



OKLAHOMA  
**PANHANDLE STATE**  
UNIVERSITY

# Employee Orientation Guide

# Table of Contents

Introduction to the University.....	4
Oklahoma Panhandle State University Strategic Plan.....	4
Mission .....	4
Vision.....	4
Values .....	4
Goals .....	4
Administration.....	4
President .....	4
Vice President of Advancement.....	4
Vice President of Academic and Student Affairs .....	4
Vice President of Fiscal Affairs .....	4
Colleges .....	5
College of Agriculture, Science, and Nursing .....	5
College of Arts and Education .....	5
College of Business and Technology .....	5
Online College.....	6
Staff Offices.....	6
University Hierarchy .....	7
Settling In .....	7
Aggie Access, Email, and My OPSU .....	7
Aggie Access.....	7
Email .....	7
My OPSU.....	7
DUO Mobile App .....	7
Visual Design Standards .....	7
FERPA .....	7
Emergency Alerts.....	8
ID.....	8
Parking .....	8
Go to Housing Office in Student Union Building 4A, fill out car registration form, and receive parking decal. The decals are updated annually in the fall semester.....	8
Housing .....	8
Help Ticket .....	8
IT/Technology.....	8
Maintenance & Grounds .....	8
Phone.....	8
Extension and Voicemail .....	8
Long Distance Phone Number.....	8
P Drive .....	8
Copies and Printing .....	9
Copies .....	9
Printing .....	9
Physical Mailbox.....	9
Name Plate.....	9
Human Resources .....	9
Timesheet and Personal Leave.....	9
Timesheet (Student and Hourly Employees) .....	<b>Error! Bookmark not defined.</b>
Personal Leave (Full Time Non-Exempt and Exempt Employees) .....	<b>Error! Bookmark not defined.</b>
Benefits .....	9
Health Plans .....	9
Life Insurance.....	9
Long Term Disability.....	9
Oklahoma Teachers Retirement System.....	10
Other Benefits.....	10
Tuition Support.....	10
Staff Evaluations .....	10
Staff Evaluation Form .....	10
Employee Performance Appraisal .....	10
Purchasing and Travel .....	10
Business Cards .....	10

Office Supplies .....	10
OK Corral Permissions .....	10
P Card .....	10
Travel .....	11
Other Benefits and Miscellaneous.....	11
Health Clinic .....	11
Wellness Committee .....	11
Recreation .....	11
Noble Center .....	11
Walking Trail.....	11
Free Sporting Events .....	11
Professional Headshot .....	11
Facilities Request .....	11
Telework/Telecommuting .....	11
Faculty .....	12
Preparing for Class.....	12
Ordering Textbooks .....	12
Using Canvas (also called Aggie Scholars).....	12
Canvas is the online platform for courses at the University. To get to Canvas, login to <a href="https://my.opsu.edu">https://my.opsu.edu</a> , then click “Aggie Scholars Online Classroom”.....	12
Training for Canvas is offered as a class, “Growing with Canvas” on the instructor dashboard.....	12
All courses must have a Course Home. In that course home there must be the following: Syllabus and Course Schedule.....	12
Lecture materials should be organized in sequential modules that correspond to the week’s lectures/assignments.....	12
The Canvas gradebook must be used and updated regularly for student grades.....	12
Library Resources .....	12
Finding and Using Class Lists .....	12
Academic Calendar and Finals Schedule .....	12
Reporting.....	12
Course Credit Required Seat Time.....	13
Office Hours.....	13
Syllabi.....	13
Assessment.....	13
General Education.....	13
Program.....	13
Faculty Evaluation .....	13
Student Evaluations.....	13
Supervisor Evaluation.....	14
Academic Support for Students.....	14
Advising.....	14
Tutor.com .....	14
Academic Resource Center (ARC).....	14
El Centro.....	14
Funding and Professional Development.....	14
Professional Development Plan and Evaluation .....	14
Baughman Funds .....	14
External Funds and Grants.....	14
OPSU Guidelines and Resources .....	14
Campus Map .....	14
University Policy .....	14
Staff Handbook.....	14
Staff Association.....	15
Faculty Handbook .....	15
Faculty Senate .....	15
Student Policy .....	15

# **Introduction to the University**

## **Oklahoma Panhandle State University Strategic Plan**

### **Mission**

Oklahoma Panhandle State University is rooted in “Progress through Knowledge,” and is committed to promoting excellence in the preparation of students for success in a global community.

