

Department of Sociology--Faculty Resources Manual

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General Resources

University Faculty Handbook

Appalachian State University provides a [handbook](#) for all faculty that outlines aspects of the faculty contract, and provides information on rules and regulations that faculty are required to be in compliance with. New Faculty should familiarize themselves with this handbook, which in addition to the rules and regulations of the faculty contract, also provides helpful information regarding the faculty constitution, administrative structure of the University, faculty rights and responsibilities, faculty workload and instruction of students, employee benefits and services, among other information that may help you get acquainted with the University systems. Special attention should be paid to Section VI. Faculty Workload and the Instruction of Students, as well as Section VIII. Employee Benefits and Services. The handbook can be found here:

https://facultyhandbook.appstate.edu/sites/facultyhandbook.appstate.edu/files/faculty_handbook_2019.pdf

Getting Your ID Card

The AppCard Office, part of Appalachian Food Services, is responsible for issuing all AppCards. The office can be found in the lower level of Trivette Hall, 170 Stadium Drive. They are open Monday – Friday from 8:00 am – 5:00 pm and can be reached via phone at 828-262-6141. The website for the AppCard Office is: <https://appcard.appstate.edu/about/getting-appcard>

All AppCards require a photograph. Photographs are made in the AppCard Office. The name on the AppCard must match the name in Banner. Legal name changes must be verified by Admissions or Human Resources and updated in Banner prior to the person being issued a new AppCard.

AppCards are issued to all faculty and staff on their first day of employment. Employees must present an AppCard (Photo ID) Request Form available from the Office of Human Resource Services or the AppCard Office and employment will be verified. New employees are issued the AppCard at no additional charge.

Parking Pass

To register for a parking permit online, log into Appalnet and use the Employee tab to access the parking registration system. Be sure to provide accurate information and choose the correct permit. **Changes cannot be made after you click submit!** It is recommended that you print a copy for your records once you complete the registration process! Permit fees will be deducted

monthly from your paycheck and the permit will be mailed to your SIS address throughout the month of August. The website to acquire a parking pass is: <https://parking.appstate.edu/parking-permits/faculty-staff>

FULL TIME faculty/staff online registration usually opens via Appalnet at the beginning of August. Once online registration closes, all full-time faculty/staff will need to register in person at the Parking & Traffic office. Information on where faculty are allowed to park with permits can be found at: <https://parking.appstate.edu/student-faculty-staff-parking>

Faculty and staff parking is available in numerous campus locations. Everyone must pay for and display a valid parking permit to park in campus lots. After 5pm and on weekends, parking and traffic officers will lift the gates to restricted parking areas and students, faculty, staff and the public can park in those lots. Always be mindful of signage, as events and other circumstances can change, and some spaces remain restricted at all times. The university will send out reminder emails prior to football games about restricted parking – most open lots are restricted on game days and unavailable for faculty/staff parking.

There are three types of permits as of January 2019: (1) Rivers Street Parking Deck Permit-valid Rivers Street Parking Deck, Faculty/Staff Surface Lots, (2) Library Parking Deck Permit-valid Library Parking Deck, Faculty/Staff Surface Lots, (3) Faculty/Staff Surface Lots Permit-valid Faculty/Staff Surface Lots. Note: All deck permits work in Faculty/Staff surface lots. Faculty/Staff permits DO NOT work in the parking decks. Need help? Contact Parking & Traffic at 828-262-2878.

Setting Up your phone and voicemail

Instructions on how to use your office phone can be found here: <https://phone.appstate.edu/>
Basic dialing instructions are as follows:

- Directory Assistance: Dial 9 + 411
- Interoffice Calls: Dial the 4-digit number.
- Local Calls: Dial 9 + 7-digit number.
 - Note: Do not dial 9 + 1 to place a local call as long-distance charges may be generated.
- Operator Assisted (collect or 3rd number calls): Dial 9 + 0.
- Toll-Free: Dial 9 + 1 + 8XX + 7-digit number.

To access voicemail from your campus phone:

1. Dial 2142 or press the Voicemail key
2. Enter your PIN number and press the # key

To access voicemail from another campus phone:

1. Dial 2142 and press *
2. Enter your ID (last four digits of your phone number) and press #
3. Enter your PIN and press #

To access voicemail from off campus:

1. Dial (828)262-2142 and press *
2. Enter your ID (last four digits of your phone number) and press #
3. Enter your PIN and press #

Every voicemail you receive will automatically be sent to your ASU email. The VM light on your handset will show red when there is a message. Voicemail will only remain on your phone for 10 days to ensure VM boxes don't fill up.

To reset the PIN for your VoiceMail, on your computer, go to www.voicemail.appstate.edu and log in with your ASU username and password. Click on the blue Settings tab, then the Passwords tab, then Change PIN.

FAQs about Boone and the Community

The Human Resources Department at Appalachian state offers a constantly-updated site of information for new faculty and employees, which includes information on Boone and housing in surrounding communities, childcare, elder care, among various other topics, including an [employee discount program](#). The site can be accessed here: <https://hr.appstate.edu/employee-resources/helpful-resources-new-employees>

The Center for Academic Excellence also offers an orientation to all new full-time and part-time faculty, both tenure-track and non-tenure track. Information and schedules of events can be found here: <https://newfaculty.appstate.edu/>

The Office of Relocation and Dual Career Assistance has compiled useful information on all aspects of Boone and the surrounding areas: <https://rdca.appstate.edu/community-information>

You can also find a list of businesses that provide discounts to faculty and staff here: www.hr.appstate.edu/employee-resources/appalachian-marketplace/employee-discount-program

List of useful Facebook pages and groups:

