**MTSU Chairs Handbook for 2022-2023**

**Table of Contents**

**Roles and Responsibilities of Department Chairs/School Directors**

**MTSU Points of Contact (as of Fall 2022)**

**Frequently Asked Topics**

**Acronyms and Programs used at MTSU**

[**Adjunct Faculty Guide**](#_Adjunct_Faculty_Guide)

[**Advising**](#_Advising)

[**APS**](#_APS_-_?)

[**Argos**](#_Argos)

**Attendance**

[**Banner**](#_Banner)

[**Blue Print Solutions**](#_Blue_Print_Solutions)

[**Budgets**](#_Budgets)

[**Calendar**](#_Calendar)

**Campus Labs**

[**Chair Personnel Policies**](#_Chair_Personnel_Policies)

**Curriculog**

[**D2L Special Requests**](#_D2L_Special_Requests)

[**Dining**](#_Dining)

**Disabilities**

[**Dual Enrollment/Dual Credit**](#_Dual_Enrollment/Dual_Credit)

**Emergency**

[**Event Space**](#_Event_Space)

[**Extra Compensation**](#_Extra_Compensation_1)

[**Fact Book**](#_Fact_Book)

[**Faculty Evaluations and Reviews**](#_Faculty_Evaluations_and)

[**Faculty Instructional Resources**](#_Faculty_Instructional_Resources)

[**Faculty Recruitment**](#_Faculty_Recruitment)

**Faculty Success**

[**Fax**](#_Fax)

**Final Exams**

[**Free digital subscriptions**](#_Free_digital_subscriptions)

**FTT (Full Time Temporary Faculty)**

[**Grades**](#_Grades)

**Grant Forward**

**IEPR – Dashboards, Program Reviews**

[**Lecture Capture**](#_Lecture_Capture_System) **System**

[**Library**](#_Library_1)

[**LT&ITC**](#_LT&ITC_1)

[**M Number**](#_M_number)

[**Map**](#_Map_1)

[**Motor Vehicle Accident Reporting Instructions**](#_Motor_Vehicle_Accident)

[**MT Engage**](#_MT_Engage)

[**MTSource**](#_MT$ource)

[**Navigate - EAB**](#_Navigate-EAB)

[**Networked Printing**](#_Networked_Printing)

[**Online Courses**](#_Online_Courses_1)

## **Outlook Exchange/Outlook Web App**

## [**P-Card**](#_P-Card_1)

**PageUp**

[**Parking**](#_Parking)

[**Pipeline**](#_Pipeline_1)

[**Procurement and Logistics Office (Purchasing and Bids)**](#_Procurement_and_Logistics)

## [**Provost Office**](#_Provost_Office)

## [**Rave Alert or Alertus**](#_Rave_Alert_or)

[**Records Retention**](#_Records_Retention)

[**Recreation Center**](#_Recreation_Center)

## **[Recruiting – True Blue Days, Preview Days, CUSTOMS](#_Recruiting_–_True_1)**

[**Scheduling**](#_Scheduling)

[**Scholars Academy**](#_Scholars_Academy)

## **Scholars Week**

## **[Skype for Business (Microsoft)](#_Skype_for_Business_1)**

[**Software**](#_Software)

**Student Athletes**

**Student Assessment**

[**Students in the Military**](#_Students_in_the) **& Veterans**

[**Summer Teaching**](#_Summer_Teaching)

[**Surplus**](#_Surplus)

**[Telephone Services](#_Telephone_Services)**

[**Tenure and Promotion**](#_Tenure_and_Promotion)

**Textbooks**

[**Timeline and Important Deadlines**](#_Timeline_and_Important)

[**Travel Policies/Budget**](#_Travel_Policies/Budget)

**Training for Chairs**

[**Training for Faculty**](#_Training_for_Faculty)

**Tutoring**

[**University Awards and Grants**](#_University_Awards_and)

[**University College and Online University College**](#_University_College_and)

**Workloads**

[**Zoom**](#_Zoom)

# Roles and Responsibilities of Department Chairs/School Directors

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 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 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 <https://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, seek guidance from HR regarding leaves of absences, 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 Programs**

