



AUBURN
UNIVERSITY

COLLEGE OF LIBERAL ARTS



BRIEF GUIDE FOR COLLEGE OF LIBERAL ARTS FACULTY

Issued by the Dean's Office, College of Liberal Arts

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FIND YOUR PLACE.

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This guide provides information about faculty duties, support, and benefits as these apply to the College of Liberal Arts. It is intended to be a quick, easy-to-use reference and, therefore, does not include all of the information you might need. More information for College of Liberal Arts faculty is available on the College's Faculty Resources website at <http://www.cla.auburn.edu/faculty/>.

Section 1: Introducing the College

College of Liberal Arts Mission and Vision Statement

Mission

The College of Liberal Arts constitutes the intellectual heart of the university, pursuing knowledge and creative expression in the fine arts, humanities, and social and behavioral sciences. We serve society by creating and disseminating knowledge and by preparing our students to lead today and tomorrow. We think critically, communicate effectively, and adapt to change by understanding the human condition within a global framework, respecting individual and cultural differences and promoting the free exchange of ideas. We share these intellectual pursuits with students, alumni, friends, the citizens of Alabama, and beyond through outreach and public engagement.

Vision

The College of Liberal Arts will emerge as the preeminent college at Auburn University. We will distinguish ourselves by providing a student-centered 21st-century liberal arts experience within a comprehensive land-grant university, offering a broad array of undergraduate and graduate degrees. We will attract and retain high quality students and faculty members who reflect the diversity of our state and nation and achieve national and international recognition.

College of Liberal Arts Administration

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Section 2: Settling In

If you are a recently hired faculty member, the Office Lead Administrator in your Department is your best reference to answer questions and begin your settling in. You probably met the Departmental Office Lead Administrator during your campus interview, and you may have sent her or him your receipts for reimbursement.

Things to complete immediately after hiring:

When you accept your hiring offer, you will receive a Tenure Agreement (for tenure-track faculty), an Official Letter of Offer, and the paperwork for a Background Check. You should sign and return both of these documents. As soon as possible, ensure that an Original Updated Transcript is sent and provide an updated CV.

Things to begin before moving to Auburn:

Although you will need to fill out hiring paperwork before you can officially complete your settling-in process, the Office Lead Administrator can help you get started. He or she can designate an

office and a telephone, order your office key, and make the contacts necessary for you to select a computer.

Things to complete as soon as you move to Auburn or during a campus visit:

Completing your hiring paper work will allow you to get on the payroll and get a Banner ID, which is required for your Faculty ID, AU Access (the website with your faculty information and your class rolls), your email, and your Parking Permit. To complete the paper work, two types of documentation are required: documentation that establishes your identity and documentation that establishes employment authorization. For most Americans, a Social Security Card and a Driver's License or some other form of picture ID or a Passport meets the requirements. However, other documents are acceptable. With the appropriate documentation, the Office Lead Administrator can complete your paper work and request the Banner ID. Until you are able to purchase your own Parking Permit, he or she can also give you a temporary Parking Permit.

As you complete your other paper work, you also need to go to AU Access/Employee Services/Self Service Banner to update your bank account information so that your pay can be routed to the correct account.

Your first paycheck will be deposited on the last day of August, and it will reflect your salary for only half a month.

Once your paperwork has been processed, your Banner ID will be assigned. Then you will be able to get your Faculty ID, your Parking Permit, and your office key.

Faculty ID from Identity Management

[Faculty ID Request Form](#)

Parking Permit

[Auburn University Parking Services](#)

Campus Map for Parking

[Parking Map](#)

Office Key

You will receive an email stating that your key is available to be picked up in the Access Control office located on the first level of the Stadium Parking Deck.

New Faculty Orientations

All new faculty are required to attend two orientations a few days before classes start during fall semester. Offered through the Biggio Center, one orientation focuses on teaching. This is an orientation meeting only once for all new teaching faculty; a time and place will be announced. Offered through Human Resources, the second orientation focuses on employee benefits and other issues, such as parking. Several of these orientations will be held before fall semester begins. Talk with your Office Lead Administrator about a time and place for your orientation with Human Resources. Along with the two University-wide orientations, some departments also have faculty orientations.

Here is the link for the Biggio Center.

[Biggio Center](#)

Here is the link for Human Resources.

[Human Resources](#)

College of Liberal Arts Faculty Resources Website

The College of Liberal Arts maintains a website of resources for faculty. The website contains links relating to teaching, grants, forms, and other important opportunities for faculty.