1. Ray's Weather Center (local weather)

2. Watauga County Roads, Weather, and News Updates
3. Watauga Democrat (local news)
4. App State Classifieds
5. Watauga County Online Yard Sale
6. Boone, NC Online Yard Sale
7. Watauga County NC Pets Lost and Found
8. Avery County NC Lost and Found Pets

Information on the following faculty and staff affinity groups can be found at:

<https://hr.appstate.edu/employee-resources/appalachian-resources>

APP Unidos

Appalachian State University's Women's Club

Black Faculty and Staff Association

Faculty Senate

Faculty/Staff Christian Fellowship

SEANC (State Website)

Staff Senate

Still Point

A group of international faculty is coordinated by Adam Julian, Director, International Student and Scholar Services & Outreach, OIED, at julianal@appstate.edu

And information about the American Association of University Professors is available at

<https://aaup.appstate.edu/>

Teaching

Course Selection and Assignment

There are a number of factors that must be taken into consideration when developing the course schedule. In general, the determination of what classes need to be offered, when, and by whom is a collaborative process that involves faculty interest and program need. The university requires each Department to submit a list of classes to be offered for the upcoming semester several months prior to class registration for students. This includes the time, frequency/day(s) of week, and the classroom location.

The Department Chair, in consultation with the Undergraduate and Graduate Program Directors, will develop a list of courses that have typically been offered in that semester. The Chair will also ask faculty for their course and schedule preferences. Based on this information, the Chair will determine if there are any missing gaps in the proposed offerings or times and ask faculty to assist in filling in those gaps. Faculty are not guaranteed specific courses or times; however, the Chair

typically has been able to create course schedules that work for each faculty member's employment obligations of research, teaching, and service. New faculty will be expected to teach the courses they were hired to offer as well as contribute to the core curriculum, as required by the needs of the department.

If a faculty asks to develop and teach a special topics course or teach outside of the department, the Chair will consider these requests. However, this decision has to weigh out what must be covered in the department and how teaching outside of the department will impact service to our courses and majors. Thus, the decision will be considered on a case-by-case basis. Generally speaking, a special topics course proposal is sent to the Undergraduate Program Director and discussed in the Curriculum Subcommittee before bringing it to the full department faculty for a vote.

Course Syllabi

New faculty are encouraged to request copies of departmental colleagues' syllabi to see the variety of content and styles that different faculty have found valuable. See Jennifer Coffey to access syllabi from previous semesters. Jennifer can be reached at (828) 262-2293, coffeyjg1@appstate.edu, or by visiting the Department office in 209 Chapell Wilson Hall.

There is no single "correct" syllabus template, but some information is required or considered standard for all syllabi, including references to the Student Code of Conduct, Students With Disabilities statement, and Religious Observance policy. As of 2019, the Chair instituted a set of syllabus guidelines that you can use to construct your syllabi. Sample wording for these required statements and policies can be found on the Academic Affairs website. Faculty must include the exact language on syllabi, or alternatively, link to the Academic Affairs website which provides these statements for students to review these policies. The required policies and language deal with issues such as the Academic Integrity Code, Disability Resources, Attendance Policies, and Statements of Student Engagement with Courses. The required statements can be found on the Academic Affairs website, which can be accessed here:

<https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>

At Appalachian State University, there are no specific guidelines for syllabi content or construction. While Appalachian does provide a list of required items concerning university policies and statements, little information is available for specific content. However, the Faculty Handbook (2018-19) states the following about what should be included in a course syllabus (Section 6.3.1.2).

The syllabus should include the following: an explanation of course goals and objectives, the name of the text and any other materials required of each student, the instructor's office hours, an explanation of how the grade is to be determined, and an explanation of any additional reading, papers, projects and examination which the instructor expects to give or assign.

Some departments or programs have created their own syllabus content guidelines to make sure there is more uniformity across offered courses within their respective areas. For example, First Year Seminar offers a [syllabus checklist](#) and a [template](#) for instructors to follow.

In the past, the Department of Sociology has not provided any specific guidelines but has informally asked professors to include the information noted by the Faculty Handbook. With that said, our external review noted that there was little to no uniformity in the information and content offered across our sampled syllabi. In fact, based on our Faculty Handbook requirements, course titles, instructor names and contact information, as well as how grades will be determined were missing from several sociology course syllabi. Therefore, the external reviewer recommended that we correct this issue and come up with syllabus content requirements that meet the expectations of our university (i.e., Faculty Handbook and University policy statements) to ensure that we meet SACS accreditation requirements in the near future. Below, we present our proposed requirements based on this research and the expertise of the Assessment and Policy Committee.

Department Syllabus Definition (Adapted from UNC-CH – Syllabus Guidelines, 2019):

A syllabus, or course outline, defines the goals of a course and describes classroom activities, readings and other assignments, and course policies. Conventions for structuring a syllabus vary across disciplines, but what follows is intended to provide suggestions about what can be included. This page also contains a link to several exemplary syllabuses for additional ideas.

Syllabi are intended primarily as information for students, though sometimes colleagues and administrators also consult them for evidence of the instructor's expertise. A comprehensive syllabus can be a useful teaching tool. At a minimum, it should tell students

- why learning this material might be important (course goals)
- what students will be learning (course content)
- when the material will be taught (schedule)
- how it will be taught (instructional procedures)
- when students will be required to demonstrate their learning (assignments and examination dates)
- how students' learning will be assessed (evaluation) and the final grade determined

Thus, a syllabus should have the following content:

- **Course Information**
- **Instructor Information**
- **Grading Expectations and Assignments**
- **Delivery Schedule of Course Content**
- **Course-Specific Policies**
- **Department/College/University-Specific Policies**

Course Information

- Course Title (MUST match the published title listed in the current University Bulletin).
- Course Prefix, Course Number, and Section Number (i.e., SOC 1000-101).
- Term/Year.
- Location and Times.
- Catalog Description Course (MUST match the published title listed in the current University Bulletin).
- Required Text(s) and Materials (including relevant instructions for access).
- Course Goals and Objectives (Determined by the instructor but should relate to course description or should relate to any published goals and objectives created by the department – e.g., Gen Ed courses).
- Student Learning Goals and Outcomes (Determined by the instructor but should relate to course description or should relate to any published goals and objectives created by the department – e.g., Gen Ed courses).