Amy Aldridge Sanford, Vice Provost

Amy.Aldridge.Sanford@mtsu.edu x7611

**Accreditation/Program Reviews**

Mary Hoffschwelle, Associate Provost for Strategic Planning and Partnerships

Mary.hoffschwelle@mtsu.edu x5806

**Benefits Specialist, Human Resource Services**

Wendy Brown, Assistant Director Employee Benefits

Wendy.Brown@mtsu.edu x2929 main, x5134

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

Karen.Milstead@mtsu.edu x2929 main, x5390

**Bursar Office**

Becky Bussell, Bursar

Becky.Bussell@mtsu.edu x5717

**Campus Planning**

Jamie Brewer, Director Project Management

Jamie.brewer@mtsu.edu x2307

**Classroom Support**

Dustin Smith, Classroom Audiovisual Technician x2779

ITD Help Desk –help@mtsu.edu x 5345

**Course Scheduling**

Anne Ford, Associate Registrar, Registration & Scheduling

Anne.Ford@mtsu.edu x5915

**D2L/Instructional Technology Specialists**

Jimmy Williams, Specialist Academic/Instructional Technology

James.Williams@mtsu.edu x2140

**Department Web Page Maintenance**

Alecia Heidt, Software Developer

Alecia.Heidt@mtsu.edu x5413

See more specifics about who can edit what here: <http://mtsu.edu/style-guide/program.php>

**Disability & Access Center**

Kevin States, Director

Kevin.States@mtsu.edu x2099

Gerald Christian, Associate Director

Gerald.Christian@mtsu.edu x8337

Sonya Hicks, Administrative Assistant

Sonya.Hicks@mtsu.edu x2783

**Dual Enrollment**

Matt Hannah, Director

Matt.Hannah@mtsu.edu x8862

**Event Coordination (Reserving Rooms)**

Quintina Burton, Director Event Coordination

Qburton@mtsu.edu x5143

**Facilities Services**

Lori Yoders, Director Facilities Accounting Services

Lori.yoders@mtsu.edu x8027

**Faculty Affairs (Tenure and Promotion issues)**

Cheryl Torsney, Vice Provost for Faculty Affairs

Cheryl.Torsney@mtsu.edu x2329

**Faculty Success (formerly Digital Measures)**

Lynn Sewak, Business Process Specialist

Lynn.Sewak@mtsu.edu x8721

**Floor Plans**

Anne Maples-Vaught, Director Facilities Information/Real Estate

Anne.Maples-Vaught@mtsu.edu x5038

**Graduate Studies**

Dawn McCormack, Associate Dean

Dawn.McCormack@mtsu.edu x8603

**Institutional Effectiveness Data/Campus Labs**

Chris Brewer, Assistant Vice Provost Institutional Effectiveness

Chris.Brewer@mtsu.edu x5197

Lisa Bass, Director Institutional Effectiveness

Lisa.Bass@mtsu.edu x8656

**Leave Report**

Jamie Parker, Coordinator Payroll

Jamie.Parker@mtsu.edu x2186

**MTSU Remodeling, Building Plans, etc.**

Terri Carlton, Manager Construction Renovation

Terri.Carlton@mtsu.edu x5382

**Office of Research and Sponsored Programs**

Dawn McCormack, Interim Co-Director

Dawn.McCormack@mtsu.edu 494-8603

**Online Catalog and Curriculog**

Mitzi Brandon, Curriculum Specialist

Mitzi.Brandon@mtsu.edu x8210

**Procurement Services – Purchasing, Bids, MT Source**

Demetra Majors, Senior Specialist Procurement
Demetra.Majors@mtsu.edu x5437

**Recruiting & Hiring**

Mitzi Dunkley, Specialist Faculty Recruitment

Mitzi.Dunkley@mtsu.edu x5128

For the College of Liberal Arts:

Karla Barnes, Coordinator Faculty Recruitment

Karla.Barnes@mtsu.edu x5986

For Adjunct Hiring:

Lynn.Sewak@mtsu.edu x8721

**Registrar**

Tyler Henson, Assistant Vice Provost, Registration and Student Records and Univ Registrar

