



MTSU Chairs Handbook for 2024-2025



MTSU Chairs Handbook for 2024-2025

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Department chairpersons/school directors (hereafter referred to as chair) have a wide variety of duties and responsibilities. On any given day, duties may include teaching a class, preparing reports, developing class schedules, advising students, counseling faculty, conducting meetings, attending meetings, delegating work, evaluating faculty and staff performance, supporting staff, or planning. The chair serves as the chief administrative officer of the department/school and is responsible for representing the department/school to the university administration, to the Dean of the college, and to the department/school's faculty and students. The position of chair is integral to the University's central missions of teaching, research, and service. Middle Tennessee State University chairs have important roles to play in the college and University. When chairs perform these roles well, they contribute significantly to smooth operations, and they can make a difference in the lives of students, faculty, and staff. Department chairs report directly to their academic Dean and have responsibilities to:

Faculty

- Justify faculty positions; recruit new faculty
- Supervise and evaluate faculty (including graduate teaching assistants) as to teaching, research, public service, and other professional activities; conduct faculty meetings and organize department/school committees to further the effectiveness of the department/school
- Enforce faculty responsibilities
- Approve workloads
- Establish department/school policies as necessary for the conduct of the department/school's business
- Promote faculty development, including encouraging faculty members to attend professional conferences and to join professional organizations
- Preserve the academic rights of faculty
- Make recommendations for dismissal, reappointment, tenure, promotion, and salary adjustments
- Monitor the need for changing program specialization to ensure that specialization assignments within the department/school are current and appropriate with the field
- Foster productive and collaborative professional relationships among department/school faculty to accomplish the mission of the department, college, and university
- Write letters of support, recommendation, and nomination for various awards and acknowledgements

Students

- Provide for proper curricular and career advisement of all students majoring or taking courses in the department/school
- Foster a department culture that honors diversity, encourages student learning, and supports student success
- Monitor department/school scholarships and prizes
- Respond to student grievances and grade appeals according to University procedures
- Coordinate the active recruitment of undergraduate and graduate students
- Write letters of recommendation for awards, graduate school, etc.

Curriculum and Programs

- Establish department/school mission statement and objectives, objectives together with faculty, guide the department/school toward established goals, and periodically review the department/school's progress in achieving its mission and objectives
- Work with faculty in the joint establishment of department/school policies related to curriculum content and changes, instructional standards, course evaluation methods, selection of textbooks, and course syllabi
- Plan and present course schedules and administer the department/school's responsibilities for implementation
- Appoint faculty members to co-curricular responsibilities and recommend reassigned time to the Dean
- Keep faculty apprised of performance funding standards and the performance funding evaluation cycle and assign faculty responsibilities to ensure compliance with the standards
- Develop and/or maintain program accreditation as appropriate
- Manage, organize, and plan program review as specified by MTSU policies

Budget and Instructional Resources

- Account to the Dean for fiscal management of department/school accounts
- Prepare, present, and administer the department/school budgets and accounts
- Allocate the resources of the department/school so that institutional, research, administrative, and travel goals are met equitably. This process may include creating a department-specific policy
- Serve as department/school liaison with University offices on fiscal matters
- Manage department/school facilities and instructional resources
- Recommend faculty and staff salaries to the Dean within the limits imposed by the University and by the department/school merit-pay policy
- Foster the development of extramural support for the department/school
- Plan for long-range financing for special programs and activities
- Write and review funding proposals in cooperation with the department/school faculty and the appropriate academic support areas; as the department/school's chief administrator, administer and evaluate the proposals and projects as required
- Help faculty seek support through University internal and external grants at www.mtsu.edu/provost/awards/index.php.

External Relations

- Convey University and college policies, procedures, and actions to the department/school
- Represent the department/school in the college and University and with off-campus constituencies
- Present department/school policies, procedures, and actions to the students

Office Management

- Administer department/school facilities; hire, supervise, and evaluate department/school staff and establish the department/school office's procedures in compliance with University regulations
- Approve time off requests and seek guidance from HR regarding leaves of absence, sick leave, and personal leave
- Oversee student assistants, including work-study students supported by federal financial aid

Professional Performance

- Provide professional leadership and serve as an example in the department/school
- Maintain and demonstrate competence in teaching, research, and professional activities, including participation in professional associations and community service in accordance with standards mandated by University policy
- Carry out other duties as assigned by the Dean



MTSU Points of Contact

Academic Integrity

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Academic Programs

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Accounting Services

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Accreditation/Program Reviews

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Alumni Relations

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Benefits Specialist, Human Resource Services

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Karen Milstead, Senior Specialist Employee Benefits (maternity/paternity/sick leave/FMLA)
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BlueID

Student Services & Admissions Center, Room 112; 615-898-5523

Budget Office

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Business and Finance

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Campus Planning

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Classroom Support

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Course Scheduling

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D2L/Instructional Technology Specialists

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Development and Advancement Services

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Facilities Services

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Faculty Affairs (Tenure and Promotion issues)

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Faculty Success, Banner, and Other Data & Analytical Support

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Floor Plans

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MTSU Remodeling, Building Plans, etc.

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MT Engage

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MTSU Online

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Online Catalog and Curriculog

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Procurement Services – Purchasing, Bids, MT Source

<https://w1.mtsu.edu/procurement/about.php>

MTSource Training: <https://w1.mtsu.edu/procurement/>
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Student Conduct – Student Misconduct (other than academic misconduct)

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Workloads and Budget & Resource Allocation

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Frequently Asked Questions

Adjunct Faculty Guide

The department chair hires adjunct faculty, and they do not need to go through the department recruiting committee or equity and compliance. They must hold at least a master's degree and 18 completed graduate semester hours in the teaching discipline or hold the minimum of a master's degree with a major in the teaching discipline.

Adjunct faculty are not provided with any University orientations, so department chairs must help them prepare for the classroom. Be sure adjunct faculty are aware of attendance record keeping and grading requirements.

Adjunct faculty may teach up to 9 credit hours per semester. If an adjunct is also employed part-time or full-time by any part of the Tennessee government (including MTSU), there is a risk of going above the maximum hours per week, and then full benefits will be due to the adjunct to be charged to the chair's department.

If they worked full-time and got hired as an adjunct part-time, and if they had benefits as a full-time employee, then they are due benefits as an adjunct. However, once six months pass without benefits, they are not due benefits as an adjunct.

Adjunct Faculty Employment Policies:

https://w1.mtsu.edu/provost/fac_handbook/mt_personnel_pt.phphttps://w1.mtsu.edu/provost/fac_handbook/mt_personnel_pt.php

Advising

MTSU uses college advisors to help undergraduate students with planning and enrollment. The Department Chair should work closely with their assigned advisors to keep them informed about curriculum changes. Advisors can be a good source for student feedback and EAB tracking of poor-performing students in the major. Advisors initiate course substitution forms, which department chairs must sign for all students majoring in the department. Additional professional advising is done by faculty in the student's major regarding field-related advice and mentoring.

MTSU College Advising Information: <https://w1.mtsu.edu/advising/>

APS (Academic Performance Solutions)

A database software implemented to allow departments to access data and peer benchmarks for enrollment trends, course offerings, faculty workload, course completion rates, department-level costs and efficiencies, and other performance indicators. This is used in yearly department 'health checks' and faculty line requests. You may access the system here: www.mtsu.edu/aps

Frequently Asked Questions

Argos

Database system that provides a wide range of student data. This is a searchable student database and report generating dashboard. It is easier to use for aggregate data whereas Navigate is for individual students. Not as friendly to use as Navigate but available with training focused on supporting administrative staff in the departments. Complete an ITD workorder for training assistance. College Advisors are also well versed in this system and may be able to assist you. The link is in Pipeline on the lower right side of the page.