Instructor Information

- Full Name, including credentials.
- Preferred Phone Contact and Campus Email Address.
- Office Location and Office Hours.
- *For Online Courses* - Hours Available by Phone, Chat, etc.

Grading Expectations and Assignments

- Purpose and Description of Grading Scale.
- Purpose and Description of Assignments, including:
 - o Evaluation Criteria/Rubric
 - o Due Dates
 - o Exam Dates
- Required Format(s) of Written Assignments.
- Requirements for Turning in Assignments.

Delivery Schedule of Course Content

- Daily or Weekly Schedule of Class Topics and Assignments.
- *For Online Courses* - Getting Started and Organization of Online Classroom.

Course Procedures and Policies

- Attendance/Absence Policy.
- Makeup Exams and Assignments/ Late or Missing Assignments.
- Detailed Instructions for Submitting Assignments.
- Instructions on How to Communicate with Instructor.
- Student Conduct Regulations in the Classroom (i.e., use of technology, group interactions requirements, maintenance of classroom space, ground rules for participation).

University Guidelines and Policies (Can be a separate document)

<https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>

- Statement of Accommodations for Students with Disabilities
- Academic Integrity Code

- Religious Holy Days and Observances

Optional but Should be Considered:

- Policy Regarding Notification of Course Modification
- Recommendations
- Responsible Employees Statement
- Title IX Statement
- Department or Personal Diversity Statement
- Important Dates from the University Calendar
- University Closure and Delay Statement/Policy
- Internet Outage or Technology Inaccessibility Statement
- Technology Expectations
- Course Organization
- Format of Written Assignments
- Email Communication from Instructor
- Teaching Methods
- List of important dates including reading and assignment deadlines, instructor absences, etc.
- Needed technology for course materials and assignments.
- Statement on Student Privacy Rights
- Classroom Conduct
- Extra Credit
- Enhancements

- Statement Explaining Available Out of Class Assistance – Tutoring or Teaching Assistant Services.
- Disclaimer Statement (i.e., disclaimer that all items in the syllabus are subject to change based on a variety of issues).

Each new academic year, syllabi will be requested of faculty by the Chair for review. This process is mostly meant to encourage some standardization across syllabi.

Office Hours Policy

University and department policy require 1.5 hours per week of face-to-face office hours for every three credit course being taught on campus in the Fall and Spring semesters. Thus, faculty should have a minimum of 4.5 hours of office hours per week for a regular fall or spring term in which they teach 3 courses, and 6 hours if they teach 4 courses. During summer semesters, a minimum of 45 minutes per week of office hours are required for every three credit hour course being taught.

Faculty should be cognizant of student availability and comfort level in meeting professors in their office. Therefore, the majority of office hours should be held during regular business hours (i.e. M-F, 7:30am-5:30pm). Any additional office hours beyond the required minimums stated above are at the discretion of the faculty member in terms of being face-to-face, electronic, or at other locations. All scheduled office hours are to be clearly delineated on course syllabi as well as posted on the faculty member's office door. In addition, faculty members are required to submit their office hours to the department office at the beginning of each semester, where a master list of all faculty and their office hours will be created.

AsULearn (ASL) Basics

AsULearn is Appalachian State's online course management system. It allows faculty to post course information, hold class discussions, create and accept assignments, and conduct exams online. Your courses are automatically set up for you on the AsULearn site before each semester and contain the class role and a blank slate for you to build. This system allows you to post readings and assignments, post students grades, give online exams or quizzes, email individual students or the entire class, as well as a variety of other functions. You access the site from the App State homepage (appstate.edu) by clicking on the tab for "AsULearn" at the top banner. Information on the use, utility, and limitations of the AsULearn site can be found here:

<https://cae.appstate.edu/learning-technologies/teaching-and-learning-tools/asulearn>

AsULearn offers a mobile app that is free to download. It allows easy access to your courses, calendar, and gradebook in AsULearn. With the app, you can:

- Browse the content of your courses, even when offline
- Receive instant notifications of messages and other events
- Quickly find and contact other people in your courses
- Upload images, audio, videos and other files from your mobile device
- Track your progress, mark tasks as complete and browse your learning plans
- Attempt quizzes, post in forums and edit wiki pages
- View your course grades

AsULearn Training and Workshops

Learning Technology Services provides workshops to introduce faculty and staff members to technology used on campus. Focused 1-to-3-hour classes are presented throughout the year. Topics range from basic computer use, introduction to applications such as Microsoft Excel and Word to complete AsULearn training and task-based topics like using Adobe PhotoShop to edit images for the web. Workshops are typically publicized through the Faculty and Staff mail serve 2 to 3 weeks in advance, though some are scheduled for the whole semester. Review the Upcoming Workshops here: <https://workshops.appstate.edu/>

The Department of Sociology has a designated Instructional Technology aid, Jeff Church, who can help faculty with any AsULearn or instructional technology issues or problems they might encounter. Jeff Church can be reached at (828) 262-7095 or at churchjw@appstate.edu

Department AsULearn Site

The Department of Sociology also has its own page on AsULearn which provides access to department forms, documents, and meeting agendas. Forms include a class cancelation or substitution form, annual review forms, and event proposal forms. Documents include the department's vision and identity statements, inclusive excellence statement, department goals, learning goals and outcomes for students, and faculty meetings minutes, agendas, and documents. New faculty will need to be added to the department's page which can be done by requesting access from the department Chair.

