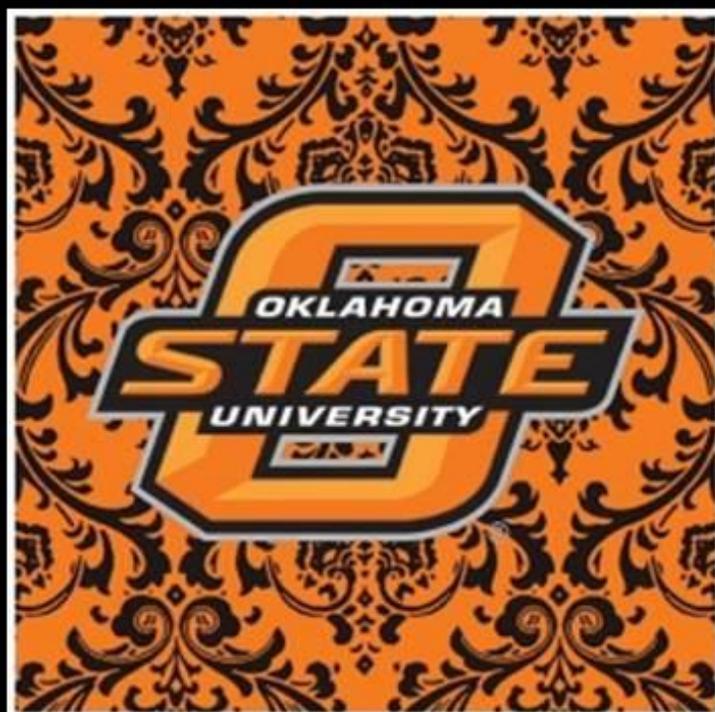


# *School of Teaching and Curriculum Leadership*

*Dr. Jennifer Sanders, School Head*

*Dr. Adrienne Sanogo, Associate School Head*



*Faculty Handbook*

## **STCL Department Staff**

Lisa Baker	244 Willard Hall	744-9898
Kim Lewer	245 Willard Hall	744-8022

## **Phone Usage**

If making a phone call to an ON campus number, you need only dial a “4” plus the extension. To dial a number OFF campus, dial “8” plus the area code and phone number.

Campus information is 744-5000. There is also an online campus directory.

<https://app.it.okstate.edu/directory>

## **School Head Meetings/Appointments**

If you wish to schedule a meeting time or appointment with Dr. Jenn Sanders, please call Lisa at 4-9898 or come by 244 Willard.

## **Faculty Meetings**

STCL faculty meetings are normally held the first Friday of each month, unless otherwise announced. With the exception of those teaching or attending a conference, etc., all faculty are expected to attend. A faculty-supplied luncheon and colloquia are held before the meetings. Sign-up sheets for each of these are sent out at the beginning of each fall semester.

In addition, faculty are required to attend COE faculty meetings, program area meetings, and any other committee obligations you may have.

## **Office Hours**

STCL faculty members are expected to hold a minimum of 5 hours of open office time each week for students and faculty to consult with you. We value having colleagues present on campus; this allows us to collaborate spontaneously with one another and support each other in our daily work as well as be available for students.

All faculty are required to post their office hours each semester on their doors and turn in a digital copy to Kim Lewer each semester.

## **Room Scheduling**

Please schedule rooms for meetings, defenses, or presentations with Casey Powell in Willard Scheduling - [willard.scheduling@okstate.edu](mailto:willard.scheduling@okstate.edu) , even if you are going to use it after hours.

## **Copy Machines**

You will be assigned a *copy code* which will allow you to send print-jobs from your office to the copy machines in the main STCL office 245 and the workroom 246. Your code will work on any copy machine in Willard.

It is preferred for faculty members to use the copiers in 245 and 246 as often as possible, in lieu of desktop printers in your office. (Ink for desktop printers is very expensive.) For large print jobs (anything over 50 copies), send your job to the

commercial copier in room 328 Willard. You can email your copy job to the addresses below. Include your copy number, the number of copies you need type of paper, and any special instructions.