### **Vision**

Oklahoma Panhandle State University, a national leader among regional universities, will empower its learners and community through the cultivation of lifelong opportunities.

### **Values**

**Integrity** – We are held accountable to maintain ethical practices.

**Inclusion** – We embrace and support our diverse cultures.

**Excellence** – We seek continuous improvement opportunities.

**Service** – We operate as a center for educational and cultural opportunities.

**Sustainability** – We are stewards in the conservation of our resources.

### **Goals**

Provide excellence to all stakeholders

**Student Learning** – Through empowerment, innovation, access, and student centered support, Panhandle State will shape lifelong learners and improve student outcomes.

**Resource Optimization** – Engagement, partnerships, and collaboration will empower Panhandle State to cultivate all resources responsibly.

**Graduate Production** – Provide comprehensive student experience focused on promoting excellence across each student’s academic career to graduation and beyond.

**Life-Long Learning** – Improve the quality of life and transform the communities we serve through engagement and partnerships.

## **Administration**

### **President**

Dr. Julie Dinger

Administrative Assistant: Calandra Rose, ext. 1302

### **Vice President of Advancement**

Dr. Ryan Blanton

Administrative Assistant: Calandra Rose, ext. 1302

### **Vice President of Academic and Student Affairs**

Dr. Teresa Billiot

Administrative Assistant: Abby Rice, ext. 1400

### **Vice President of Fiscal Affairs**

Liz McMurphy

Administrative Assistant: ext. 1552,1560

## **Colleges**

### **College of Agriculture, Science, and Nursing**

Dean: Tracy Kincannon, ext. 1534

#### **Programs**

- AAS Fire Protection
- AAS Paramedicine
- AS Agriculture
- AS Biology
- AS Chemistry
- AS General Studies
- AS Mathematics
- AS Physical Science
- BSN RN to BSN Nursing
- BS Agribusiness
- BS Agronomy
- BS Animal Science
- BS Biology
- BS Chemistry
- BS Mathematics
- BS Physical Science
- BS Vocational Agricultural Education

### **College of Arts and Education**

Dean: Dr. Patrick Maille, ext. 1490

Associate Dean: Charla Lewis, ext. 1483

#### **Programs**

- AS Criminal Justice
- BS Criminal Justice
- BA Elementary Education
- BA English
- BA History
- BFA Fine Arts
- BM Music
- BS Health and Physical Education
- BS Psychology

### **College of Business and Technology**

Dean: Dr. Karen Goosen, ext. 1460

#### **Programs**

- AAS Technology
- AS Business Administration
- BBA Accounting
- BBA Business Administration
- BBA Computer Information Systems
- BIT Industrial Technology
- BT Technology

- CERT Welding Technology
- CERT Wind Energy/Maintenance Technology

## Online College

Dean: Tracy Kincannon, ext. 1534

## Programs

- BSN RN to BSN Nursing
- BBA Business Administration

## Staff Offices

Use the personnel directory for all employees, if needed, at: <http://www.opsu.edu/About/Personnel/>