[College of Liberal Arts Faculty Resources Website](#)

Section 3: Preparing for Classes

FERPA

You should become familiar with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. FERPA also affects your use of online material in your classes.

- [FERPA - Access to Student Records](#)
- [FERPA Tutorial](#)

Ordering Textbooks

You should receive an email identifying the courses you will teach during the semester prior to when those courses are offered. As soon as possible, you should order textbooks for those courses through the Auburn University Bookstore's online textbook adoptions system. If you have questions about the process, contact the Bookstore's Textbook Department at (334) 844-1352.

Using Canvas

Canvas is the learning management system in use on campus. You can login through AU Access/Faculty Services. For help with learning Canvas, the Instructional Media Group (IMG) of the Office of Information Technology has instructions and helpful links on its website.

[Instructional Media Group Website](#)

Information Technology Help Sessions

Information Technology help sessions are available through the College and University on a variety of topics.

- [College of Liberal Arts Information Technology Workshops](#)
- [Instructional Media Group Information Technology Workshops](#)

Library Resources

The Ralph Brown Draughon Library has many useful resources for your classes.

- [Reserve Lists](#)
- [Subject Specialist Librarians](#)
- [Media and Digital Resource Lab](#)

Finding and Using Class Lists

Your class lists are available online through Course Toolkit and Banner.

[Course Toolkit Login](#)

Make sure to check your rolls frequently during the first week of classes, noting students who are not enrolled and those who have never attended class.

Add and Drop Deadlines

You should be aware of the following deadlines for students to add and drop classes. Consult the Academic Calendar for dates specific to each semester.

[Auburn University Academic Calendar](#)

Departments set their own deadlines for adding classes. However, students may not add your class after the 15th class day without permission from the Dean's Office.

The 15th class day is the last day for students to drop from a course with no grade assignment and the last day for potential tuition refunds for dropped classes. If they decide to drop a class between 6th to the 16th class day, students are required to pay a \$100 drop fee.

Midsemester (36th class day) is the last day for students to withdraw from a course with no grade penalty. A grade of W is assigned for the courses students drop between the 16th and the 36th class day.

Final Exams

Consult the Final Exam Schedule to find the dates and times of the final exams for your classes. Exceptions to this schedule require prior approval by the Provost. See the following links for information about final exams.

- [Final Exam Schedule](#)
- [Auburn University Policy on Undergraduate Examinations](#)
- [Auburn University Policy on Number of Final Exams in One Day](#)

Reporting Grades

At the end of the semester, you should submit your grades online through AU Access/Faculty Services. Go to Self Service Banner on the upper left corner of the screen. There is an instruction guide there as well.

Grade Revision forms are available through AU Access/Faculty Services in the Faculty Quick Links box found on the right-hand side of the screen. You should be familiar with the following two policies when changing grades or assigning grades of Incomplete.

- [Faculty Policy on Grade Changes](#)
- [Faculty Policy on Assigning Grades of Incomplete](#)

Auburn University Emergency Information for Classes

AU Alert is the official emergency notification system for the University. It allows you and your students to receive emergency messages in the form of email, voice, and text messages.

[AU Alert](#)

In the event of a tornado warning, Auburn University classes will be suspended until the warning is canceled. Immediately move to the nearest designated severe weather shelter area or the lowest level of the nearest building, away from windows, until you are notified that the warning is over.

Locations of designated severe weather shelters on campus can be found on this website.

[Department of Public Safety and Security - Severe Weather](#)

In the case of an emergency concerning campus safety, dial 911. See this link for additional contact information regarding emergency situations.

[Department of Public Safety and Security Campus Safety Guide](#)

Auburn University Policies on Class Meetings

You should become familiar with the policies listed below as they relate to scheduling classes before or after holidays and rescheduling classes due to your absence or emergency situations.

- [Auburn University Policy on Class Attendance](#)
- [Auburn University Academic Contingency Policies](#)

Section 4: Creating Syllabi

Syllabus Guidelines

These are the College guidelines for undergraduate course syllabi.

[College of Liberal Arts Guidelines for Undergraduate Syllabi](#)

Template for Syllabi Design

The appendix contains a template that can be used for undergraduate course syllabi and with small modifications for graduate course syllabi. Here it is in Word so that you can edit and easily copy from it.