Attendance

All instructors are required to report attendance two weeks into the term. Instructors must keep a record of attendance and submit student attendance under the “Faculty Services” tab on Pipeline. Failure to attend a course affects a student’s financial aid, GPA, and the ability to retake a course. If instructors fail to submit this information on time, the University Records Office will send reminders to Department Chairs until all their faculty submit their attendance. This attendance report must be updated for students who first reported as missing and then began attending. The Pipeline class list is the official list, not the list in D2L. It is very important to have contact numbers of adjuncts if they forget or do not know how to record attendance. To submit a final grade of “F” (failing) or “I” (incomplete), you must also report the last date of attendance (LDA) and evidence for LDA. If a student stops attending, then they will be assigned a grade of FA,A which affects financial aid, GPA, and ability to retake a course.

Banner

MTSU’s administrative database for managing student, employee, course, financial and budget data. Some Banner data is accessible via Pipeline. Banner for Chairs and Directors involves approving scholarships and workflow assignments. Typically, Chairs and Directors do not access Banner and rely on Executive Assistants to navigate and provide information via Banner systems. Executive Assistants are required to be proficient in this program. The link to Banner is <https://w1.mtsu.edu/inb/>

Blue ID

BlueID is your MTSU photo identification card. You can obtain a BlueID at the Student Services and Admission Center (SSAC) Room 112.

You will want to carry it with you on campus, as some rooms require ID swipe for entry. BlueID Information: <https://w1.mtsu.edu/itd/blueid.php>

Blue Print Solutions

Provides campus printing for all jobs, large or small, needed for departments, faculty, or students.

Blue Print Solutions Information <https://www.mtsu.edu/blueprint/>

Frequently Asked Questions

Budgets

MTSU operates on a centralized budget where each department is allocated a set budget each year with no rollover. The University fiscal year begins on July 1st with each department getting an allocation of funds from the provost's office to its operational, capital, travel, promotional materials, and student salary accounts.

Special requests for holding rollover funds can be made at the end of the fiscal year in anticipation of large expenditures in the subsequent fiscal year (e.g., painting classroom, furniture). In addition, at the end of the fiscal year when budget requests are due, Chairs can ask for the allocation of monies to change (e.g., move more money to travel out of operations). New budgets are approved October 1st. Significant operational expenses include phones, copier and paper costs, faculty travel requests.

Each department determines their faculty travel policy as faculty travel monies are limited. You will want to talk with the Dean to see if the college has additional sources of funding. Faculty recruiting expenses, within limits, are paid out of a Provost's Office account. The department must cover overages. Department money is expected to fund faculty with a computer system and software for existing lines unless it is at the scheduled update every 5th year. The Provost's Office money pays for new computers for faculty on new lines. University money provides faculty with new upgraded computers approximately every five years thereafter. Some departments have access to donated money held in accounts at the MTSU Foundation. Department Chairs and Executive Aides are responsible for maintaining their departmental accounts and reviewing scholarship accounts and general foundation accounts. The different accounts have very specific spending rules and must be consulted before allocating or spending funds. It is good practice to check with Business and Finance Staff before making non-traditional one-time expenditures.

Office of Business and Finance Staff List: <https://w1.mtsu.edu/boffice/staff.php>

Business and Finance Policies: <https://w1.mtsu.edu/vpbf/policies.php>

Business and Finance Resources (training, downloads, & documentation)

<https://w1.mtsu.edu/boffice/resources.php>

Budget Forms: <https://w1.mtsu.edu/boffice/forms.php>

Accounts Payable: https://w1.mtsu.edu/boffice/acct_payable.php

Calendar

Academic Calendar is available at http://www.mtsu.edu/calendar_academic.php

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Campuslabs

Software provider of Compliance Assist software for yearly SACSCOC institutional assessment for programs. Chairs and associated faculty are required to submit Program and Student Learning Outcome results each year by September 30. Training is offered by the Office of Institutional Effectiveness, Planning, and Research (IEPR). Contacts at <https://w1.mtsu.edu/iepr/staff.php>

Chairs Council

The group of Chairs and Directors where monthly meetings cover updates and initiatives. The Chairs Council has a Chair of Chairs, Chair Elect, Secretary, and Past Chair positions. Sub-committees are also formed to clarify and improve policies and procedures that affect the Chairs and Directors and their departments. Previous committees include, Chair's Compensation, Chair's Handbook, DEI, Dual Enrollment, Faculty Compensation, Technology and Software, and Quest 2025.

Chairs Council website and information: <https://w1.mtsu.edu:8443/provost/chairsinfo/index.php>

Curriculum and Curriculog

Curriculog is an online interface that allows programs, minors, courses, and off-campus programs and courses to be proposed, created, assessed, revised, approved, and implemented. Faculty and staff involved in departmental, school, and university-level reviews may view the progress of their proposals from start to finish. Department curriculum committees initiate curriculum proposals that go to the Provost's office for initial review before being sent back to the chair for review and approval. Questions or concerns can be directed to curriculum@mtsu.edu.

Departmental Curriculum Committees must be determined in April for the upcoming academic year due to University Curriculum calendars. This allows faculty names to be included in the Curriculog processes. Send departmental Curriculum Committee names to Mitzi Brandon, Mitzi.Brandon@mtsu.edu, and Paula Calahan, Paula.Calahan@mtsu.edu.

Undergraduate Curriculum Information: <https://w1.mtsu.edu/provost/curr.php>

D2L- Desire2Learn

MTSU's learning management system is supported by the Information Technology Division (ITD). <http://www.mtsu.edu/fitc/d2l/index.php>. Additional training and information are available through the D2L Bootcamp Course within D2L and through ITD.

Specific questions can be answered by an Instructional Technology Specialist. Faculty can make special requests for the D2L courses, such as combining two sections of the same course into one site or having a non-registered user added to the course site,

Frequently Asked Questions

through the links located at <https://w1.mtsu.edu/businesslab/support/>. Note that cross-listed courses must be manually requested to be combined every semester. Laboratory sections cannot be combined.

Development and Advancement Services

The MTSU Development Office can assist with securing gifts for your department from individuals to large corporations. The different ways those interested can give is provided on their website, <https://w1.mtsu.edu/development/types.php>. The University has Advancement staff, and each college has their own Development Officer. Check out the Development and Advancement Services Staff listing to assist you.

Dining

There are several places to eat on campus. Faculty can request a discount card for eating on campus in the KUC building. Aramark is required catering for all on campus events above \$500. Two weeks' notice to Aramark is required with paperwork submittal. More info is here: <https://mtsu.campusdish.com/en/>.

Disabilities and Accommodations

There are two resources for people with disabilities at MTSU. One is for students and the other is for Faculty/Staff. For students, MTSU offers the Disability and Access Center (DAC) located in the KUC. Students may register with the DAC if they are seeking class accommodations. If this occurs, the DAC will send an email to the instructor that includes a list of accommodations the student is seeking.