- Academic Affairs: Email [abby@opsu.edu](mailto:abby@opsu.edu), Phone: 580.349.1400, Office: Sewell-Loofbourrow Hall 137
- Academic Records: Email: [academicrecords@opsu.edu](mailto:academicrecords@opsu.edu), Phone: 580.349.1370, Office: Sewell-Loofbourrow Hall 128
- Academic Resource Center (ARC): Email: [arc@opsu.edu](mailto:arc@opsu.edu), Phone: 580.349.1558, Office: McKee Library 109B
- Admissions: Email: [opsu.admissions@opsu.edu](mailto:opsu.admissions@opsu.edu), Phone: 580.349.1396, Office: Sewell-Loofbourrow Hall 126
- Athletics: Email: [mikab@opsu.edu](mailto:mikab@opsu.edu), Phone: 580.349.1406, Office: McKee Library West
- Alumni: Email: [opsu.alumni@opsu.edu](mailto:opsu.alumni@opsu.edu), Phone: 580.349.1390, Office: Hefley Hall 109
- Business Office: Email: [accounts.payable@opsu.edu](mailto:accounts.payable@opsu.edu) Phone: 580.349.1552 or 1560, Office: Sewell-Loofbourrow Hall 111
- Bursar (Ashlee Bruner): Email: [opsubursar@opsu.edu](mailto:opsubursar@opsu.edu), Phone: 580.349.1363, Office: Sewell-Loofbourrow Hall 111
- Communications: Email: [opsu.communications@opsu.edu](mailto:opsu.communications@opsu.edu), Phone: 580.349.1356, Office: Sewell-Loofbourrow Hall 316
- Career Services: Email: [arc@opsu.edu](mailto:arc@opsu.edu), Phone: 580.349.1558, Office: McKee Library 109B
- Counseling/Accommodations (Laci Unruh-Merrell): Email: [laci.merrell@opsu.edu](mailto:laci.merrell@opsu.edu), Phone: 580.349.1558, Office: McKee Library 109B
- Financial Aid: Email: [financial.aid@opsu.edu](mailto:financial.aid@opsu.edu), Phone: 580.349.1580, Office: Sewell-Loofbourrow Hall 106
- Human Resources: Email: [opsu.jobs@opsu.edu](mailto:opsu.jobs@opsu.edu) Phone: 580-349-1574
- Housing: Email: [panhandlehousing@opsu.edu](mailto:panhandlehousing@opsu.edu), Phone: 580.349.1360, Office: Student Union Building 4
- Information Technology (IT): Email: [help@opsu.edu](mailto:help@opsu.edu), Phone: 580.349.1380, Office: Sewell-Loofbourrow Hall 210
- International Students Office: Email: [opsu.international@opsu.edu](mailto:opsu.international@opsu.edu), Phone: 580.349.1359, Office: Student Union Building, Office 1
- Panhandle State Foundation: Email: [opsufoundation@opsu.edu](mailto:opsufoundation@opsu.edu), Phone: 580.349.1392, Office: Hefley Hall 104
- Registrar: Email: [erin.moore@opsu.edu](mailto:erin.moore@opsu.edu) Phone: 580.349.1376, Office: Sewell-Loofbourrow Hall 131
- Student Services: Email: [laura.hutchinson@opsu.edu](mailto:laura.hutchinson@opsu.edu) Phone: 580.349.1359, Office: Student Union Building 1
- Student Health Clinic: Hours: Monday-Thursday 10A-3P, Phone: 580.349.1358, Office: Student Union Building 2
- Testing: Email: [arc@opsu.edu](mailto:arc@opsu.edu), 580.349.1558, Office: McKee Library 109B

## **University Hierarchy**

Find the link to the organizational work chart on the following webpage:

## **Settling In**

### **Aggie Access, Email, and My OPSU**

#### **Aggie Access**

Aggie Access is the way to gain a login (also called credentials) for school systems including Banner, Email, Printing, ID, etc. Aggie Access is started through turning in the employment packet to Human Resources. Once received, the employee is entered into Banner (a data management system used by the University) to generate their unique ID number. After this is done, the employee is emailed with instructions to set up Aggie Access Self Service. The following web link is an alternative way to get to the Aggie Access activation page:

<https://apps.okstate.edu/okey/panhandle/index.php/module/Activate/action/Index>

To login to Aggie Access, you can use the following link: <http://aggieaccess.opsu.edu>

#### **Email**

Once Aggie Access login exists, use that login for email services. For your information, the password for Aggie Access expires every 120 days and will need to be reset before it expires. If it has expired, click the "Forgot Password" link (<https://apps.okstate.edu/okey/panhandle/index.php/module/Forgot/action/Index>).