[Template for Syllabi Design](#)

Section 5: Teaching Support and Evaluation

Teaching Evaluation Process

Students will have the opportunity to evaluate your classes online using AU eValuate. Since student evaluations are included as part of your annual reviews and the promotion and tenure process, it is important to encourage your students to participate.

[AUeValuate](#)

Peer Review

Peer Review (evaluation of your teaching by professional colleagues) is required by the University and is conducted each year by your department. Peer reviews are included as part of your promotion and tenure dossier. Check with your department head/ chair for more information and to schedule these evaluations.

Biggio Center Resources

The Biggio Center offers a variety of services to help with your teaching effectiveness. These include assistance in course design, midterm feedback, and classroom observations.

[Biggio Center](#)

Section 6: Academic Support for Students

Student Policy eHandbook

This compilation of policies is directed to students. It has eight sections: Academic Affairs; Student Records, Grades, and Schedules; Financial; Information Technology; Parking and Transit Services; Housing and Residence Life; Student Conduct; and Safety.

[Student Policy eHandbook](#)

Advising

If your students have questions about how to find their College of Liberal Arts advisor, declare a major, register for courses, or other similar issues, here is a link to College of Liberal Arts Student Services website.

[College of Liberal Arts Student Services](#)

Once students declare a major, they will have a faculty advisor in their discipline. Here is a link to faculty advisors in each department in our College.

[Departmental Advisors](#)

Writing Center

If your students need outside help with their writing, the Office of University Writing's Miller Writing Center provides resources for both students and faculty.

[Miller Writing Center](#)

Study Partners

Located in the Office of Undergraduate Studies, Study Partners is Auburn University's official undergraduate peer tutoring program.

[Study Partners](#)

Supplemental Instruction

Also located in the Office of Undergraduate Studies, Supplemental Instruction is offered for historically difficult classes. The schedule varies each semester. SI Leaders are undergraduate students who attend your class and offer review sessions for students.

[Supplemental Instruction](#)

Learning Communities

A learning community can be a unique academic opportunity for first-year students. Like Supplemental Instruction and Study Partners, Learning Communities are administered by the Office of Undergraduate Studies.

[Learning Communities](#)

Career Center

The Career Center in the Office of Undergraduate Studies has career counseling and other resources for your students.

[Career Center](#)

Contact Information for Distressed Students

Here is some helpful contact information for emergency situations involving your students.

Student Counseling Services: (334) 844-5123. Students may call this number during business hours or walk in (400 Len Morrison Dr., Suite 2086) if they feel they need counseling. For more information, see [Student Counseling Services](#).

After hours or on weekends, students should be referred to the emergency room of East Alabama Medical Center (334) 705-0510.

Threat Assessment Team: (334) 844-5010. Call this number to report a situation “that could possibly result in a threat to the safety and well-being of other members of the University community.” For more information, see [Threat Assessment Team](#) in Risk Management and Safety.

If you need immediate assistance because you feel there is an imminent threat to your safety or the safety of someone else, dial 911.

If you would like more information on how best to respond to a student who seems to be in crisis, see [Student Counseling Services - Distressed Students](#)

Section 7: Promotion and Tenure Guidelines

College of Liberal Arts Promotion and Tenure Handbook

This handbook contains information about the promotion and tenure process, including helpful tips for preparing your dossier.

[College of Liberal Arts Promotion and Tenure Handbook](#)

Departmental Guidelines

Your department has developed guidelines that include a section (Appendix 6) on promotion and tenure.

[Departmental Promotion and Tenure Guidelines](#)

Auburn University Promotion and Tenure Policies and Guidelines

You should become familiar with the procedure for promotion and tenure found in Chapter 3 of the *Auburn University Faculty Handbook*.

[Auburn University Faculty Handbook - Chapter 3](#)

Section 8: Human Resources Benefits for Faculty

Employee Benefits

Auburn University provides a variety of benefits for faculty, including health insurance, mandatory and voluntary retirement accounts, and flexible spending accounts to pay expenses with pre-tax money. Information about these benefits is available on this website.

[Payroll and Employee Benefits](#)

Pharmaceutical Care Center

You can purchase your medicines and participate in wellness programs through Auburn's Pharmaceutical Care Center, located in the Harrison School of Pharmacy. Information is available on this website.

[Auburn University Pharmaceutical Care Center](#)

Human Resource Development

Human Resource Development provides programs for faculty and staff. This link will let you know what kinds of programs are available.