Note that the list is a starting place, and the email includes the phrase “reasonable accommodations.” This means that DAC does not have the authority to change the course integrity to meet a student’s accommodation. Chairs and Directors can add technical requirements of abilities that are necessary for the major. Consider the list of accommodations as a starting point for a conversation between the student and the faculty member. If you cannot meet the accommodation requested, you must contact the DAC and the student to communicate this and work out a suitable alternative, if available. Even though the student registers with DAC and the list of accommodations is sent, the student may never meet with the instructor, mention the need for accommodations, or request them. You can access their website <https://w1.mtsu.edu/dac/>

For faculty and staff, MTSU offers the Office of Institutional Equity and Compliance located in Cope. Faculty and staff may register there if they are seeking workplace accommodations. If this occurs, the Director of ADA Compliance will phone the department chair to ensure the accommodation is reasonable and can be provided. This may include having a service animal on campus or shifting work hours. Any questions should be directed to the Director of ADA Compliance <https://w1.mtsu.edu/iec/staff.php>

Frequently Asked Questions

Remember that all disabilities and accommodations are confidential information. Chairs and Directors are not to disclose that a student, faculty, or staff member has a disability or is getting an accommodation. This can create an awkward situation, but if you have questions or seek advice, talk with the staff of the DAC.

Dual Enrollment/Dual Credit

Dual enrollment credit is MTSU credit given to a high school student for completion of certain learning standards in a high school setting and administered by an approved teacher. An MOU is typically drafted, and standards set for both learning and MTSU oversight. The University is supportive of dual enrollment and dual credit efforts.

Dual enrollment requires an MTSU department to staff the class at the high school or the student to attend MTSU as a high school student. Dual enrollment credit can be accepted at other state institutions upon graduation.

Emergency

Call 911 from any phone. Campus police may be reached 24 hours a day at x2424. Sign up for Alert4U, MTSU's Critical Notification System (RAVE) alert on your cell phone. Fire extinguishers and automatic defibrillators are in the buildings. See the Dean for training to be certified to use the automatic defibrillators.

University policy states that doors must be closed during class. Many classes have an emergency door lock that is manually operated by the instructor. Information about an active attacker situation can be found here: <http://www.mtsu.edu/alert4u/active-shooter.php>.

In case of a tornado, move to an interior hallway of the building. There should be a first aid kit available in every department. If a workplace injury occurs, first help the injured, then notify Human Resources to file an incident report.

Event Space

You can reserve spaces at MTSU for events by completing the Application for Use of Facilities form http://mtsu.edu/eventcoordination/docs/use_facility_form.pdf There is a charge unless you are reserving for a student organization. You can learn more about university space at <https://w1.mtsu.edu/eventcoordination/faq.php>. 25Live is the master space scheduler.

Electronic Personnel Action Forms (EPAF)

EPAFs are paperless processing of personnel actions for Students, Temp Hourly, Graduate Assistants, and Adjunct Faculty employees. EPAF and EPEF forms will require your approval for HR. You will complete this via Pipeline. HR provides EPAF Training where you can access additional information. You will want to be set up as an approver and have a corresponding proxy assigned to approve in your absence. responsible to ensure they are completed, on time, the annual review can be prepared by the Chair or a committee. The reviews are conducted via Faculty Success every April/May.

Frequently Asked Questions

Reappointments and tenure/promotion letters also use Faculty Success but are more rigorous as they follow the P and T process: Department Committee/Chair, College Committee/Dean, Provost, President.

Fact Book

This MTSU Fact Book is published annually during the fall semester. It provides comprehensive information on admissions, enrollment, academic degree programs, faculty and staff, alumni, centers and chairs, budget and finance, and facilities.

Faculty Annual Evaluations and Reviews

All faculty must receive an annual written evaluation of their performance. Chairs and Directors will evaluate each faculty member through the Faculty Success platform. Faculty must acknowledge that they have read their evaluation. Tenured and tenure-track faculty will be evaluated in teaching, research/creative activity, and service. It is very important to check the Faculty Assessment Calendar annually.
<https://w1.mtsu.edu/provost/docs/AnnualFacultyAssessmentCalendar2023-24.pdf>

For adjunct faculty who only teach in the fall, evaluations are completed in December. For all other full-time faculty and adjunct faculty who teach the entire year or in spring semester only, evaluations are completed in May. Due dates for these evaluations are different than for promotion and tenure evaluations. Reappointments and tenure/promotion letters also use Faculty Success but are more rigorous as they follow the tenure and promotion (T&P) process in the following evaluation order: Department Committee/Chair, College Committee/Dean, Provost, President.

Additional hiring forms and documents are available online. Pay particular attention to the Full-Time Faculty Hiring Checklist. You must submit every item on the checklist to the Provost's Office or the paperwork will send it back to you and delay the process. Be sure to have faculty candidates sign all the forms you need in person during their campus visits to enhance the timeliness and efficiency. In addition to this paper process, you also must submit information through the MTSU online hiring system.

The front end of that system, which the candidates see and use, is different from the back end of the system that you and your recruiting committee use.

Tenured/Tenure Track – MTSU does not usually hire faculty with tenure; however, you may make a case to hire an Assistant, Associate, and/or Full Professor. Once hired, the Full Professor may have an expedited tenure process. This is more typical when hiring Department Chairs, Deans, or other Administrators. Tenure and promotion are typically awarded in Fall (August 1st).

Clinical or Professional Practice – These faculty do not necessarily have terminal degrees, but rather bring professional (e.g. outside academic) experiences. Some of these positions are paid by appropriated funds or grants/contracts, etc. They are expected to teach and participate in service but may not participate in tenure or tenure-track personnel decisions.

Frequently Asked Questions

FTT – Full Time Temporary faculty are also called Lecturers. They carry a 5-5 teaching load and are not contractually required to perform service or conduct any research or creative activities. Ideally, they are hired in early to mid-summer (to begin in the fall) and have a three-year contract. However, you may also request a one-year FTT (to hold a TT line or fill in if someone is on leave, etc.), or a one-semester FTT. The hiring process is similar to T/TT lines; however, they are not afforded an on-campus interview. They do have a phone or Zoom interview with a committee. Despite the three-year contract, Tennessee is an at-will state. This means that anyone can be terminated with a 30-day notice. FTT lines expire every three years and if you are granted to keep the line, a new search is conducted and the person who held the line is welcomed to apply for the position.

Instructor – Like FTTs, instructors carry a 5-5 teaching load and are not contractually required to perform service or conduct any research or creative activities. Generally, faculty are hired as FTTs first. Then, after X years and if the campus creates any instructor positions, people may apply for an instructor line. The University offers criteria for folks being considered for an instructor position, though each department is supposed to write its own, specific criteria. There are two significant differences between FTTs and instructors. (1) Instructor lines do not expire every three years. Therefore, people do not have to reapply for the position. (2) Instructor lines afford opportunities for advancement into Senior Instructor and Master Instructor. The University offers criteria for instructors seeking advancement and each department is supposed to have its own criteria as well. This is similar to TT promotion but differs since instructors are not required to participate in service or research/creative activity and are not granted tenure.

Adjunct – Sometimes departments need to fill in classes with adjunct instructors. Adjuncts may teach up to three classes (or 9 hours) during any given semester. The Department Chair can be solely responsible for hiring adjuncts. Committees, interviews, and other processes are not required, though it is a good idea to hold a phone/Zoom interview, conduct reference checks, and perform due diligence.