[coe.copypublic@okstate.edu](mailto:coe.copypublic@okstate.edu) - for general copies

[coe.copyprivate@okstate.edu](mailto:coe.copyprivate@okstate.edu) - for private copies such as quizzes or tests

If you have a very large job that requires binding, cardstock, colored paper or other special features you should contact Casey Powell 744-8037 in 328 Willard to help you.

You may scan from either copier but can only fax from the copier in 245. The **fax number is 405-744-6290.**

If the copier jams, please do not try to fix it yourself; notify Kim or Lisa immediately.

### **GA Copying**

GAs should print all of their own academic work in one of the student computer labs on campus. Printing is free (part of their student tech fees that are prepaid). GAs should only use the STCL copy machines or copy room for courses they are teaching or RA work. Please advise your GAs accordingly.

### **Courier Service**

There is a daily Courier Service between Stillwater and the OSU Tulsa campus. If you would like to use this service, bring your items to either Lisa or Kim.

### **Keys**

To obtain keys for rooms in Willard such as classrooms, workroom, and/or the COE building key, please see Lisa or Kim to fill out a "key checkout" form. Report your lost or stolen keys immediately to Lisa or Kim.

### **Mailboxes, Letterhead, and Envelopes**

Mailboxes for faculty, staff, GAs, and adjuncts are located in 246 Willard. College of Education letterhead, envelopes, labels - which includes pre-paid postage, and campus envelopes are available in the Main Office, 245 Willard.

### **Motor Pool**

If you wish to travel in-state for work purposes and not drive your own vehicle, you may check-out a car from the OSU Motor Pool. Please send an email with travel dates to Kim and she will arrange a vehicle for your trip. Please do not contact the Motor Pool directly. Also, please be aware that STCL pays rental and mileage fees for this service.

### **Office Supplies**

Office supplies are available for faculty members in 245 Willard or the closet in 246. If you require something that we do not have on hand, please check with Kim. If you notice certain office supplies running low, please notify Kim.

**NOTE:** There **is not** a reimbursement program for any purchase; please **do not purchase anything** with your own money unless it is for personal use only. With our tight budget this year, please be sparing with office supply requests.

## **Purchasing**

If you would like to make a supply purchase, please notify Kim with an email of your purchase request. Please include the company name or website, item/book name, price, and what account number you would like used (i.e. - Professional Development account, grant account, etc.). This includes course supplies, business cards, nametags, books for non-course use, etc. If you have any questions, please contact Kim at 4-8022.

## **Purchasing Computer Equipment / Software**

If you wish to purchase any computer equipment and or software, please contact Dustin Ivey in the Educational Technology Center at 744-7351 or at [dustin.ivey@okstate.edu](mailto:dustin.ivey@okstate.edu).

## **Riding BOB (the Big Orange Bus)**

If you are teaching in Tulsa or just need to go to the OSU-Tulsa campus and do not wish to drive your vehicle, please contact Kim to make a reservation to ride the BOB (Big Orange Bus) shuttle.

## **In-State Travel**

In-State Travel is processed for a person traveling within the state. The In-State *Travel Voucher* will be processed after the trip. All information and original receipts should be turned in upon travel completion. No actions are required before In-State travel, unless you need registration purchased through the department.

## **Out of State Travel Request**

Processing for an *Out-of-State Travel* claim is as follows:

1. Complete a Travel Worksheet, available in 246 Willard, and turn in to Kim, at least 2 weeks prior to travel. Please signify if airfare and/or registration need to be purchased through the STCL office.
2. The Travel Request information will be entered into the on-line AIRS system, from the information provided by the Travel Worksheet.
3. The traveler will receive notification, via e-mail, that the Travel Request is ready for his/her approval. The traveler will login to AIRS and approve the Travel Request.
4. After the Request has been approved by the traveler, the system will automatically forward it for further approvals by the School Head and the Dean of COE. Once approved, airfare and registration may be purchased.