[Human Resource Development](#)

Employee Relations

Employee Relations programs include the employee assistance program, which offers support for emotional, marital or family, legal, financial, alcohol, or drug problems, and it oversees implementation of the Family Medical Leave Act. Other programs are also housed in this unit.

[Employee Assistance Program](#)

Campus Recreation

Auburn University offers facilities and other opportunities for exercise and sports. Campus Recreation is housed in the Division of Student Affairs, but it provides resources for faculty as well as students.

[Campus Recreation](#)

Section 9: Grants and Research/Creative Support

Both the College of Liberal Arts and the University offer a variety of research and outreach grants for faculty. This link lists many of those grants.

[College of Liberal Arts and Auburn University Grants](#)

Section 10: Guidelines for Travel, Summer Teaching, and More

Travel Policy

Travelers must conform to Travel Policies established by the University and by their departments as well as the College Travel Policy. The Policy provides details about when reimbursement can occur and how much that reimbursement is. Your office head Administrator will tell you how to submit your travel information.

Here is the link to the College Travel Policy.

[College of Liberal Arts Travel Policy](#)

Summer Teaching Policy

Most faculty are hired as nine-month employees. For nine-month employees, summer teaching may be available depending on student demand and funding. If summer teaching is available, faculty cannot be employed for more than 9 hours of course credit.

Merit Weight Assignment Guidelines

Faculty teaching assignments are negotiated during the hiring process and yearly during the annual review.

[Merit Weight Assignment Guidelines](#)

Consulting Policy

Although Auburn University recognizes the value of consulting both for the citizens of Alabama and for the University, the following guiding principles and policies have been established to prevent conflicts of interest, interference with University functions, or unethical practices.

[Auburn University Consulting Policy](#)

Section 11: Auburn University Guidelines and Resources

Auburn University Bulletin

The *Auburn University Bulletin* contains curriculum information for all available majors. You and your students can find curriculum models and course descriptions along with policies and procedures related to academics.

[*Auburn University Bulletin*](#)

Auburn University Faculty Handbook

This handbook is a collection of policies and procedures that pertain to faculty, including University governance, personnel, instruction, curriculum and academic standards, research, extension and outreach, and extramural activity. It is the official handbook of Auburn University.

[*Auburn University Faculty Handbook*](#)

Auburn University Policies and Guidelines

The Auburn University Policy Database contains University-wide policies and procedures related to academics, administration, communications and marketing, development, employment, enrollment services, facilities, financial matters, information technology, institutional research and assessment, outreach, public safety, records, research, risk management, student affairs, and trademark management.

[Auburn University Policy Database](#)

In addition, there are important guidelines and policies posted on the Provost's Office website.

- [Provost's Office Guidelines](#)
- [Provost's Office Policies](#)

Appendix

Template for Syllabi Design

Students should be provided with a written or electronic syllabus no later than the second class meeting. This template outlines the required and recommended information for course syllabi in the College of Liberal Arts. Please feel free to adapt and modify it for your courses. See also materials on the Faculty Resources website: <http://www.cla.auburn.edu/faculty/faculty-resources/teaching/>.

Course Number and Title:

Your Name and Contact Information: *(Each of the following is required.)*

- Office number and building
- Office telephone number
- Email address
- Office hours
- A statement about when and how quickly you respond to email

Course Description: *(recommended)* This can be the brief description from the *Bulletin*, or you can write a longer description. The goals are not only to ensure that students know what the course is about but also to clarify its rigor and scope. For example, an undergraduate 3-hour course should require approximately 9-10.5 hours of student effort per week, including the time spent in class.

Credit Hours: *(required)*

Course Prerequisites: *(required)*

Outcomes and Objectives

Student Learning Outcomes (SLO): *(for undergraduate courses only; required, if applicable)*
Auburn University has identified 11 Student Learning Outcomes. These “represent the academic skills and principles we want our students to know and/or be able to do as they progress towards completing their educational goals.” Relevant SLOs and their measures must be listed on undergraduate course syllabi, and the rubrics must be included in the syllabi. All SLOs are contained in core courses except for SLO 7, which is sometimes covered in courses in the major rather than COMM 1000. The link below lists the SLOs and contains a link to the measures. An example from a syllabus is provided after the link.

http://www.auburn.edu/academic/provost/undergrad_studies/corecurriculum/

This course satisfies SLO 1: Students will be information literate. It is assessed by the following measures:

1. Determine the nature and extent of information needed.
2. Access information effectively and efficiently.
3. Evaluate information critically.
4. Use information to accomplish a specific purpose.
5. Understand the economic, legal, and social issues associated with using information.