Faculty Success Information

All evaluations are conducted through Faculty Success. This system allows faculty to submit evidence of their teaching, research, and service. Student evaluations are automatically uploaded into Faculty Success. It is very important to check all submitted evidence for accuracy and completeness.

Faculty Assessment Calendar

The MTSU Faculty Assessment Calendar provides the important dates assessment must be completed for all faculty for review, annual evaluation, and the T&P process. Departmental Tenure and Promotion (T&P) Committees must be determined in April of May for the upcoming academic year due to University T&P calendars. Check the assessment calendar annually as dates change.

<https://w1.mtsu.edu/provost/docs/AnnualFacultyAssessmentCalendar2023-24.pdf>

Frequently Asked Questions



Faculty Instructional Resources

Information Technology Division (ITD) at MTSU assists faculty with the creation of technology-based instructional materials. The Learning, Teaching, and Innovative Technologies Center (LT&ITC) in the library also provides extensive faculty development opportunities.

Hiring and Recruitment

Chairs and Directors are the hiring managers for their staff and all faculty. Each position has different requirements and procedures described below. There is a PageUp Hiring Guide that walks you through each step in the hiring process.

For Staff:

Chairs must enter a request to hire for the position on PageUp, which goes to the Dean and then goes up through the approval process. The job description is standardized (e.g., an Executive Aide in one department had the same standard job description as an Executive Aide in a different department). If you want to change the job description, change requests need equity and compliance approval. You can also ask for optional testing (e.g., typing speed and accuracy, Word proficiency). The job is posted on standard recruiting websites HR uses, and if you want to post outside these areas, a request must be made through PageUp.

Staff jobs are usually posted for 2 weeks and can be extended at your request. You must review the application and resume of each candidate. Once you have developed a short list of 2-3 candidates, you send the names forward through PageUp. Equity and Compliance will review the list and give approval or require you to add individuals they feel are qualified for the position. If they deny one of your candidates, double check the reason as mistakes in disqualifying a candidate have been made.

Once you have the list, you can interview. Make sure you a) provide everyone with the same option for interviewing (i.e., if one person wants to do in-person or on Zoom, offer the same options to all people) and b) ask the exact same questions.

For Faculty:

Each year, the Provost's office evaluates hiring needs for faculty positions. APS is used to justify a position along with a narrative for the request. Be prepared to make a case for a replacement of an existing line (e.g. a faculty member leaves or retires) or a new line. The Dean will consider the needs for every college department who submitted requests. Then the Dean will present a case to the Provost based on college need. If your request is approved by the Provost, the campus has two recruiting timeframes.

For the first round, ads are published approximately on August 1. This means you will need your ad prepared in July. If you missed this deadline or get approved later, the second-round ads are published approximately on October 1. This means you will need your ad prepared in September.

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Once the ad is placed by MTSU the department can recruit by soliciting colleagues, sending fliers to professional organizations, etc. Departments must pay for any extra ads if they choose to advertise in discipline-specific media. Either the committee or the Department Chair must keep a list of all the places the ad was distributed. Ads must run for 30 days before the committee review process of applications begins.

Every fall semester MTSU offers training for Department Chairs and the faculty recruitment/search committee. You will want to be sure to sign up for one of the sessions. They will go over the process, share any available recruitment guides (including an optimal timeline), and address questions. There are several legal, equity, and compliance considerations that must be followed during this process. This includes what you can and cannot ask during the phone/Zoom interviews, the online campus interviews, the on-campus visit, and the reference checks.



Final Exams

The final exam schedule is set by the University and available online: fall final exam schedule, spring final exam schedule, and summer final exam schedule.



FSA

Faculty, Staff and Administration server domain. FSA login is used to login to your campus computer and to gain access to various MTSU applications, including email.



Free MTSU Resources

MTSU faculty and students get free access to LinkedIn Learning, New York Times, Qualtrics, and Zoom using your FSA username and password. You may check out additional resources here: <https://pipeline.mtsu.edu/resources>



FERPA

You can find detailed information on FERPA at:
https://w1.mtsu.edu/caerm/FERPA_Training_Information.php

Students sometimes have Partnership in Education (PIE) forms that allow parents or advocates to talk to access academic information and talk with faculty/administrators. You can check PIE Status in Banner at SPACMNT or contact OneStop to ensure a PIE form is on file.



FTT (Full Time Temporary Faculty)

These are faculty members not on tenure-track who serve as lecturers or instructors, usually teach 15 credit hours per semester. They are not required to conduct research/creative activities or service, such as committee participation or advising.

Frequently Asked Questions

Grades

All instructors are expected to submit midterm and final grades. Grades are submitted under the Faculty Services tab under Required Reporting/Grading on Pipeline. MTSU uses partial letter grades (e.g., A, A-, B+). Changing grades after submitting them requires completing a change of grade form, which can be found on the Faculty Services tab under Faculty Resources on Pipeline. Grade I indicates that the student has not completed all course requirements due to illness or other uncontrollable circumstances, especially those which may occur toward the close of the end of the term. Failure to make up work or turn in required work on time does not provide a basis for the grade of “I” unless the extenuating circumstances noted above are acceptable to the instructor.

The “incomplete” must be removed during the succeeding semester, excluding summer. Otherwise, it converts to the grade the instructor entered. A student should not make up the “incomplete” by registering and paying again for the same course. The “I” grade carries no value until converted to a final grade.

Grade Appeals

Chairs and Directors should be familiar with Policy 313 Student Grade Appeals. The grade appeals process starts the following semester, and the student must follow the process outlined in the policy. The grade given must demonstrate “unprofessional,” “unethical” or “grade iniquities”. Though the student must meet with the Chair or Director in this process, the Chair or Director cannot change a grade. There is an expedited appeal process, which should not be used unless there are rare extenuating circumstances as outlined in the policy.

Grants

The University provides a variety of internal faculty grants and opportunities. You may view these opportunities at MTSU’s Faculty Grants and Announcements website.

The Office of Research and Sponsored Programs has a subscription with Grant Forward. This is a funding opportunity database that allows users to enter keywords to find external grants. Faculty may also sign up for it to “push” grants to your email. For assistance with grant accounting, additional information is available on their website, https://w1.mtsu.edu/boffice/grant_accounting.php.

IEPR – Dashboards, Program Reviews, PowerBI

The Office of Institutional Effectiveness, Planning, and Research, provides collects and provides data to support accreditation, program reviews, quality assurance funding, Institutional Effectiveness planning, the MTSU Strategic Plan, senior exit exams, and surveys. The IEPR homepage provides access to data dashboards for all academic programs via secure login by chairs or faculty.

Frequently Asked Questions

The Power BI dashboard (<https://w1.mtsu.edu/iepr/bi.php>) is very useful to determine enrollment and student success numbers in a specific semester or over time. PowerBI is a great tool for disaggregating student-level data.

Institutional Equity and Compliance

MTSU's Institutional Equity and Compliance Office assists with Title VI, Title IX, sexual violence reporting, discrimination and harassment reporting, and accessibility. The website has many resources and important links to additional services at <https://w1.mtsu.edu/iec/>.