AsULearn Help

There is a great resource for ASL help for faculty, which provides information on building ASL pages, gradebook set-up and reporting, and all things ASL related. This can be found here: <https://confluence.appstate.edu/display/public/ATKB/AsULearn+Faculty+Support>

Contacting Students and Entire Classes

The easiest way to email the entire class is via the Announcements function in the AsULearn course page for every class. The message will be sent out to registered students' email and posted to the course page. If you want the message to be sent out immediately, be sure to click the "send without time delay" option at the bottom of the screen.

Appalnet Basics

Appalnet is the online platform for employee and faculty self-service which provides access to a broad range of resources including account management, parking, and employee information. It also provides photos and detailed background information on students for faculty use. It is used to submit final grades at the end of each semester. It can be accessed at:

<https://appalnet.appstate.edu/>

Student Attendance Policies

The class attendance policy is at the discretion of the instructor. However, if attendance is required, it should be clearly noted in the syllabus and the consequences for violating the attendance policy specified. New faculty are encouraged to discuss examples of attendance policies with program and department faculty. Factors such as class size, level, and purpose will likely influence an instructor's decision about attendance. See Section 6.3.1 in the ASU [Faculty Handbook](#) for official policy on student attendance.

Faculty Absences

Department and University policies require that any class cancellation or substitution must be documented with the department office, specifically the Chair and Office Manager. University policy states that faculty must notify the leader of their unit, in this case the Chair of the Department of Sociology, whenever they are unable to meet with classes as scheduled. Department policy requires a form to be submitted in the event of a class cancellation or substitute instructor. These forms can be found on the department's AsULearn page, under the heading "forms." Faculty members need access to the department's AsULearn page before they are able to download these forms.

Textbooks

Appalachian State utilizes a rental textbook system, in which faculty will select a textbook and the bookstore will purchase them allowing students to rent them for free. The Department uses the selected books for two consecutive years before a new selection can be made. You can contact the Department Chair, or office assistant Jennifer Coffey, to check to see if there is a selected book for your course or if you are able to select one. If a rental textbook is assigned to a course, then the faculty member must use that assigned textbook for that course if a textbook is required. You can require additional, supplemental texts, but it is expected that all instructors who require a textbook in a course with a rental option will select the rental textbook for that class. More information on the department's policies regarding textbooks can be found here: <https://soc.appstate.edu/faculty-staff/department-policies/faculty-selection-textbooks-and-other-educational-materials>

Final Exams

The university policy is that all scheduled examination periods will meet at the given time assigned by the university. The instructor can determine how they will use that assigned time period; however, it is required that all scheduled exam periods will be met at the assigned time. See Section 6.11 in the ASU [Faculty Handbook](#) for further information.

Academic Integrity Issues

Procedures for dealing with disciplinary matters can be found in the university "Academic Integrity Code" at https://policy.appstate.edu/Academic_Integrity_Code. Information is also available in Section 6.5 of the ASU [Faculty Handbook](#). You should discuss these types of issues with the program director or the department chair.

Final Grades

Posting grades on an AsULearn course page is separate from the official university grade submission process. The university has firm deadlines for posting official student final grades. Final grades can be posted a number of ways. You can use the "Web for Faculty" system using AppalNet or Banner Self-Service (Faculty Portal). The process is quite simple, but it would be helpful to have a colleague show you the process for your first semester.

Prior to the end of the semester, all instructors receive multiple email reminders about the deadline and process to submit final grades. Every faculty member should submit their grades by

the deadline with no exception. In addition, if the faculty member submits an “F,” or “I” (Incomplete), then they must list the last date of attendance for the grade to be accepted by the Registrar’s Office. For additional information go to this website:

<https://registrar.appstate.edu/faculty-staff/grading/last-date-attendanceactivity>

Student Support Services

The university has numerous means of identifying students that might struggle in a class. If you have concerns about a student’s academic performance, or a personal problem, then you should go to the Office of Student Success referral guide or the office of the dean listed below.

<https://deanofstudents.appstate.edu/student-resources>

<https://studentsuccess.appstate.edu/faculty-staff/quick-referral-guide>

Crisis Intervention

Crisis intervention, including sexual assault prevention, suicide prevention, and alcohol and drug abuse prevention resources are provided through the Appalachian Cares website. This provides a lot of information on these topics and others for various types of student support services. The website for this program is:

<https://appcares.appstate.edu/>

Title IX

The Title IX Compliance Office also provides resources for student and faculty support, including online training, reporting a concern, and receiving help and helpful information. The interim Title IX Coordinator, Liz Mason, is also available for help, information, and guidance in the process. The Title IX Compliance Office can be found at 123 I.G. Greer Hall (828) 262-2144 and the website for this office is: <https://titleix.appstate.edu/>

It is important to note that all faculty are considered **responsible employees** and are therefore **mandatory reporters** for any Title IX related issue, including any instance of sexual misconduct (including sexual harassment and violence), dating violence, domestic violence, or stalking in which faculty must report to the Title IX Coordinator within one day so that the institution can eliminate the harassment, prevent its recurrence, and address its effects. More information on the responsibilities of faculty regarding mandatory reporting can be found here:

<https://titleix.appstate.edu/responsible-employees>

Course Evaluations

Appalachian State University utilizes the program, CoursEval, for online course evaluations. Course evaluations provide students with an opportunity to provide feedback about their courses and serve as one source of information about the quality of instruction at Appalachian. Course evaluations are typically open for students to complete during the last week of classes and close on Reading Day. Course evaluations are available for both 8-week and 15-week courses, as well as 5-week summer courses. Individual student responses are confidential unless students reveal their identity in written comments. Results of online course evaluations are released to faculty after grades are due. More information on course evaluations can be found here:

<https://irap.appstate.edu/node/269>

Advising

As suggested by our Dean, and historically supported by this department, it is the responsibility of our faculty to advise our student majors. Based on our Promotion and Tenure Policies, advising can assist a faculty member in meeting expectations for teaching. All full-time lecturers, tenure-track, and tenured faculty will receive a set of students to advise each semester. Each faculty member should plan to advise their students through in-person meetings before the start of registration or during registration periods in the Fall and Spring semesters of the academic year. All requests for substitutions or changes to a student's degree requirements should first be sent to the Undergraduate Programs Director for approval before being sent to the Department Chair. All of the relevant information regarding a student's current and previous courses can be found in [DegreeWorks](#) and is accessible using your email and password. Any notes should be taken in Degree Works (note that you cannot edit these notes) and are viewable to yourself and students.

Each semester the following should occur:

- Each faculty member will receive a set of students to advise each semester.
- The Undergraduate Programs Director and Office Manager will ensure that you receive files and other relevant information on all students assigned to you.
- Each faculty member should plan to advise their students through in-person meetings before the start of registration or during registration periods in the Fall and Spring of the 2019-20 academic year.
- All requests for substitutions or changes to a student's degree requirements should be first sent to the Undergraduate Programs Coordinator, and then they will send it to the Chair for final approval.

Faculty will report their participation in advising in their annual reviews. While we do not have a way to formally document your effectiveness in student advising, the self-reflection in your annual review will give the Chair some indication as to your effectiveness in this area until an

assessment method is created. Reporting your advising in your annual review will help to ensure that you meet or exceed expectations for teaching depending on the quality of other teaching activities reported.

For first time advisers, the following documents may be useful:

- [General University Education Plan](#)
- [Sociology BA requirements](#)
- Sociology BS requirements for each concentration ([Applied Research Methods](#), [Sociology of Health and Aging](#), [Social Inequalities](#), [Families and Intimate Relationships](#), [Criminology, Deviance, and Law](#); and the [Individually Designed Concentration](#)).

Building Amenities

Chapell Wilson Hall provides a few amenities that may be of interest to faculty, which include a computer lab that can be reserved for class usage and a conference room that can be reserved for private meetings. The computer lab is located in room 203A of Chapell Wilson and has 26 computers. This room can be reserved by contacting the office manager, Jennifer Coffey, and should be done at least 5 business days before the desired reservation time.

The building also provides a shared conference room in the basement floor, which is only accessible through the West entrance of the building, across from Peacock Hall. The conference room is located in room 007A and can be reserved by contacting the office in 110 Chapell Wilson Hall or the sociology department office manager. Faculty have access to a workroom that houses our mailboxes, copiers, office supplies, and kitchen area. These amenities are open from 8am to 5pm and maintained by the department faculty and staff.

Research

Research Office Support

The Office of Research provides support for the research, creative, and scholarly endeavors of Appalachian faculty, staff, and students. The Office of Research also collaborates with Special Funds Accounting on the fiscal management of awarded projects. The Office of Research's website can be found here: <https://www.appstate.edu/research/> and information on Grants Resources and Services can be found here: <https://grs.appstate.edu/>

Office of Sponsored Programs

The Office of Sponsored Programs provides support for the research, creative, and scholarly endeavors of Appalachian faculty, staff, and students. The Office (1) provides the authorized institutional signature for submissions to and awards from external sponsors, including contracts, collaborative agreements, etc; (2) negotiates terms and conditions of all externally funded

project, service, or research agreements; reviews, negotiates changes, and provides authorized signatures for Material Transfer Agreements (MTA), Data Use Agreements (DMA/RDMA), and Confidentiality Agreements (CDA); (3) serves as the official repository of grant submission and award documents; (4) prepares, negotiates, and signs subawards to collaborating agencies/organizations; monitors programmatic project reporting and award management; and (5) offers programs, templates, and online resources to assist both faculty and administrators with the development, internal review, submission, and award management for externally funded activities. The Office webpage can be found here: <https://sp.appstate.edu/>

Internal Grants and Research Funds

Information on Internal Grants provided by the Office of Research can be found here:

<https://grs.appstate.edu/find-funding/apply-internal-grants>

Office of Research Protections

The Office of Research Protections facilitates research and creative endeavors by administering programs that provide ethical and regulatory oversight of research involving human participants. In addition, it is responsible for campus administration of export control regulations and the conflicts of interest policy. The Office webpage can be found here:

<https://researchprotections.appstate.edu/>

CITI Training

CITI (Collaborative Institutional Training Initiative) is required to be taken by all members of a research team who obtain informed consent, interacts with subjects, or has access to private, identifiable information. Training and further information can be found on the website of the Office of Research Protections: <https://researchprotections.appstate.edu/human-subjects/irb-training>

If you have already completed CITI training at another institution (and it has not expired), you do not have to retake it upon coming to Appalachian State. You must affiliate your training with ASU to allow the Office of Research Protections to view your training, instructions for which can be found here:

<https://researchprotections.appstate.edu/sites/researchprotections.appstate.edu/files/How%20to20Affiliate%20CITI%20Training%20with%20Another%20Institution.pdf>