## **Out of State Travel Voucher**

1. Upon returning from travel, the traveler will turn in receipts to Kim.
2. All receipts must be **original, in the traveler's name, and have a zero balance**.
3. The information will be entered into the AIRS system as a *Travel Voucher*.
4. The traveler will be notified, again via e-mail, that the voucher is ready for his/her approval. The traveler will login to AIRS and approve the *Travel Voucher*.

5. After the *Voucher* is approved by the traveler, the system will automatically forward it for further approvals by the School Head, the Dean of COE, accounting, and the Grants department-if applicable. Once all approvals are obtained, payment is by direct deposit.
6. Required Travel Documents:

Hotel Receipt- \$0 balance
Proof of Hotel Designation
Airfare Itinerary
Airfare Receipt-Proof of Pmt (if purchased by traveler)
Registration Receipt-Proof of Pmt (if purchased by traveler)
Conference Schedule

### **Out of Country Travel**

The above instructions apply to processing Out-of-Country travel with the following exception: this process does not go through the on-line AIRS system. It is processed on paper and must be sent around for approvals, both the *Travel Request* and the *Travel Voucher*. The traveler should turn in request info at least 1 month prior to travel to allow extra processing time for Out-of-Country Travel claims. Please see Kim for additional information.

### **Student Surveys of Instruction (SSI)**

Course evaluations for students to complete for the instructor are online within the D2L system and are opened during the final weeks of the semester. You and the students will receive an email notifying you that the SSIs are open for completion.

### **Student Worker**

STCL has a student worker available to assist faculty members during the fall and spring semesters. If you need help with routine office work or a special project, please come to 245 Willard or contact Kim by email -- [kim.lewer@okstate.edu](mailto:kim.lewer@okstate.edu).

### **Syllabi**

Oklahoma State University policy states that an electronic copy of the syllabi – for each course, for each semester – **must be kept on file**. Please forward a copy of the syllabus for each of your courses, by the end of the second week of each semester, to Kim Lewer- [kim.lewer@okstate.edu](mailto:kim.lewer@okstate.edu) .

### **Desk Copies**

If you need an exam copy of a textbook for review or if the book has been adopted and you need a desk copy, please email Lisa your request -- [lkbaker@okstate.edu](mailto:lkbaker@okstate.edu).

## **Textbooks**

The OSU bookstore, where students purchase their books, is located in the Student Union. Lisa is responsible for ordering the textbooks for STCL each semester.

You will be notified when your textbook request for the next semester is due to Lisa. This must be filled out for each course and each campus, and section/CRN numbers need to be listed on the forms. Also, anyone who manages courses taught by adjuncts or GAs will need to ensure that a form is filled out for those classes. If you have questions regarding textbooks for your class, do not contact the bookstore directly; get in touch with Lisa and she will be happy to help you.

OSU policy sets the following dates for the textbook list to be sent to the bookstore every year\*:

Spring semester	October 1 <sup>st</sup>
Summer semester	February 15 <sup>th</sup>
Fall semester	February 15 <sup>th</sup>

\*these dates are Lisa's deadlines; your deadline will be approximately **2 weeks before**.

## **Housekeeping Items**

Willard does not have a staff of daytime custodians. The majority of office upkeep is the responsibility of STCL Faculty & Staff.

- Please **DO NOT** leave unsealed food or dirty dishes in your office.
- Trash needs to be tied up and left in the hallway **DAILY** for the custodians to pick up and empty.
- If you have a special custodial request- office vacuumed or trash bags for your office- please leave a note of request on the Custodial Closet door (200 Q). Include your office number and the task requested.
- Dusting and light cleaning of your office is your responsibility.
- The kitchen areas, by 238 and 253, as well as the refrigerator in 246 are NOT cleaned by the custodians.
  - Please wash all your dishes, spills, and messes in the kitchen areas.
  - Cover any and all foods heated in the microwave.
  - Food in the refrigerator needs to be labeled and dated and cleaned out before spoiling.

**If you have any questions about any of the items in this handbook, please see Kim, Lisa, Dr. Sanogo, or Dr. Sanders. ☺**