International Affairs

MTSU has over 100 global partnerships with other institutions. The Office of International Affairs provides students and faculty with varying research and education abroad opportunities. All potential international partnerships or opportunities must go through the Office of International Affairs. <https://w1.mtsu.edu/intered/>

ITD-Information Technology Division

ITD provides a variety of resources for individual faculty, in-class, or departmental needs. Through ITD, you can get assistance with your website, BlueID, digital signs, email, passwords, etc. They have an online service portal request that provides timely communication related to your technological needs. <https://w1.mtsu.edu/itd/>

Library

For library resources and research needs, faculty members are encouraged to work with the librarian liaison assigned to their department or program. They host the Writing Center, Makers Space, Podcast studio, study rooms, and more accessed at <https://library.mtsu.edu/home>

Leave Reporting (Pipeline)

All faculty report leave through the online leave reporting system in the Employees tab in Pipeline and each month Chairs and Directors will approve faculty leave reporting. The leave reporting website offers step by step instructions, training presentations, deadlines, and FAQs to assist in this process.

Lecture Capture System

Campus classrooms are fitted with an automatic lecture capture system. When using the lecture capture system, faculty should wear wireless microphones when equipped to capture audio. Faculty also need to remember to return this wireless microphone to the charging station when class is finished. These videos are saved for the term and will automatically be deleted at the end of the semester.

Check out the quick start video and the FAQs available at <https://w1.mtsu.edu/stayoncourse/faculty/lecture-capture.phpLT&ITC>

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Learning, Teaching, and Innovative Technologies Center offers many services and workshops to improve and develop teaching. It holds frequent workshops on diverse pedagogical and professional development and is an excellent resource, especially for pre-tenure faculty. <https://w1.mtsu.edu/ltanditc/index.php>

M Number

MTSU ID number is assigned to every student and employee.

Map

A detailed MTSU campus map can be found here: [Parking Map](#)

Parking passes can be purchased through auto-deduction and can be good for up to two years, at which time they will auto-renew. Chairs can request and purchase visitor parking passes through parking services at <https://w1.mtsu.edu/parking/>

Motor Pool

Motor Pool has a fleet of vehicles to be used for transporting students, faculty, and staff on and off campus. Fleet Vehicles are equipped with required documents in the glovebox and you can reserve at https://w1.mtsu.edu/facserv/motor_pool.php

MT Engage

MTSU's Quality Enhancement Plan 2016-2021 developed through input from faculty, administration, and staff, as well as students, alumni, and community members.

MT Engage focuses on student academic engagement through use of high impact pedagogies and offers several initiatives and activities to engage faculty and students. Learn more at <https://w1.mtsu.edu/mtengage/whatisMTEngage.php>

MTSU Online

MTSU offers a variety of online courses and majors. These valuable online resources are updated regularly. There are guides on how to develop online courses as well as completely online courses, which required THEC and SACSCOC notification or approval. Online programs offer opportunities but take consideration of accreditation, scheduling, modality, and coursework and MTSU Online is the starting point. The website lists all online programs and provides tools for students and faculty. There are a variety of course types, course designers to help with online course development, and application processes as well as other resources found at <https://w1.mtsu.edu/online/>

MT\$ource

The online procurement system contains a list of approved vendors for MTSU. The system is used to process purchases and contracts. Chairs get notified for electronic approval of purchases and contracts entered in by your Executive Assistant. MT\$ource is accessed through Pipeline and general information about Procurement and Logistic Services can be found at <https://w1.mtsu.edu/procurement/index.php>

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Navigate-EAB

Interactive advising system to report meetings with students, progress towards degree program, success markers and enrollment statistics. It also allows for advisors and faculty to track appointments, emails or other communications, and meeting notes. It is typical for academic advisors and designated faculty to utilize this system. Chairs can access if student issues arise in order to better understand the context of any potential problems. It can be accessed at <https://mtsu.campus.eab.com/>

Networked Printing

Usually, a centralized copy machine or printer located on MTSU's computer network and available for multiple users. Network printers typically eliminate the costs associated with individual office printers and can provide scan features and color printing options.

Online Courses

University College manages all online courses through D2L. They pay faculty \$4000 to develop an online or hybrid three credit course and an additional \$3000 to update the online/hybrid course every three years. There are additional payments for work related to online course development or modification. There is an approval process when developing an online course that requires several forms, signatures, and reviews that typically takes place once in fall and once in spring. All courses are signed off by MTSU Online (see above for further information). It can take up to a year to get a class from proposal to development to being offered and attention must be paid to timelines and benchmarks. Chairs are required to approve all courses as part of the approval process.

Outlook Exchange/Outlook Web App

Web-based access to MTSU email as <https://w1.mtsu.edu/email>

PageUp and Hiring

Chairs are the hiring manager for their staff and faculty (tenure-track, adjunct, FTT, GA's etc.). Depending on the position, there are different requirements and procedures described below. The contacts for the following section can be found at <https://w1.mtsu.edu/hrs/staff.php>. Creating the job description, requesting permission to interview candidates, and the actual hiring takes place through the PageUp platform. Please refer to Hiring and Recruiting above for further information on hiring.

The manual can be found at https://www.mtsu.edu/hrs/employment/PageUp_Instruction_Manual.pdf.

Staff Hiring

Staff are hired through the PageUp system. Chairs must enter a request to hire for the position on PageUp, which goes to the Dean and then up through the approval process. In many cases, the job description is standardized (e.g., an Executive Aide in one department had the same standard job description as an Executive Aide in a different

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department). There are not a lot of options to change the job description, and any changes need Equity and Compliance approval. You can ask for optional testing (e.g., typing speed and accuracy, Word proficiency). The job is posted on standard recruiting websites HR uses, and if you want to post outside these areas, a request must be made through PageUp.

Staff jobs are usually posted for 2 weeks and can be extended at your request. You must review the application and resume of each candidate. Once you have developed a short list, you send that forward to HR through PageUp. It can be tedious to navigate this process and reaching out to HR is recommended.

HR review the list and approve the qualified candidates on your list and may add some they feel are qualified for the position that were not on your original list. If they deny one of your candidates, double check the reason for rejection as mistakes in disqualifying a candidate have been made. Once you have the list, you can interview. Make sure you a) provide everyone the same option for interviewing (i.e., if one person wants to do in-person or on Zoom, offer the same options to all people) and b) ask the exact same questions. For a bigger list of things to avoid, contact HR or take the annual training provided. Once you have selected your hire, put them forward in PageUp for HR to approve and give you a salary to offer. Call and offer the position and salary to the candidate and once you have verbal acceptance, move them forward in the system and HR will take over from there.

Faculty Hiring

The same general steps and system are used for faculty searches as mentioned in the staff hiring process. You will have to coordinate with the chair of the search committee and approve candidates before they move forward in the system. You will also be the person to offer the position to the candidate. One thing to note is that you may get late applicants that submitted past the deadline and you will have to review them regardless of when they submitted the application. Also, not all applicants are qualified for the position, but you will still receive their application; HR does not screen candidates for meeting the job requirements as posted, which occasionally results in applicants that do not meet the minimum requirements.

Adjunct Hiring, Temporary Hourly, Student Workers, and Graduate/Research Assistants

Hiring of adjunct, temporary hourly, student workers and GA's is handled through Electronic Personnel Action Forms (EPAFs). These are initiated by office staff (typically the Executive Assistant) and submitted electronically. The information and documentation needed depends on the position (e.g., adjuncts require CV's, transcripts, letter of reference). Chairs must review documentation and approve all hires. Approval for the hire is done in the EPAF section of Pipeline, which is found in the Employee tab. Adjuncts need an Academic Preparation Certificate (APC) form that attests to their education and training. Adjuncts are typically required to have 18 hours of education in the area they will be teaching and have a degree that is one higher than they will teach (e.g., an adjunct teaching undergraduate courses must have a least a master's degree with 18 hours of education in the specific area; an adjunct

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teaching master's courses must have a terminal degree in the field). If an adjunct does not have a terminal degree or required hours, the chair must complete the "Alternate Justification" box. This allows the chair to provide evidence of qualifications, typically based on work experience.