A link to the email is on the OPSU website and following, for your convenience:

<https://login.microsoftonline.com>

#### **My OPSU**

Using the Aggie Access Login, login at <https://my.opsu.edu> to find many services. Those services include; a link to Aggie Access, Self Service portal, Aggie Scholars (a link to the online Canvas classroom), a link to Aggie Email, Software Distribution, Online Billing, the Aggie Campus ID, and other services depending on your employee classification.

### **DUO Mobile App**

All employees must protect their Aggie Access with an extra layer of security through the DUO mobile service. Use the following link to register: [https://apps.okstate.edu/duo\\_portal](https://apps.okstate.edu/duo_portal)

### **Visual Design Standards**

Find on the OPSU Policy (<https://opsu.edu/policies-procedures/>) page, or the following link:

[https://opsu.edu/app/uploads/2022/12/PLC\\_Visual\\_Design\\_Standards.pdf](https://opsu.edu/app/uploads/2022/12/PLC_Visual_Design_Standards.pdf)

Of immediate importance is the formatting of the email signature. Details on the signature is found on page 9.

All advertisement materials for on- and off-campus must be approved through campus communications.

Marketing/Communications request form: <https://opsu.edu/campus-communications/marketing-communications-request-form/>

### **FERPA**

All employees must complete a training for FERPA. It is accessed at the following link using Aggie Access credentials: <https://registrar.okstate.edu/FERPA-Tutorial>

When completed, the confirmation email must be forwarded to Erin Moore, [erin.moore@opsu.edu](mailto:erin.moore@opsu.edu)

## **Emergency Alerts**

To receive campus emergency alerts, login to your Aggie Access (accessible through my.opsu.edu or the link following):

<https://stwcas.okstate.edu/cas/login?service=https%3A%2F%2Fapps.okstate.edu%2Fokey%2Fpanhandle%2F>

Then, click “Campus Alerts and Notifications” and register.

## **ID**

Must have Aggie Access ID number from Human Resources. Give ID number and position title to Housing Office in Student Union Building 4A and they will get the ID printed. Your university ID is required for admission to the Noble Center, use of campus copiers, and admission to athletic events.

## **Parking**

Go to Housing Office in Student Union Building 4A, fill out car registration form, and receive parking decal. The decals are updated annually in the fall semester.

## **Housing**

The university offers a limited number of affordable single family and duplex housing units. To apply for university housing contact the housing office.

Payroll deduction payments can be deducted from your paycheck. To setup a payroll deduction, [https://opsu.edu/app/uploads/2022/12/HR\\_Payroll\\_Rent\\_Deduction\\_Form.pdf](https://opsu.edu/app/uploads/2022/12/HR_Payroll_Rent_Deduction_Form.pdf) Complete the form and return to the Human Resources Office in Sewell 125G.

## **Help Ticket**

Oklahoma Panhandle State University has two types of help tickets. To access either, go to the following web address: <https://opsu.edu/faculty-staff/help-ticket-system/>

## **IT/Technology**

Most major issues should be routed through your immediate supervisor. IT requests that you contact them directly in most cases, using extension 1380. If you are unable to get in touch with them, please submit a help ticket.

If you receive an email which looks like it contains a dangerous attachment, you can forward it directly to [help@opsu.edu](mailto:help@opsu.edu) and the system will automatically create a help ticket.

