you have questions or concerns, please contact your department's administrative assistant.

Faculty/Adjunct Faculty Handbooks

The Faculty Handbook and the Adjunct Faculty Handbook are on the web in a printable Adobe format.
<http://www.uaa.alaska.edu/faculty>

Telephone & Fax

Each department has its own long distance code with a program designation. Please check with your department's administrative assistant for your number.

A fax machine is located in each program suite. It uses the same long distance access code as the regular telephone.

Audio/Visual

AV Services provides faculty with audio/visual equipment for classroom use. Call 786-4646, option 2, to make arrangements. Give them your classroom, dates, and times that you require the equipment. The AV office staff are very reliable and will have the equipment to your classroom at least 15 minutes before the class period starts.

Financial/Hiring

Timesheets

Adjunct faculty do not, as a rule, receive timesheets. However, if salary charges are grant related, a timesheet will be required. Your department's administrative assistant will have your timesheet.



Payroll

UAA payroll is paid bi-weekly. Adjuncts can expect their first paycheck two weeks after the end of the first pay period worked. If you experience any payroll problems, please call the COE Fiscal Office immediately at 786-4449.



Tax and Payroll Deductions

If you need specific advice or information about your payroll or tax deduction, please contact Human Resource Services at 786-4608 or visit their website at <http://www.uaa.alaska.edu/humanresources/>.

Faculty Lounge

COE has two break rooms: PSB 227 and 206D. Each room contains a table, sink, refrigerator, and microwave for your use.

CAFE

The Center for Advancing Faculty Excellence (CAFE) offers a wide spectrum of workshops, forums, and assistance to faculty in teaching excellence, research, assessment, civic engagement, classroom success, student retention, and special support for new and adjunct faculty. For more information, please visit <http://www.uaa.alaska.edu/cafes/>.

Web for Faculty

Web for Faculty is an easy-to-use interface that gives faculty members and advisors access to information from the Banner system, including:

- Faculty member's schedule
- Class lists
- Student schedules
- Student addresses and phone numbers
- Student transcripts

The user's guide is available from the User's Guides page of the UAA Banner SI web site:

<http://bannersi.uaa.alaska.edu/UGIntro.htm>

Family Educational Rights and Privacy Act

FERPA Online training is available at:

http://bannersi.uaa.alaska.edu/Permission_FERPA_Training_Options.htm

Below are some special hints for faculty to avoid FERPA violations.

YOU MAY NOT

- Use the SSN/Student ID to post grades electronically or otherwise
- Leave graded assignments in a stack for students to sort through
- Circulate a class list with the student name and student ID/SSN
- Provide anyone with student schedules
- Provide anyone with lists of students enrolled in your classes
- Include confidential information (i.e. grades, number of credits) in a recommendation letter without the written consent of the student

Teaching Supplies



Supplies (paper, pencils, pens, etc.) are

located in your program suites. All teaching supply purchases must be approved prior to purchase. This is extremely important if you expect to be reimbursed. Please plan ahead and allow adequate time to discuss your needs with your department chair. The department chair may need to consult with others for budget approval prior to making a decision on your behalf. Many times, the University will receive a better price for something than if you buy it yourself. By presenting your need early you could save time and money. If you do not acquire the proper approval before making a purchase you may not receive reimbursement.

Textbooks

Book orders were placed in the spring for fall 2009 classes. For new instructors, please see your administrative assistant for a desk copy of your book(s). Occasionally the original book order and the class size differ. If you run short of books, please notify your department's administrative assistant immediately. It takes at least a week to reorder. If you find that the book ordered does not work well for the class, please give that information to your administrative assistant so a different book can be ordered for the next semester.

Fall 2009 Calendar

August 24th

Instruction Begins
Add/Drop Period Begins
Registration for Senior Citizens/Adjunct Faculty Using Tuition Waivers at the UC.

August 31st

Deadline for 100% Tuition/Fee Refund
Last Day to add/drop Courses Online

September 1st

Faculty Signature Required to Add Course

September 7th

UAA Holiday-Campus Closed

September 8th

No Classes
Payment Deadline
Add/Drop Deadline
Audit-to-Credit Deadline
Credit/No Credit Deadline
50% Tuition-only Refund Deadline
Grad. Student Continuous Registration Deadline

September 9th

\$125 Late Payment Fee Assessed
Withdrawal Period Begins Online
Credit-to-Audit Period Begins, Requires Faculty Signature

September 15th

Application for Graduation Deadline

October 26th

Independent/Directed Study Deadlines

November 2nd

Application for Admission Deadline

November 3rd

\$175 Late Fee Assessed

November 16th

Withdrawal Deadline
Credit to Audit Deadline
Open Entry/Course Add Deadline

November 25th

No Classes

November 26th-27th

UAA Holiday-Campus Closed

December 7th-12th

Final Exams

December 16th

Grades Due for Semester Length Classes*

December 17

Grades Available on UAOnline

*Please note that grades are due three business days after the end date of the course as indicated in Banner.

Contact Information

Office of the Dean

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