Occasionally, adjuncts will be employees of the state or otherwise require a Dual-Services Contract (e.g., hiring an adjunct for a dual enrollment course taught at a local high school). These forms are handled by the Contract Office and can be found at <https://w1.mtsu.edu/contract/forms.php>.

Hours and Leave Reporting

Chairs must approve timecards and leave report monthly. For staff, hours are approved around the 15th of each month. It is extremely important to complete staff timecards in a timely manner so they can be paid on time. For faculty, leave reports are completed on the last day of the month for leave taken the prior month. Chairs can send back a timecard or leave report that is incorrect or make edits during the approval process. This is all done on the main page of Pipeline. In rare cases, chairs enter hours for faculty (e.g., if a faculty member is on extended sick leave, the chair will fill out their leave report monthly).

PCard

University credit cards that can be used for buying supplies and services and use MT\$ource (when practical). P-Cards are practical and efficient but come with use limitations. P-Cards may be used for any purchases of supplies and/or services of less than \$5,000. Personal, professional, or consultant contracts may not be paid for with a P-Card. In most cases, administrative support staff are issued a P-Card; they normally handle purchases and payments and are more adept at understanding the rules governing P-Card use. Chairs receive electronic alerts to approve P-card purchases.

You can find the forms and an FAQ at <https://w1.mtsu.edu/boffice/pcard.php>

Pipeline

This is a web-based portal that is the main information tool for faculty. It contains student information, employment information (e.g., approving timecards and EPAFS) and the course information (e.g., advisee list, class email list, grade and attendance reporting). You can access many systems through Pipeline as well, including Navigate, Argos, Chrome River, Dynamic Forms, etc. Pipeline is a core platform that Chairs use regularly. <https://pipeline.mtsu.edu/home>

Policy Familiarity

Understanding and adherence to university, college, and department policies is crucial. College and department policies typically only include Tenure and Promotion. University policies govern every unit on campus and those related to faculty and staff are especially important for chairs. When in doubt, refer to policy and become familiar with policy and navigating the Provost's website. Policy, tenure and promotion

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timelines, and forms are all available on the Provost's website. Some policies are supplementary to the numbered university policy (e.g., workload is a separate policy). In addition to official policy, you must also be familiar with guidelines and rules (e.g., scheduling rules, course types, summer pay). Most important for chairs is Workload policy, which is periodically updated, and Tenure and Promotion policy. It is recommended to become familiar with those policies immediately and seek guidance from senior chairs or the Provost's office. Policy is especially important to follow in instances of faculty or student problems.

Procurement and Logistics Office (Purchasing and Bids)

All purchases, using a University P-Card, through MT\$ource or a bid process are governed by this office: <https://www.mtsu.edu/procurement/index.php>. Purchases over \$10,000 must be put out for competitive bids. Purchases of less than \$10,000 may be negotiated and procured through MT\$ource. Purchases less than \$5,000 may use a P-Card to procure the supplies and/or services. Be aware of purchasing rules so that you maintain compliance with this office.

Provost's Office

The Provost's Office website, <https://www.mtsu.edu/provost/index.php>, provides information on policies and procedures, internal and external grants, and frequently used forms. There are a series of left-hand columns and multiple links with this information. The right-hand column contains a series of links for other campus offices and services.

Rave Alert or Alertus

An alert notification software that will display a full-screen pop-up alert in the event of a campus security alert or emergency. A desktop icon should appear on active desktops, including workstations, classroom computers and faculty/staff computers. Alertus desktop alerts are part of the Rave Alert Critical Notification System.

Whenever Rave Alert issues an emergency alert, all workstations and laptops running the Alertus system will pop-up alerts in addition to those you receive on your mobile devices and email.

Reassign Time Request (Non-Instructional Reassignment)

Faculty can request reassign time for fall and spring semester individually or per annum in some cases (e.g., for program coordinators). Requests are made in Faculty Success the semester prior (roughly October for spring release and April for fall release). Chairs can reassign 3 hours, Deans must approve 6 hours, and the Provost must approve 9 or more hours. Requests must contain objectives, measurables, and products for what the faculty will produce with the reassigned time. In their annual evaluations, faculty that

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take release must provide evidence of the objectives, measurables, and products. For example, if they take 3 hours for research and list an article as a product/outcome, they must provide evidence of the publication (in- process, submitted, accepted, etc.) in the annual review. Faculty are granted the standard three hours (sometimes called the “magic three”) of release that can be allocated at their discretion without filling out a Reassign Time Request. Reassign Time Request are required when faculty wish to take hours in excess of the standard three hours and thus, must have outcomes that exceed typical expectations for the standard three.

Reassigned time can be taken for teaching, research, or service. Examples include developing a new program (teaching), conducting a research project, publication, or performance (research/creative activity), or being editor-in-chief of an established journal (service). Three hours of release requires 150 clock hours during the semester, or the equivalent of one day a week. Chairs must consider if the activities the faculty engage in will equal the clock hours faculty are requesting and the outcomes they produce.

Importantly, reassign time cannot be granted for situations where faculty are receiving extra compensation. For example, if a faculty is getting a stipend to develop on online class, they cannot also claim reassign time as that would be considered paying the faculty twice for the same work. If a grant is funding a buyout, the Office of Sponsored Research must be involved to ensure financial policies are followed.

Chairs are not required to grant reassign time request from faculty as the chairs must consider the entire department as a whole and are responsible for ensuring courses are covered and that faculty meet workload requirements.

Records Retention

Policies can be found at https://www.mtsu.edu/carem/records_management_retention.php. MTSU follows the records retention policies of the State of Tennessee Records Management Division. In your academic unit, usually an administrative staff member is the designated Records Officer and coordinates records retention and destruction in your unit. The department should maintain personnel files for each faculty member, including copies of the faculty contract and annual evaluations. The department should also maintain financial records for all purchases. Faculty should retain student work used in determining grades (aside from materials returned to the students, which are then considered student records and therefore exempt from our retention policy) until the grade appeals deadline for the course has passed. Exams given in D2L are housed in a University system (D2L) and academic departments are not responsible for those records. The University is responsible for all records retention with respect to University systems.

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Recreation Center

Use of the MTSU Rec Center is free to faculty. There is a fee for classes. Some equipment can be borrowed or bought for a small charge. Family members for spouses and children are available at a competitive cost. More information can be found on the website: <http://www.mtsu.edu/camprec/>.

Recruiting – True Blue Tour, Preview Days, CUSTOMS

MTSU sponsors multiple student recruiting opportunities to attract high school and transfer students. Most are coordinated through the Office of Admissions. These include True Blue Tours which travel across the state and region to about a dozen cities. Preview Days are held on campus on Saturdays where Chairs and faculty interact with prospective students and parents. CUSTOMS are the pre-registration events for entering freshmen or transfer students. The largest number of CUSTOMS sessions are held during the summer. Chair attendance varies among colleges. Professional Advisors and Deans or Associate Deans are required to attend. Chairs and faculty in increasingly playing a role in recruiting efforts. It is important to coordinate messaging and modes (e.g., text campaigns or mailers) with Admissions. Weekly admit lists are sent to chairs and faculty are expected to contact admits on a weekly or bimonthly basis. Typically this is done through phone calls, emails, and direct mailers. In many cases, the chair sends the list to program coordinators who then decide who and how students are contacted. It is important to keep records of how and when students were contacted and their response.