IRB

The Office of Research Protections (ORP) houses the IRB and is the best place to start for detailed information on procedures and requirements for submitting research proposals

<https://researchprotections.appstate.edu/>

A short FAQ guide is available here:

<https://researchprotections.appstate.edu/sites/researchprotections.appstate.edu/files/IRB%20FAQ.pdf>

Guidelines for human subjects research can be found here:

<https://researchprotections.appstate.edu/human-subjects/irb-policies-guidelines>

You can access the IRBIS to submit forms online for approval after logging in with your ASU credentials here: <https://appstate.myresearchonline.org/irb/>

For a walkthrough of getting started with IRBIS, see this presentation:

<https://drive.google.com/file/d/1T1EQURnSpx7ETWvTR8W2DnnCeWXu-nkx/view>

IRB review times are estimated as follows as of January 2019: Exempt: 5-7 days; Expedited: up to 14 days; Full Board: up to 45 days depending on when you submit. The IRB meets every 3rd Tuesday and applications are generally due 3 weeks prior to the meeting date. The board meeting schedule and deadline for submissions can be found on the ORP page:

<https://researchprotections.appstate.edu/human-subjects/irb-meetings-membership>

Student Research Support and Research Assistants

The Office of Student Research (OSR) is the best place to start for information on support (financial and otherwise) for student research. They provide listings and links of ongoing research opportunities for students <https://osr.appstate.edu/>

Faculty can apply for Undergraduate Research Assistantships (URAs) which provide up to \$2,000 over two semesters to support students working with faculty on research. Applications are generally due the semester before the grant begins:

<https://osr.appstate.edu/faculty/overview-undergraduate-research-assistantship-ura-program>

If you are interested in developing a project with a research assistant, you should know that they are eligible to enroll in a course to do so but are only allowed to for three semesters. Otherwise they may continue in this capacity but not in a formal way for credit.

For conference travel, you should request information from the Chair of the Department about additional departmental funding that can be used for this purpose.

Service Requirements and Incentives

Departmental Policies

New policies for the 2019-2020 year were developed at the 2019 Sociology Faculty Retreat. Some of the newly created and revised documents regarding department policies can be found here: <https://soc.appstate.edu/faculty-staff/department-policies>

Event Participation

As indicated by the Chair, faculty should participate in at least three events per academic year that support our department's service to our students and university.

- Every faculty member should attend at least one commencement and one open house.
- If you cannot attend at least one commencement and one open house, then you will need to sign up for at least three in-house events.
- If you can sign up for only one commencement or open house, then you will need to sign up for two in-house events.
- For those who can attend one commencement and one open house, you will also need to sign up for at least one in-house event.
- Thus, everyone should sign up for three events for the academic year.

Those who attend three events will be fully assisting this department to increase its public presence and will be helping themselves meet or exceed expectations in their annual review for service depending on the quality of other service activities reported.

Faculty members will be asked to list and detail their contributions for these events in their annual reviews. In addition to meeting expectations for your annual review, the Chair may offer various incentives to encourage participation. In the past, these incentives have included more money towards travel expenses or a reduction in the number of seats in a classroom. All incentives offered are contingent on the department budget and ensuring consistent levels of student credit hour production.

Faculty Meeting Operations

Faculty meetings are held once a month. Attendance at faculty meetings is required. If a faculty member cannot attend a faculty meeting, then they should inform the department chair. Items for faculty discussion are requested at least 5 business days prior to the meeting and can be added to the agenda for discussion. Any faculty member who requests to be on the agenda must provide details about the agenda item including a short description and any documents/items that faculty should consider before the ensuing discussion. To ensure full transparency, encourage discussion, and provide ample time for feedback, agenda items that require a vote by the faculty will be first presented to the faculty as a whole. Then, the faculty will have time until the next scheduled meeting for the department to receive feedback from the faculty. At the next scheduled meeting, faculty will take up the discussion once again and will be able to vote on said item at that time or table for later discussion.

Departmental Committees

Each full-time faculty member should serve on at least two department committees. The committees in this department include:

- *Compulsory Committees:* Departmental Personnel Committee, Promotion and Tenure Committee, and Post-Tenure Review Committee
- *Department Committees:* Assessment and Policy Committee, Undergraduate Curriculum Committee, Graduate Curriculum Committee, Faculty Development Committee, Student Development Committee, and the Faculty Search Committee (when created by the Department faculty).

When serving, faculty agree that they will regularly respond to emails, attend meetings, actively contribute to the charge of the committee as well as assist in completing any tasks set forth by the committee. If a faculty member cannot attend a meeting, then they should inform the committee chair and attempt to do what they can to contribute to completing tasks when it is feasible. Faculty members will be asked to detail their contributions for these committees in their annual reviews.

In addition to meeting expectations, you may also receive the following as incentives for this year (2019-2020):

- Those faculty that sit on more than two committees may receive an “exceeds expectations” in service, but this is dependent on the amount of work and time reported in a faculty’s annual review.
- If faculty members serve in labor-intensive committees, then they may also receive further compensation for tasks completed through a one-time pay contract. For example, the Assessment and Policy Committee currently has several items they must complete this year including a strategic plan and a new system for teaching evaluations. The same could be said with the Undergraduate or Graduate Curriculum Committees who may have to manage to make significant changes to courses and programs due to our strategic planning efforts. This compensation will be determined by the Chair and the number of tasks completed. Further compensation will also depend on department budget allocations. Further compensation will also depend on department budget allocations but can also come from internal grants offered to complete a task.