Tyler.Henson@mtsu.edu x5814

**Reports from University Data**

Jeri Ann Clark, Director of Data Management and Institutional Research, IEPR

JeriAnn.Clark@mtsu.edu x8670

**Staff Performance Evaluations**

Jamie Wilson, Senior Specialist Human Resources

Jamie.Wilson@mtsu.edu x2928

Trina Clinton, Specialist Human Resource Services

Trina.Clinton@mtsu.edu x5344

**Student Conduct**

**1- Academic Misconduct:**

Michael Baily, Director Academic Integrity

Michael.Baily@mtsu.edu x2715

**2- Office of Student Conduct – Student Misconduct (other than academic misconduct)**

Laura Lightsy, Assistant Dean Judicial Affairs

Laura.Lightsy@mtsu.edu x2750

**Student Evaluations of Teaching**

Brian Hinote (Provost’s Office), Associate Vice Provost, Data Analytics and Student Success

Brian.Hinote@mtsu.edu x2488

**University Marketing**

Betsy Allgood, Manager Strategic Communications

Besty.Allgood@mtsu.edu x7954

**Walker Library Services**

Kathleen Schmand, Dean

Kathleen.Schmand@mtsu.edu x2773

**Workloads**

Becky Cole, Associate Provost for Academic Administration and Resources

Becky.Cole@mtsu.edu x5925

**Frequently Asked Topics**

## Acronyms and Programs used at MTSU

Below is quick list of terms used at MTSU. Other entries in the handbook will provide a full explanation of what these services do or how they can be used.

 APS – Academic Performance Solutions

 Banner – Primary higher education administra­tive database system used by MTSU.

 [D2L](https://elearn.mtsu.edu/d2l/lp/auth/saml/login) – Desire2Learn course management system.

Faculty Success (formerly Digital Measures) – Database system used for faculty evaluation, including P&T

 EAB – Consulting company providing MTSU with Navigate and Academic Performance Solutions (APS)

 FTT - full time temporary faculty, aka Lecturers

 [ITD](https://www.mtsu.edu/itd/) – Information Technology Division.

 FSA – Faculty, Staff and Administration server domain. FSA login is used to login to

your campus computer gain access to email etc.

 [LT&ITC](https://www.mtsu.edu/ltanditc/index.php) – Learning, Teaching, and Innovative Technologies Center

 MT$ource – The online procurement/purchase/contract system used at MTSU.

 M number - MTSU ID number

 Navigate – database with student contact information and enrollment data

 [Outlook Exchange/Outlook Web App](https://mail.mtsu.edu/owa) – web-based access to MTSU email

 [Pipeline](http://pipeline.mtsu.edu/) – A web-based portal and primary information tool for faculty. It contains

student

information, employment information, and the course schedule information.

 Skype for Business – Program that uses your computer to make voice calls, IM, video

calls and voicemail. Requires headphones/headset

## [Adjunct Faculty Guide](https://www.mtsu.edu/provost/fac_handbook/mt_personnel_pt.php)

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. 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 be hired by the department chair. They do not need to go through the department recruiting committee or equity and compliance. If they worked full-time and get 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 passes without benefits, they are not due benefits as an adjunct. <https://www.mtsu.edu/provost/fac_handbook/mt_personnel_pt.php>

## [Advising](https://www.mtsu.edu/advising/)

MTSU employs professional advisors who 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. Faculty are also assigned student advisees who may seek them out for field-related advice and mentoring. Advisors typically initiate course substitution forms, which department chairs are required to sign for all students majoring in the department, even if the courses which are unrelated to the department’s academic area.

## APS

Academic Performance Solutions. A database software implemented in 2020 to allow the University across departments to access data and peer benchmarks for course offerings, faculty workload, course completion rates, department-level costs and efficiencies, and other performance indicators. This is used in yearly department ‘health checks’. Contact Brian Hinote at Brian.Hinote@mtsu.edu for additional assistance.

## [Argos](https://www.mtsu.edu/itd/argos.php)

Database system that can provide course enrollment data.This is a searchable student database and report generating dashboard. Probably not as friendly to use as Navigate but available with training focused on supporting administrative staff in the departments.