Recruiting brochure copy for your program can be written by the department but brochure design generally requires approval from Creative Marketing Solutions. The following offices may help you with these materials: The Division of Marketing Communication <https://www.mtsu.edu/mac/index.php>, Creative Marketing Solutions <https://www.mtsu.edu/creativesolutions/index.php>, and printing services through Blue Print Solutions <https://www.mtsu.edu/blueprint/index.php>. Blue Print Solutions can handle a variety of large and small printing and promotional needs, which can be coordinate through Creative Marketing Solutions.

Scheduling

Department Chairs schedule course sections, working approximately 12 months in advance of the start of a semester with production of an initial draft schedule. The class schedule production process is outlined at <http://www.mtsu.edu/resources/staff/class-schedule-production.phpht>

Some departments have priority in certain classrooms, but the University will assign unscheduled classrooms early in the process. Classrooms can be researched with <https://25live.collegenet.com/mtsu/>. In the name of better classroom utilization, the University limits scheduling Monday and Wednesday morning classes. Chairs desiring to schedule a Monday-Wednesday morning class must provide a justification, usually a

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need for a specific type of classroom or a class with a technology use component requiring a longer class period for instruction. Courses at non-standard meeting times require Dean and Scheduling Center approval. A Dynamic Form is utilized for this approval process. The form can be found on the Class Schedule Production website, <https://www.mtsu.edu/resources/class-schedule-production/>. Anne Ford, Associate Registrar, Anne.Ford@mtsu.edu must approve non-standard times or classroom moves once registration is open and students are enrolled in a course. Classrooms are often underutilized on Friday.

Each department has an assigned scheduler through the MT OneStop office with whom you email schedule changes. These schedulers are very helpful in correcting mistakes, finding available classrooms or with adding or canceling classes. The Disability & Access Center (<http://www.mtsu.edu/dac/>) could require or prohibit a class move due to class access needs.

Courses that are under the minimum enrollment requirements must be cancelled or approval granted prior to 5 working days before the scheduled term. Low enrolled courses require justification for Dean approval.

The instructional method on a course cannot change once students begin to register. Though there is no specific University policy, it is a rule in our procedures. Since students sign up for courses based on the delivery method, changing it after they register can cause potential harm to the student if they cannot take it in the new format.



Scholars Academy

This is a two-week summer bridge program that serves incoming freshman students.



Scholars Week

This is an annual, week-long demonstration of student research, scholarship, and creative projects. It is held every spring.



Scholarships

There are department-specific scholarships, which should be listed on the department website. A college or department scholarship committee awards scholarships. Students can access a portal that allows them to apply to many scholarships at one time at the following link. The link also includes access for the committee to review applicants. <https://mtsu.scholarships.ngwebsolutions.com/>

Scholarships are awarded mostly in spring and can depend on FAFSA information. Most chairs play a minimal role in awarding scholarships but should be able to direct students and faculty to the scholarship portal as well as other sources of emergency funds.

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Software

MTSU has many software titles that are freely available to faculty. Software available at MTSU is listed here: <http://www.mtsu.edu/businesslab/about/software.php>. The list of software available in the library is here: <https://library.mtsu.edu/technology/software>. Faculty can get Microsoft software for home use at a significant discount. Go to “Microsoft Home Use License” under the “RaiderNet” tab then “Employee” tab on Pipeline. Some of the campus software is available through a virtual machine using Citrix for students and faculty/staff. To enable CAM (Citrix @ MTSU) for your class, enter an ITD work order requesting to enable CAM for the students in your class. Attach a list of the students, including their complete MTSU email. ITD will enable CAM and the students will be able to access all the applications from anywhere and at any time. You may also request access for your account.

Brief instructions for your students are available here:

<https://w1.mtsu.edu/businesslab/documents/CITRIX-Instructions.pdf>

Student Athletes

Faculty are expected to accommodate student athletes who cannot be present in class on dates when they are competing. The Athletics Department provides faculty with the competition schedules of students in their courses. Student athletes are closely monitored for class progress through Pipeline along with mid-term grade reporting.

Students in the Military

Faculty are expected to accommodate students in the military who may be required to miss a class due to a military duty. The MTSU Charlie and Hazel Daniels Veterans and Military Family Center provides resources for students in the military, veterans, and their families <http://www.mtsu.edu/military/>.

Summer/Winter Teaching

Faculty are not required to teach in the summer/winter but may request to teach summer/winter courses. Winter courses are considered part of the faculty member’s spring course load. Faculty receive extra pay for summer courses at an additional pay rate of 3.125%*credit hours*salary. Summer/Winter sections require a minimum level of enrollment, usually 15 for lower-division (1000 or 2000-level) classes, 10 for upper-division (3000 or 4000-level) classes, 8 for masters (6000-level) classes, and 6 for Ph.D. (7000-level) classes. The University caps summer pay at 8 credit hours. Department Chairs must request Provost’s Office approval for all faculty earning 9 credit hours in the summer/winter. Paid research time and all other summer paid work assignments through the University count toward the cap. The Department Chair assigns summer/winter sections to be consistent with the priority ordering established by the department summer/winter teaching policy.

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Surplus

Surplus property such as desks, tables or chairs can be disposed of through the Surplus Property Warehouse, a unit of Procurement. Similarly, this facility may be a source for office or classroom furnishings. Old electronic equipment, functioning but no longer needed or non-functioning, can be disposed of through surplus. Contact Derek Vincion at derek.vincion@mtsu.edu for assistance.

Technology Access Fees (TAF)

Every year, faculty can submit proposals for TAF funds. There are seven categories and departments are limited in the number of proposals they can submit per year. The chair must review the TAF proposals and, when there are more proposals than the number of proposals allowed, chairs work with faculty to decide which proposal(s) are prioritized for submission. More information can be found at <https://w1.mtsu.edu/taf/>

Teaching Evaluations

Teaching evaluations are completed through D2L in an online course evaluation system from Watermark titled Course Evaluation and Surveys. One limitation to the online system is the low completion rate by students. Faculty may want to use class time (as with past pencil and paper evaluations) to have the online evaluation completed with a smartphone, laptop, or tablet. The online system allows Chairs to add questions to the evaluation mix that might be helpful in program assessment or faculty assessment.

Results: <https://mtsu.evaluationkit.com/>

Telephone Services

Phone calls to campus numbers from campus numbers can be made quickly with the last four digits, for example x2520, which is the phone number (615) 898-2520.

Sometimes problems using your campus telephone can be fixed by unplugging then re-plugging your device and restarting your computer. Campus phones must be connected to a powered computer to function.