## **Maintenance & Grounds**

Most issues should be routed through the building manager. To learn who this is for your building, talk to your immediate supervisor. If you already have the P Drive, find this information in the Committee Assignment List in the Welcome Back Forms folder in the Shared folder.

## **Phone**

### **Extension and Voicemail**

To receive your extension and learn how to set up voicemail, contact Larry Wright in IT to assist. His email is [larry@opsu.edu](mailto:larry@opsu.edu) and his phone extension is 1384.

### **Long Distance Phone Number**

If you need to make a long distance phone call from any phone on campus, you will need a phone number to call out. To get a long distance phone number, ask Karen Bauer to assign you one. Her email is [karen.bauer@opsu.edu](mailto:karen.bauer@opsu.edu) and her phone extension is 1316.

## **P Drive**

All Aggie Access employee users can use the P Drive, the University file sharing system.



To have this added to your account and office computer; contact the IT department by submitting a Help Ticket. <https://opsu.edu/faculty-staff/help-ticket-system/>

## **Copies and Printing**

### **Copies**

To make copies, employees will need to login using their Aggie Access credentials onto a campus printer.

### **Printing**

To print to a campus printer, the computer in use must be paired with the printer by IT. To connect your office computer to the printer, submit a Help Ticket.

## **Physical Mailbox**

If you need an OPSU mailbox address for physical work mail, ask your immediate supervisor. If approved, go to Sewell-Loofbourrow 122, the mailroom.

Addresses of the University:

P.O. Box 430, Goodwell, OK 73939

For packages, the physical address of the University is:

323 West Eagle Blvd., Goodwell, OK 73939

## **Name Plate**

To get a name plate for your office door/desk, please submit a work order <https://opsu.edu/faculty-staff/help-ticket-system/> . Color choices include OPSU Blue, OPSU Red.

## **Human Resources**

### **Timesheet and Personal Leave**

Timesheets and Personal Leave reports are due on the 15<sup>th</sup> of each month for approval. Set a calendar reminder to make sure all reports are turned in on time.

Leave Report and Timesheets are completed through Banner Self-Service <https://apps.okstate.edu/portal/opsu/index.php>

### **Benefits**

Benefits are available to full time and three quarter employees. A quick summary of benefits is below. More details are found by contacting Human Resources.

Open enrollment is once a year, employees are notified by email

### **Health Plans**

OPSU offers PPO and HDHP health plans. Employees only, employee and children, employee and spouse, and family options are available. There are two credits which are applicable to the premiums cost. They include a \$20/month tobacco free credit and a \$20/month Biometric credit. Contact Human Resources for more detail about premiums and credits.

### **Life Insurance**

OPSU pays twice the annual salary of term life insurance, with an age reduction.

### **Long Term Disability**

OPSU pays for long term disability insurance. It is a 60% income replacement if a claim for the insurance is approved.

## Oklahoma Teachers Retirement System

OPSU pays 7.527% of an employee's monthly salary plus fringe benefits (health, life, and disability). OPSU also pays 8.55% of the employees' membership.

## Other Benefits

Unemployment, Worker's Compensation, FICA and Medicare.

Employees can elect to pay for dental, vision, additional life, and other Section 125 insurances.

Payroll deduction payments can be deducted from your paycheck. Visit the Human Resources Office in Sewell 125G.

## Tuition Support

For full time and permanent employees, some tuition support is offered.

One 3 credit hour course each semester (excluding book) at OPSU is free to the employee with supervisor approval.

For dependents under 24 years, half of tuition is covered for regular coursework at OPSU.

To receive these benefits, contact Human Resources.

## Staff Evaluations

Faculty evaluation found later in this document.