Travel

Faculty members can travel and ask for reimbursement for a variety of reasons including conducting research, visiting student internship sites, participating in academic conferences or teaching workshops, as well as attending meetings and functions related to a faculty members’ professional service obligations. University policy states that faculty members **MUST** file travel authorization requests for any travel related to university business and the profession.

Departmental Support

In recent years, the department has supported travel for any faculty member regardless of rank. The amount allocated for this varies by year but in 2018-2019 and 2019-2020, this amount was \$1200 per person. These funds can also be supplemented by research start-up funds and internal and external grants. At the beginning of each year, the Chair and the Office Manager provide an estimated amount of travel funds for each faculty member who submits travel authorization requests for the academic year by September of the fall semester. However, the amount of travel funds fluctuates based on university allocations, number of faculty using funds, and the amount of funding needed to travel.

Completing Forms

In order to assess the travel needs of faculty in the department, each person should submit their expected travel requests in early fall to Jennifer and/or the current Office Manager. Those forms will need to be signed by both the Department Chair and the requestor. Faculty are responsible for completing their own forms and submitting them at least five (5) days before the planned travel.

Advances

Receiving advances for travel funds is allowed for some occasions. There is a \$500 minimum for requesting advance funds and all requests must be submitted with at least a three (3) week notice before the funds are needed. Speak with the Office Assistant, Jennifer Coffey, to receive directions on requesting advanced funds.

Reimbursements

Once your trip is completed, you are expected to turn in a reimbursement form (including as a separate tab in the travel forms) into the Office Manager within 30 days. If you are requesting per diem, these are subject to change and are dependent on within or out of state travel. You can locate this information [here](#). For third party lodging, prior approval is required at least 3 weeks in advance.

For reimbursement purposes, please keep:

- Boarding passes
- Receipts with last four CC numbers
- Lodging receipt with a \$0 balance.

Pay, Benefits, and Personnel Policies

Human Resources Office

The following can be found on the [Human Resources Office Site](#):

- Employee Benefits
- Police and Forms
- Employee Self-service
- Classification and Compensation documents
- Performance Management
- Employee Relations information
- Information for Retirees
- Leave Management resources
- New Employee Orientation information
- Professional Development opportunities

- Relocation & Dual Career Assistance
- Conflicts of Interest/Outside work

Start-Up Funds

Start-up funds are something you may have negotiated with the Chair. These are funds you administer for office furniture, travel, research, etc., but they cannot be used as supplemental salary. Any furniture or equipment purchased with start-up funds is university-owned and remains the property of the university if you leave ASU. Please work with the front office to make purchases using your start-up funds. Although the spending deadline is negotiable, most funds must be spent within the first one or two years of employment. Confirm deadlines with the chair and/or department staff.

Sickness or Serious Illness

First and foremost contact the department chair. The department and university have resources to assist you. If you are sick or if weather conditions prevent you from safely getting to/from campus for just one or two days you should consider using AsULearn for a web-based assignment. For longer term needs, the department chair will be a resource for class coverage ideas. The ASU Office of Human Resources webpage has a list of “types of leave” as well as resources to assist you: <https://hr.appstate.edu/hr-services/benefits/types-leave>.

Leave Policies

All SHRA and EHRA Administrative employees who are eligible to earn leave qualify for the following [types of leave](#):

- Adverse leave
- Bereavement
- Civil Leave
- Community Service Leave
- Family Illness Leave
- Family Medical Leave Act (FMLA): For faculty at Appalachian, according to Faculty Handbook 6.2.1.1 , a leave WITH pay can be requested but has to be approved by the Dean and Provost.
- Military Leave
- Sick Leave
- Vacation Bonus Leave

- Vacation Leave
- Voluntary Shared Leave
- Holiday Schedule

Health Care

All medical enrollment must be completed within 30 days of your hire date. All retirement forms must be completed and returned to the Benefits Office within 60 days of your hire date.

- Employees that do not complete the required medical enrollment within 30 days of hire will not have medical coverage until the enrollment has been completed.
- Those employees that do not complete the required retirement forms within 60 days of hire will be placed into the State Retirement System automatically. Once this is done, it can not be changed.
- The link below provides information related to the benefits portion of the training for SPA employees. Please note: the presentation below can not substitute for the training requirement.
- For more information on the orientation, see New Employee Orientation.

The State Health Plan offers a range of health benefits to all eligible state employees, teachers, retirees and other individuals identified in the North Carolina General Statutes. The Plan's mission is to improve the health and health care of North Carolina teachers, state employees, retirees, and their dependents, in a financially sustainable manner, thereby serving as a model to the people of North Carolina for improving their health and well-being. The State Health Plan offers three preferred provider organization (PPO) plans. PPO plans offer the freedom of choice among in-network providers, lower out-of-pocket costs and a strong emphasis on preventive health. Two of the plans, the Consumer-Directed Health Plan (CDHP) and the Enhanced 80/20 plan, offer financial incentives for taking steps to improve your health. For Health Plan options and additional information, see the HR Benefits: Medical [link](#).

Promotion, Tenure, Contracts, Evaluations

Position-specific information is provided in the sections below. Additional information on department and university policies regarding promotion, tenure, contracts, and evaluations are located [here](#) for those employed after 2017.

Tenure-Track Faculty

The three major areas of faculty performance are: (1) instruction and student development; (2) scholarship, research, and publication, and (3) service to the department, University, profession, and community. Individual Sociology faculty members are evaluated on the basis of their total contribution in teaching, scholarship, and service. It is recognized, however, that these types of contributions differ in their importance to the University and the Department, and that faculty

strengths and commitments in these areas will differ across the department and may differ for individuals over time.