##

## Attendance

All instructors are required to report students who have not started attending a course two weeks into the term. Attendance is submitted under the “RaiderNet” tab then “Faculty Services” tab on PipelineMT. To submit these reports properly, instructors must keep a record of attendance. Failure to attend a course affects a student’s financial aid, GPA, and the ability to retake a course. Many instructors will fail to submit this information on time, so 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 are initially reported as missing and then begin attending. Be aware that the Pipeline class list is the official list, not the list in D2L.

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 which [affects financial aid](https://www.mtsu.edu/withdraw/non-attendance.php), GPA and ability to retake a course.

##

## [Banner](https://www.mtsu.edu/inb/index.php)

The higher education system used by MTSU as the administra­tive database for managing student, employee, course, financial and budget data. Some Banner data are accessible via Pipeline. Typically, chairs do not access Banner and rely on executive aides to navigate and provide information via Banner systems. Executive aides are required to be proficient in this program; allow your aide to assist you with it. Banner for department chairs involves approving scholarships and workflow assignments for department student workers.

## Blue Print Solutions

Provides campus printing service for all jobs, large or small, needed for departments, faculty or students. They offer large format printing and promotional items.

## [Budgets](https://www.mtsu.edu/budget/balancing.php)

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, and student salary accounts. 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. When a department does not have funds needed, talk to your Dean who may have access to additional sources. Faculty recruiting expenses, within limits easily overrun, are paid out of a Provost’s Office account. The department must cover overages. Department money is expected to fund new faculty with a computer system and software for existing lines, unless it is a scheduled update occurring during the scheduled period. 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.

## Calendar

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

## [Campus Labs](https://www.mtsu.edu/partner/campus-labs.php) / Anthology

Software provider of services for program assessment. Access is through <https://mtsu.campuslabs.com/home/>. It includes Compliance Assist software for SACSCOC institutional assessment. Chairs and associated faculty are required to submit Program and Student Learning Outcome results each year by September 30. Training is offered by IEPR. Contact Lisa Bass for assistance.

## [Chair Personnel Policies](https://www.mtsu.edu/provost/forms/index.php)

Chairs are responsible for approving all department staff timesheets by 1st or 15th of the month depending upon classification. Faculty absences (including time for travel) are handled by a form on the provost website which is linked above. Sick leave time is also reported by faculty and must be approved by chair each month.

## 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 review may view the progress of their proposals from start to finish. Department curriculum committees initiate Curriculog proposals that go to provost 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.

## D2L Special Requests

MTSU uses the Desire2Learn (D2L) learning management system (similar to Blackboard, Angel or Sakai). D2L is supported by the Information Technology Division (ITD) and basic information is found here: <http://www.mtsu.edu/fitc/d2l/index.php>. 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, through the links located at <http://www.mtsu.edu/d2lsupport/faculty/index.php>. Note that cross-listed courses must be manually requested to be combined every semester. Laboratory sections cannot be combined.

## Dining

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

##

## Disabilities

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](https://www.mtsu.edu/dac/) located in the KUC. Students may register there 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. Department Chairs can add technical requirements of abilities that are necessary for the major. For instance, accommodations for sight impairment are not reasonable for nursing majors. Consider the list of accommodations as a starting point for a conversation between the student and the faculty member. 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. Faculty should direct any questions or concerns to the Director of the DAC.

For faculty and staff, MTSU offers the [Office of Institutional Equity and Compliance](https://www.mtsu.edu/iec/index.php) located in Cope. Faculty and staff may register there if they are seeking accommodations in the workplace. If this occurs, the Director of ADA Compliance will phone the department chair to ensure the accommodation is reasonable and can be met. This may include, but is not limited to, having a service animal on campus, or shifting work hours.

Remember that all disabilities and accommodations are confidential information. Chairs 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](https://www.mtsu.edu/dualenrollment/index.php)

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. Fire extinguishers and automatic defibrillators are in the building. See the Dean for training to be certified to use the automatic defibrillators. More information about an active shooter 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. Sign up for the RAVE alert on your cell phone (and encourage your faculty to do so too).

## 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> and submitting it. There is a charge unless you are reserving for a student organization.