### Staff Evaluation Form

Staff do this annually. The staff evaluation is on the P drive, HR SP-documents. Find more information in the Staff Handbook: [https://opsu.edu/app/uploads/2022/12/HR\\_STAFF\\_HANDBOOK.pdf](https://opsu.edu/app/uploads/2022/12/HR_STAFF_HANDBOOK.pdf)

### Employee Performance Appraisal

Supervisor completes this form for each employee. The employee performance appraisal is on the P drive, HR SP-documents. Find more information in the Staff Handbook: [https://opsu.edu/app/uploads/2022/12/HR\\_STAFF\\_HANDBOOK.pdf](https://opsu.edu/app/uploads/2022/12/HR_STAFF_HANDBOOK.pdf)

## Purchasing and Travel

### Business Cards

To receive business cards, ask your immediate supervisor to assist you in ordering them.

### Office Supplies

Each department should have office supplies. Ask your immediate supervisor for their location. If more supplies are needed, go through your immediate supervisor.

### OK Corral Permissions

If you will be the purchaser for your department, ask your immediate supervisor to help you get set up with training from the Business Office.

To make purchases for your department, the OK Corral system is used. It is found at <http://okcorral.okstate.edu>, or my.opsu.edu under the Finance tab.

### P Card

The P-Card is a University credit card. University credit cards are available for full-time employees. If a university credit card is needed, ask your immediate supervisor to request this for you. The P-card Request Form is available at

[https://opsu.edu/app/uploads/2022/12/PURC\\_NEW\\_CARD\\_REQUEST\\_FORM.pdf](https://opsu.edu/app/uploads/2022/12/PURC_NEW_CARD_REQUEST_FORM.pdf)

You will need to attend training.

## **Travel**

The travel guide (<https://opsu.edu/business-office/business-office-forms/>) offers an outline of what to do. For more details, see the Administrative Assistant of Academic Affairs.

## **Other Benefits and Miscellaneous**

### **Health Clinic**

Employees can use the health clinic to meet with a nurse. The University does not cover the employee for these services.

### **Wellness Committee**

This committee of staff and faculty on campus promotes wellness of employees. Events are done throughout the year including the Lazyman Triathlon and Miles and Miles of Summer.

### **Recreation**

#### **Noble Center**

The Noble Center is a 51,000sq/ft. activity center located on the West end of campus. The facility is open year-round and provides a family friendly environment that is open to all OPSU students and employees as well as area community members.

The facility includes an indoor saltwater swimming pool, 2 basketball courts (volleyball conversion available), racquetball facilities, an indoor track and a well-equipped fitness area with both cardio and strength training equipment. Meeting rooms and a student lounge are available for use and may be reserved for special events. The Noble Center offers several classes throughout the year

Staff and their immediate family members may access the facility free of charge with their campus ID. A family ID card may be issued upon request. Please visit the Noble Center webpage to access the family signup form, current hours of operation and additional information.

#### **Walking Trail**

There is a walking trail open to the public on the south side of campus and the north side of the train tracks.

#### **Free Sporting Events**

All OPSU sporting events are free to attend using the employee ID for the employee only.

### **Professional Headshot**

A free professional headshot is offered to all employees. Photos are taken every fall and are emailed to employees later in the semester.

### **Facilities Request**

Anytime a facility of the University will need to be used, a facilities request form must be filled out as completely as possible. For more information, use the following link:

[https://opsu.edu/app/uploads/2022/12/GNRI\\_Facility\\_Requests\\_Guidelines\\_Terms\\_and\\_Conditions.pdf](https://opsu.edu/app/uploads/2022/12/GNRI_Facility_Requests_Guidelines_Terms_and_Conditions.pdf)

The link for the form for facilities requests is following:

<https://opsu.edu/offices-facilities/events-facilities-request/>

### **Telework/Telecommuting**

Approval for temporary telecommuting must be endorsed by the unit administrator and/or dean.

## **Faculty**

### **Preparing for Class**

#### **Ordering Textbooks**

Ask your department head how to order textbooks or find out which textbooks were previously used for your courses or any anticipated books to be used.