A document that provides guidance as to the generally accepted timeline, expectations, and criteria for promotion and tenure such that decisions of this kind are made in a uniform and fair manner consistent with the mission of the Department and University at large can be found here: https://soc.appstate.edu/sites/soc.appstate.edu/files/pt_document_draft_-_approved_5-10-17.pdf

Non-Tenure-Track Faculty

Promotion of Lecturers

When a Lecturer meets the criteria specified in the Faculty Handbook for promotion from Lecturer to Senior Lecturer, the Departmental Personnel Committee (DPC) will consider the Lecturer for promotion to the rank of Senior Lecturer. Such consideration for promotion to Senior Lecturer can be initiated by the Lecturer, the DPC, or the Departmental Chair. The candidate for promotion is responsible for submitting to the DPC documentation that the criteria outlined in the Faculty Handbook have been met. These criteria are:

- (a) A master's degree from an accredited institution with 18 graduate credits in their field of teaching; and experience teaching a minimum of 40 courses (or the equivalent thereof) at the rank of lecturer at Appalachian;
- (b) Demonstrated ability in teaching; and
- (c) Demonstrated ability in institutional service to the university.

In terms of criterion (b), applicants for the rank of Senior Lecturer should demonstrate that they have met baseline performance expectations for instruction and student development as outlined in the department's *Policy on Annual Review, Promotion, and Tenure*. In terms of criterion (c), applicants for the rank of Senior Lecturer should demonstrate that they have met baseline performance expectations for service at the department, college or university level as outlined in the department's *Policy on Annual Review, Promotion, and Tenure*.

Workload Policy

Information on the department workload policy can be found here:

https://soc.appstate.edu/sites/soc.appstate.edu/files/workload_policy_-_10-28-15.pdf

Peer Observation

All faculty members participate in the peer-observation program. This allows each faculty member to give and receive feedback and observe each other in the classroom. Full-time tenured faculty will be evaluated pursuant to this policy in at least two different courses every three years when possible. Full-time tenure track faculty will be evaluated pursuant to this policy in at least two different courses per year when possible. Full-time non-tenure track faculty will be evaluated pursuant to this policy in at least two different courses per year when possible. Part-time faculty will be evaluated pursuant to this policy for each course taught.

Observation and Evaluation Procedures

Full-time Tenure Track and Tenured Faculty

Classroom observations of full-time tenure track or tenured faculty will be conducted by peer observation. For both full-time tenured faculty and full-time tenure track faculty, a "peer" is defined as a colleague who holds a rank at or above that of the individual being evaluated.

Full-time Non-Tenure Track Faculty and Part-time Faculty

Classroom observations of full-time non-tenure track faculty and part-time faculty will be conducted either by the Chair or by a member of the Department Personnel Committee.

Selection of Classes for Observation.

Full Time Tenure Track and Tenured Faculty

Full time faculty members shall select the classes in which observations are to take place.

Full Time Non-tenure Track Faculty and Part-time Faculty.

Full time non tenure track faculty and part-time faculty members shall select the classes in which observations are to take place. Observations in selected classes must be completed before the Department Personnel Committee meets to vote on non-tenure track faculty reappointment, typically early-to-mid March.

Evaluation Instrument

Classroom observation shall be based on a standardized written instrument.

Submission of Evaluation Instrument. Within seven days, classroom observers shall provide the observed faculty member and the Chair with written copies of their evaluation and recommendations. If the classroom observation report indicates deficiencies in teaching commitment or effectiveness, the Chair will recommend measures to rectify the deficiencies during the annual performance review.

Department Norms and Atmosphere

The Department of Sociology provides a welcoming and collegial atmosphere to all faculty. We do this by working together and creating a community and atmosphere that values consensus, diversity, and inclusion. Listed below are aspects of departmental norms that faculty are encouraged to familiarize themselves with in order to better understand and contribute to the department's collegial atmosphere and community.

Faculty Mentoring

Our department supports informal and formal mentoring for faculty members. Informally, faculty may approach anyone in or outside of the department for advice. If a faculty member would rather have a formal mentorship, then they can request it from a faculty member they prefer.

Faculty Governance

Our department believes that faculty and staff should assist in making decisions about the welfare of its department climate, curriculum, faculty, and students. The Department Chair shall ask for feedback on important decisions and only make unilateral decisions as allowed by the faculty handbook.

Work-Life Balance

Our department supports faculty and staff to find work-life balance. We encourage an atmosphere that supports one another through hardships that take us away from our essential duties. We also understand and respect individual privacy and look for ways to increase a balance between work and life obligations.

Dress Code

Our department has a casual dress code. Faculty and staff may decide what is most appropriate to wear to attend to their daily business.

Student Mentoring

Our department encourages informal and formal student mentoring to better prepare our students for success in the classroom, throughout their major(s), and after graduation. Students may approach faculty members to seek out opportunities for assistance with coursework, projects, and teaching and research experiences. In each of these requests, faculty agree that there should be clear goals and outcomes set forth and the relationships should be beneficial and present little to no risk for both faculty and students.

Communication

Our department strives to communicate openly, honestly, and directly. Although personnel and some student issues cannot be discussed in these ways pursuant to state and federal laws, communications concerning other issues between faculty and students should try to follow this format. In addition, any complaints or concerns between faculty members should first begin with

the individuals in question but may need to go to the department chair for further discussion or intervention.

Department Commitment to Participation

Our department encourages faculty and staff to make sure to be present and participate when called upon by our university, college, and department. We understand that our department's reputation and success relies heavily on being present and attending important functions such as commencement ceremonies and in-house departmental events. Beyond special events, we also believe that participating in committees and being readily available to each other and our students leads to better collegiality. This promise demonstrates our commitment to the discipline and students, as well as supporting each other.