* [25Live](https://25live.collegenet.com/pro/mtsu#!/home/dash) is a system used to find spaces and availability

## Extra Compensation

Form: <https://www.mtsu.edu/provost/forms/Authorization_Extra_Compensation.pdf>

Common but not all-inclusive list of extra compensation categories

* Faculty Mentor stipend
* Faculty Chair of Honors Thesis stipend
* Faculty Learning Communities stipend
* Teaching Fellow stipend
* Dual Enrollment stipend
* Overload Pay

## Fact Book

This fact book is useful for recruiting faculty and students and for program reviews. <http://www.mtsu.edu/iepr/factbooks.php>

## Faculty Evaluations and Reviews

All instructors must receive an annual written evaluation of their performance. Faculty must acknowledge that they have read their evaluation. Tenured and tenure-track faculty should be evaluated in teaching, research, scholarship, creative activity, and service. Students are asked to complete course evaluations online on D2L. Faculty may view the results at <https://mtsu.evaluationkit.com/>. Chairs are expected to complete their annual faculty, FTT, and adjunct evaluations in May. Adjunct faculty who are only hired in one semester must be evaluated after that semester. Be aware that due dates for these evaluations are different than for promotion and tenure evaluations.

Regardless of title, all faculty undergo an annual review. While Department Chairs are 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. 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.

##

## Faculty Instructional Resources

The [FITC](http://www.mtsu.edu/fitc/fitc.php) at MTSU assists faculty with the creation of technology-based instructional materials. The Learning, Teaching, and Innovative Technologies Center ([LT&ITC](http://www.mtsu.edu/ltanditc/index.php)) in the library also provides faculty development opportunities.

## Faculty Recruitment

In the spring semester, College Deans will ask about your hiring needs for the department.Be prepared to make a case should you decide your department needs a replacement for an existing line (e.g. a faculty member leaves or retires) or a new line. The Dean should consider the needs for every department in the college who submitted requests. Then the Dean will present a case to the Provost. If your request is approved by the Provost, the campus has two recruiting timeframes. For the first round, ads are published by or about August 1. This means you will need your ad prepared in July to move through the system and make the deadline. If you missed this deadline or get approved later, the second round is by or about October 1. This means you will need your ad prepared in September to move through the system and make the deadline.

Once the ad is placed by MTSU the department is free to get the word out, solicit colleagues, send fliers to professional organizations, etc. Departments must pay for any extra ads if they choose to advertise in discipline-specific media. Someone on the committee or the Department Chair is to keep a list of all the places the ad was distributed. This is explained in the workshop or the guide described in the next paragraph. The ads must run for 30 days before you or the committee members may begin to review applications.

Every fall semester MTSU offers training/workshops for Department Chairs and the faculty recruitment/search committee. When the email is sent, 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. You can obtain a copy of the any available recruitment guide or instructions from the Faculty Recruitment Specialist, Mitzi Dunkley. Note: The College of Liberal Arts has a dedicated staff member, Karla Barnes, who takes care of this process, can help address questions, and serves as a conduit between the Department Chair and Mitzi Dunkley.

Additional [hiring forms and documents](http://www.mtsu.edu/Provost/recruit.php) are available online. Pay particular attention to the [Full-Time Faculty Hiring Checklist](http://www.mtsu.edu/Provost/recruit_documents/hiring_online.pdf). 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](http://careers.mtsu.edu) of that system, which the candidates see and use is different from the [back end](https://mtsuemployees.pageuppeople.com/) of the system that you and your recruiting committee use.

* Tenured/Tenure Track – MTSU does not 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. Once the contract is signed by mid or late spring, tenure may be granted by early fall.

* 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. Faculty holding these positions may be promoted to Assistant, Associate, or Professor.
* 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.
* Lecturer – (See FTT)
* 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](https://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/202.php). 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.
* Adjunct – Sometimes departments need to fill in classes with adjunct instructors. Adjuncts may teach up to three classes 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 your due diligence.