#### **Using Canvas (also called Aggie Scholars)**

Canvas is the online platform for courses at the University. To get to Canvas, login to <https://my.opsu.edu>, then click "Aggie Scholars Online Classroom".

Training for Canvas is offered as a class, "Growing with Canvas" on the instructor dashboard.

All courses must have a Course Home. In that course home there must be the following: Syllabus and Course Schedule.

Lecture materials should be organized in sequential modules that correspond to the week's lectures/assignments.

The Canvas gradebook must be used and updated regularly for student grades.

#### **Library Resources**

Contact Tony Hardman at the McKee Library for all resources the library has available for you are your courses. His email is [tony.harman@opsu.edu](mailto:tony.harman@opsu.edu) and his phone extension is 1542.

#### **Finding and Using Class Lists**

Class lists are found by logging in to <https://my.opsu.edu>, then click Self Service, then Faculty Services, then either "Detail Class List" or "Summary Class List". You will need to identify the term and then the course.

#### **Academic Calendar and Finals Schedule**

These items are found at the following link: <https://opsu.edu/catalog-schedules/>

The current OPSU general catalog is also found on the webpage linked above.

Because of required seat time, final exams must be given during the week of finals and not prior.

#### **Reporting**

##### **Early Intervention**

To report academic or behavioral student issues, please use the early intervention form:

<https://opsu.edu/academic-resource-center/early-intervention/>

This alerts the professionals in the Academic Resource Center to reach out to the student with resources to assist them.

For immediate danger to the student or you, call 911.

##### **Academic Misconduct and Plagiarism**

Report all cases of suspected academic misconduct to the department chair and to the Dean of Student Affairs. The department or college will decide the academic penalty, Student Affairs will apply Student Code of Conduct provisions to the case and track the individual for further or previous incidents. In the event of plagiarism cases include a copy of the Turn-it-in analysis in your report to Student Affairs.

##### **No Shows**

Be aware that after the first week of classes, you will receive an email from the registrar asking you to report which student have not attended your courses. A link to report this becomes available on the Faculty tab in Self Service on <https://my.opsu.edu>.

## **Midterm Grades**

Due dates for these are found on the academic calendar. They are submitted by logging in to <https://my.opsu.edu>, then clicking on “Self Services”, then “Faculty”, then “Midterm Grades”. Put in all midterm grades and be sure to click “Submit”.

## **Final Grades**

Due dates for these are found on the academic calendar. They are submitted by logging in to <https://my.opsu.edu>, then clicking on “Self Services”, then “Faculty”, then “Final Grades”. Put in all final grades and be sure to click “Submit”.

## **Course Credit Required Seat Time**

To adhere to Oklahoma State Regents of Higher Education policy, all courses should meet at designated times. Because of required seat time, final exams must be given during the week of finals and not prior.

For online courses, the Carnegie unit is used to determine equivalent credit hours. For help understanding how to use this, please consult the Online Instruction Policy Committee.

## **Office Hours**

Generally, full-time faculty members should be available on campus daily for student conferences. Full-time faculty members are expected to arrange a schedule of office hours for student conferences each semester, posting one schedule on the office door and furnishing a copy to their Dean and the Vice-President for Academic Affairs. The university requirements for office hours are found in the faculty handbook.

## **Syllabi**

Each semester a memo is sent out by the Office of Academic Affairs to outline required items that must be included in each syllabus. This memo is found in the P Drive under Shared under that semester’s Welcome Back forms.

Faculty will supply their students, their Dean, and the Vice President of Academic Affairs a copy of each course’s syllabus. This is required to be in the Course Home on Canvas (also called Aggie Scholars) as well.

## **Assessment**

### **General Education**

The General Education Assessment plan is found in the P Drive under Shared, then Assessment. All general education coursework is assessed each semester and is due the same time as final grades. For information about what to assess in a general education course, see the assessment plan and discuss with your department head/dean.