Telecommunications Services is responsible for all matters relating to telephone service. Requests for telephone service must be emailed to telecom@mtsu.edu. Additionally, new installations, moves/changes, and deletions, must be sent to telecom@mtsu.edu via email. The email must include the following:

- A. Department index number to be charged
- B. Date for work to be completed (must allow two [2] weeks from request date)
- C. Description of work to be performed
- D. Contact name and phone number

To have the most up-to-date information reflected in the campus operator directory, Chairs should promptly notify Human Resources Services of any employee additions, terminations, or transfers. The campus telephone directory is managed by the Information Technology Division (ITD) and is available for download in PDF format from the directory website. This directory is updated by ITD as changes occur. Changes should be emailed to campusdir@mtsu.edu for inclusion in the directory.

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Tenure and Promotion

University tenure and promotion policies are available at https://w1.mtsu.edu/provost/tenpro/tenpro_policies.php including links to the policies of each department and college. These are consistent with tenure and promotion policies at other major universities.

The review process uses Faculty Success. It starts at the Department Committee level, then Department Chair, College Committee, College Dean, Provost, and President. The President presents his tenure and promotion decisions to the Board for their final approval. Tenure and promotion appeals must follow policy 206 <https://www.mtsu.edu/policies/p206/>

Textbooks

Bookstore management will work with faculty and the Department Chairs/Directors to ensure that textbooks and supplemental material are available at the beginning of each semester. There are two bookstores that MTSU students frequent for textbooks, Phillips Bookstore (operated by Barnes & Noble College, located in Student Union) and Textbook Brokers. Many students will also order books online from sellers as Amazon. There are widely available, high quality textbooks for some courses, such as those provided by OpenStax. Additionally, Walker Library has textbooks for some courses available. Phillips Bookstore emails faculty every semester the deadline for textbook orders. Early notice is important to allow for special order books for students with disabilities. Contact the bookstores directly to make sure that your required and recommended book titles are in stock.

Phillips Bookstore
(615) 898-2700

Timeline and Important Deadlines

There is no comprehensive central timeline/calendar/list of dates for all University deadlines that Chairs need to be aware of to complete their jobs. However, the Provost's Office is working to simplify some deadlines and eliminate some dated procedures. A specific calendar for tenure and promotion deadlines, general academic information and final exam dates can be found here: <https://www.mtsu.edu/provost/calendars.php>.

Travel Policies/Budget

All travel must be consistent with the educational, research, and professional needs of MTSU. University P-Cards may be used for the payment of advance registration fees and advance airline payments when prior approvals have been obtained as outlined in the following sections. University P-Cards may not be used for expenses incurred during actual travel time, except in instances of team/group travel. Travel FAQs: https://w1.mtsu.edu/boffice/faq_travel.php

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A Travel Authorization Request should be prepared at least 30 days in advance by the traveler and approved by the next higher level of authority. The Travel Authorization Request must show the name of the person traveling, purpose of the trip, destination, date of departure and return, mode of transportation, estimated expenses, and availability of funds. Authorization for travel to Alaska, Hawaii, and destinations outside of the continental United States are subject to additional requirements including approval by the President or designee. Approval is requested by way of a memorandum to the President that includes the proposed international itinerary and University purposes of the travel for signature by the traveler's supervisor, Dean or AVP, VP, and President. Travel outside the United States, i.e., international travel, also requires the inclusion of the Export Control Compliance Verification. Travel with students also requires additional paperwork in advance. For additional information and specific details refer to <http://www.mtsu.edu/boffice/travel.php>. MTSU also has vehicles for local travel (https://w1.mtsu.edu/facserv/motor_pool.php).

For reimbursement, the traveler must submit a travel reimbursement claim (see Travel Expenses Claim) within 30 days of returning from the trip. Receipts are required for all expenditures except meals and incidental expenses, which are paid at the government-determined per diem rate.

Training for Chairs

There are several training opportunities for Department Chairs. As a faculty member, Chairs have access to Pipeline and RaiderNet accounts to access student and course information. Chairs will need to secure Banner Account credentials to perform several important responsibilities. Chairs may request a Banner account at http://www.mtsu.edu/itd/docs/forms_BannerStudentAccountRequestForm.pdf.

Training Title	Sponsor	Contact
MT\$ource Approver Training	MTSU Procurement Logistic Services	http://mtsu.edu/procurement/index.php
Suntrust Enterprise Spend Platform (ESP)	MTSU Procurement Logistic Services	http://mtsu.edu/procurement/index.php
P-Card Approver Training	MTSU Procurement Logistic Services	http://mtsu.edu/procurement/index.php
HR Workflow Training	MTSU Human Resource Services	http://mtsu.edu/hrs/training/index.php
PageUp	MTSU Human Resource Services	http://mtsu.edu/hrs/training/index.php
Time/Leave Reporting	MTSU Human Resource Services	http://mtsu.edu/hrs/training/index.php
Banner Navigation and Forms Training	MTSU Human Resource Services	http://mtsu.edu/hrs/training/index.php
Banner Student Faculty Load Training	MTSU Institutional Effectiveness, Planning, and Research	http://mtsu.edu/hrs/training/index.php

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Training for Faculty

There is a large catalog of technology training available from the MTSU Instructional Technology Division (ITD). This is also where new online instructors may find training on the campus learning management system (LMS). The catalog of workshops and registration information is found at <http://www.mtsu.edu/itd/workshops.php>.

Training Title	Sponsor	Contact
FERPA Online Tutorial	MTSU Enrollment Services	http://www.mtsu.edu/resources/staff/
Unofficial Withdrawal Roster Online Tutorial	MTSU Enrollment Services	http://www.mtsu.edu/resources/staff/
Title IX Training	MTSU Institutional Equity and Compliance	Private links sent to all employees
Preventing Sexual Harassment	MTSU Institutional Equity and Compliance	http://www.mtsu.edu/provost/res.php
Preventing Employment Discrimination	MTSU Institutional Equity and Compliance	http://www.mtsu.edu/provost/res.php
Title VI Compliance Training	MTSU Institutional Equity and Compliance	Private links sent to all employees
Student Conduct Training Module	MTSU Provost's Office	http://www.mtsu.edu/provost/res.php
Responding to Grief and Loss Guide	MTSU Provost's Office	http://www.mtsu.edu/provost/res.php
Legal Issues in the Higher Education Workplace	Stephen J. Hirschfeld Workshop on March 20, 2013	http://www.mtsu.edu/provost/res.php
Security Awareness Training	MTSU ITD	Private links sent to all employees

Tutoring

MTSU provides tutoring free to students at the Tutoring Spot in the back of the 1st floor of the James E. Walker Library. Tutoring and support funding for specific to courses may be available <http://www.mtsu.edu/studentuccess/tutoring.php>.

Hourly tutors are paid by the department, but this may include a University tutoring allowance. Graduate Teaching Assistants may be assigned tutoring hours as part of their workload.

University Awards and Grants

Internal faculty grants and awards are available in the areas of research, scholarship, and creative activity, teaching, service and travel. External awards are identified through HERS Institute and Grant Forwards. Detailed requirements and deadlines are available at the following website: <http://www.mtsu.edu/provost/awards.php>.

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Workloads

Chairs are responsible for making faculty workload assignments. Specific guidelines are available at <https://www.mtsu.edu/provost/forms/wkguide.pdf>. Non- instructional assignments are submitted twice per year. Part B workloads are approved by Chairs and entered into Banner by Administrative Assistants.



Zoom

MTSU has a license that allows all faculty to use Zoom to teach classes and hold office hours remotely. More information about Zoom video conferencing can be found at <https://mtsu.edu/stayoncourse/faculty/zoom/index.php>.