The rubric used to assess SLO 1 in this course is attached to this syllabus.

Course Objectives: *(required)* Course Objectives must be stated in terms of student learning and, when University SLOs are applicable, the SLOs and measures should be included. See the example below.

By the end of the semester, students should be able:

- To demonstrate their skills at evaluating the credibility of websites.
(SLO 1: Measure 3)
- To demonstrate their skills at using secondary research fairly and competently in argumentative writing.
(SLO 1: Measure 4)
- To demonstrate their knowledge of . . .
- To apply theory of document design to the development of paper and electronic texts.

Assignments, Grading, and Class Materials

List of assignments and a brief overview of each: *(recommended)*

Grading and Evaluation Procedures: *(Each of the following is required.)*

- The grading system (for example, “90-100 is an A”) and the method of determining the grade
- The relative importance of assigned papers, quizzes, exams, and class participation in determining the final grade
- The approximate schedule for examinations (other than the final)
- The policy on unannounced quizzes
- A reminder that students may withdraw without grade penalty until the 15th class day, and until midsemester (although a W will appear on the student’s transcript if the student withdraws between the 16th and 36th class day).
- A reminder that students who withdraw from the course between the 6th class day and the 15th class day will pay a course drop fee of \$100.

List of assigned textbooks, readings, and any other required or recommended course materials: *(required)*

Classroom Policies

The Student Policy eHandbook contains University-approved policies relating to teaching. Here are some policies with examples.

- Policies on Class Attendance, Submission of Late Written Assignments, Missed In-Class Work, and Missed Examinations: *(required)*
 - **Excused Absences:** Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from this class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required.
 - **Make-Up Policy:** *(Because this policy in its current form addresses you as well as your students, it will need to be revised or excerpted to be included on your syllabi. For faculty, the gist is that you are required to allow make up for any graded assignment or test missed during an excused absence; that those make ups should not occur during the last three days before finals; and that they should not be more difficult than the assignment or test the student missed. For students, the gist is that they must initiate the makeup promptly after their return to class.)* Arrangement to accommodate missed graded assignments due to properly authorized excused absences shall be initiated by the student within one week from the end of the period of the excused absence. Normally, the appropriate accommodation should be a make-up exam (administered within two weeks from the time that the student initiates arrangements for it) or an extended deadline. (In-class work or discussion that contributes to a participation grade may need to be accommodated differently, such as by prorating the participation grade to prevent penalizing the student for in-class activities missed because of excused absences. In the case of some activity-based classes in which in class performance constitutes a very substantial portion of the final course grade, it may not be possible for a student who has accrued a very large number of excused absences to complete the course.) Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations. The format of make-up exams and opportunities for students to make up work other than graded assignments are at the discretion of the instructor, but such make-up assignments should not be substantially more difficult than the original exam or assignment.
- A statement that students are responsible for checking class emails and Canvas, if you use email or Canvas: *(required)*
- A statement assuring students of your willingness to comply with the provisions of the Americans with Disabilities Act: *(required)*
 Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with the instructor during the first week of classes – or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of

Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

- A statement concerning Academic Honesty: *(required)*
All portions of the Auburn University Student Academic Honesty code (Title XII) found in the Student Policy eHandbook at http://www.auburn.edu/student_info/student_policies/ will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
- A statement concerning Classroom Behavior: *(required)*
The Auburn University Classroom Behavior Policy is strictly followed in the course; please refer to the Student Policy eHandbook at http://www.auburn.edu/student_info/student_policies/ for details of this policy.
- An Emergency Contingency statement: *(required)*
If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

Tentative 15-week Schedule: *(Each of the following is required.)*

- Due dates for reading assignments with a reminder that readings should be completed before the class discussion or lecture about them
- Due dates for written work, including exams, papers, projects, and other assignments
Exams should not be scheduled during the final three class days of the semester, nor should major papers be due so late in the semester that they cannot be returned to students by the last day of class.
- The University-established date and time for the final examination
Do not schedule final exams on the last day of the semester or on Study Days (Dead Days). Be sure to follow all University policies about rescheduling final exams, if rescheduling is necessary.

Added to Syllabi for Graduate Courses

Along with the information required on undergraduate course syllabi, graduate course syllabi should include a section titled "Justification for Graduate Credit." For information, please visit this website:

http://www.auburn.edu/academic/provost/undergrad_studies/univcc/justification_graduatecredit.html