### **Program**

Each program has its own assessment plan which is due annually the same time as final grades for the Spring Semester. For information about assessments courses in each program must offer, discuss with your department head/dean. Each program’s assessment plan is found in the P Drive under Shared, then Assessment, then Program Assessment Plans. You may also contact the Assessment Coordinator for any help needed.

## **Faculty Evaluation**

### **Student Evaluations**

Toward the end of each course, a link is sent to each student supplying them with the course evaluation. This is done through EvaluationKit and results will be provided to the faculty member after the end of the semester.

## Supervisor Evaluation

Each Spring, your immediate supervisor or your college Dean will evaluate your performance using a rubric unique to each college. You will need to sign the evaluation indicating you have seen and discussed results.

## **Academic Support for Students**

### Advising

Faculty advise students at the University. To assist in this, the P Drive, under Shared, contains an Advising folder of resources. Especially helpful is the Advising Checksheet and the Curriculum Maps. The current Course Catalog, found on the OPSU website, is also of use.

Advisors are also responsible for submitting a graduation evaluation for students. These are found in the P Drive, then Shared, then Advising, and is titled "The Graduation Evaluation". For a Fall graduation, it is due May 15<sup>th</sup>. For a Spring graduation, it is due July 15<sup>th</sup>. For a Summer graduation, it is due December 15<sup>th</sup>. This is to double check and give the student a chance to take a last course if it was missed.

### Tutor.com

Tutoring resources at the University are offered through tutor.com. To reach this service, students click on their course in Aggie Scholars, then "Resources", then "tutor.com". Faculty can inspect the services at tutor.com by contacting the Academic Resource Center to set up an account.

### Academic Resource Center (ARC)

The many resources found through the academic resource center include testing, disability services, career services, counseling, online and in-person peer mentoring, and tutor.com assistance.

### El Centro

Resources available through El Centro include free device rentals, Duolingo availability, lounge, theater, in-person and online tutoring, translation services, and cultural community events.

## **Funding and Professional Development**

### Professional Development Plan and Evaluation

The Dean of your College will send out a link for the Professional Development Plan form every Fall semester for the academic year. Progress will be evaluated every spring as a part of the faculty evaluation.

### Baughman Funds

These funds are money offered in reimbursement to faculty for professional development purposes. For more details, contact the Office of Academic Affairs.

### External Funds and Grants

For any external funds and grants, an appointment must be made with the Vice President of Outreach. For this appointment, have all relevant information ready.

## **OPSU Guidelines and Resources**

### **Campus Map**

<https://opsu.edu/app/uploads/2023/01/OPSU-Campus-Map.pdf>

### **University Policy**

Become acquainted with the policies of the university. They are found at <https://opsu.edu/policies-procedures/>

### **Staff Handbook**

This is found on the Policy page for the university: <https://policy.opsu.edu>

## **Staff Association**

“The objective of the Staff Association is to act as a collective voice for one of the largest constituencies on the University campus (second only to students) and to provide a forum for dialogue and exchange of rationale among faculty, staff, and those with administrative responsibilities. Such a forum is intended to allow recommendations concerning policies and procedures and effective communication with the administration on ideas that might provide a more positive environment for students, faculty, staff, and administrators.”

Bylaws: <https://opsu.edu/campus-organizations/staff-association/>

## **Faculty Handbook**

This is found on the Policy page for the university: <https://opsu.edu/policies-procedures/>

## **Faculty Senate**

“The Faculty Senate will serve as a voice for the faculty of Oklahoma Panhandle State University, as a means of facilitating faculty participation with the administration in the establishment of university policies, and in the formation of procedures for their interpretation.” <https://opsu.edu/campus-organizations/faculty-senate/>

## **Student Policy**

Policies related to students include the Student Code of Conduct, the Student Handbook, and the Residential Life Handbook. <https://opsu.edu/student-affairs/>