## Faculty Success

The online platform for faculty to report their Outline of Faculty Data required to pursue tenure and promotion. Chairs are required to review annual submission of data for faculty. Deadlines are sent out by college staff. <https://mtsu.edu/facultysuccess/>

## Fax

You can fax by sending an email from your MTSU account to 1XXXXXXXXXX@efaxds.com. [www.mtsu.edu/itd/faxing.php](http://www.mtsu.edu/itd/faxing.php)

##

## Final Exams

The final exam schedule is set by the University and available online: [fall final exam schedule](http://www.mtsu.edu/registration/fall-exams.php) and [spring final exam schedule](http://www.mtsu.edu/registration/spring-exams.php)

##

## Free digital subscriptions

MTSU faculty and students get free access to the [*New York Times*](https://myaccount.nytimes.com/verification/edupass/check) and [LinkedIn Learning.com](https://www.mtsu.edu/itd/lil.php)

##

## 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.

## Grades

All instructors are expected to submit midterm and final grades. Grades are submitted under the “RaiderNet” tab then “Faculty Services” tab on PipelineMT. MTSU uses partial letter grades with the one exception that there is no A- at MTSU only A, B+, B, B-, etc. Changing grades after submitting them requires completing a change of grade form, which can be found on the MTSU forms page <http://www.mtsu.edu/forms_emp_alpha.php>. The 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 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. When a student fails to appear for a final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student was ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F should be reported. The “incomplete” must be removed during the succeeding semester, excluding summer. Otherwise, it converts to a grade of F. 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.

##

## Grant Forward

The Office of Research and Sponsored Programs has a subscription with [Grant Forward](https://www.mtsu.edu/provost/awards/). 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.

##

## IEPR – Dashboards, Program Reviews

The Office of Institutional Effectiveness, Planning and Research, <https://www.mtsu.edu/iepr/>, provides collects and provides data to support [accreditation](https://www.mtsu.edu/iepr/accreditations.php), [program reviews](https://www.mtsu.edu/iepr/reviews.php), [quality assurance funding](https://www.mtsu.edu/iepr/funding.php), [Institutional Effectiveness planning](https://www.mtsu.edu/iepr/reporting.php), [the MTSU Strategic Plan](https://www.mtsu.edu/iepr/strategic_plan.php), [senior exit exams](https://www.mtsu.edu/iepr/field_test.php) and [surveys](https://www.mtsu.edu/iepr/surveyreports.php). The IEPR homepage provides access via secure login by chairs or faculty to data dashboards for all academic programs. The Power BI dashboard is very useful for figuring out number of students in programs in a specific semester.

## [Library](https://library.mtsu.edu/home)

For library resources and research needs, faculty members are encouraged to work with the librarian liaison assigned to their department or program. The list of library liaisons can be found at <http://library.mtsu.edu/liaisons.php>. Please contact the Chair of User Services with any questions about the Liaison Program. Purchase requests for print or online library materials can be submitted to the library liaison or through online forms on the library's website at <http://library.mtsu.edu/forms.php>.

## [Lecture](https://library.mtsu.edu/home) Capture System

Many campus classrooms are fitted with an automatic lecture capture system. When using the lecture capture system, faculty should wear the wireless microphone to capture audio. Faculty also need to remember to return this wireless microphone to the charging station when class is finished. There is a [quick start video](https://www.youtube.com/watch?v=-DT0-70L14A) and an FAQ available at <https://www.mtsu.edu/stayoncourse/faculty/lecture-capture.php>.

## [LT&ITC](https://www.mtsu.edu/ltanditc/index.php)

Learning, Teaching, and Innovative Technologies Center offers many services and workshops to improve and develop teaching.

## M number

MTSU ID number is assigned to every student and employee.

## [Map](https://www.mtsu.edu/maps/docs/CampusMap.pdf)

Directions to campus and a detailed campus map on the link. You can drop a pin on Google [Maps](https://www.mtsu.edu/maps/docs/CampusMap.pdf) to show a recommended place to park. The pin allows the recipient to use a cell phone to navigate to the recommended location.

## Motor Vehicle Accident Reporting Instructions

Equip all departmental/state vehicles\*, as well as personal vehicles if used for business purposes, with the proper documentation by printing the following and placing in the glovebox:

* + [State of TN In-vehicle Auto Accident Reporting Instructions](https://www.mtsu.edu/facserv/StateofTennesseeAutoLiabiltyProgram2019.pdf)
	+ [MTSU Motor Pool Auto Accident Reporting Instructions](https://www.mtsu.edu/facserv/MTSUMotorPoolAutoAccidentReporting2019.docx)
	+ [State of TN Damage Notification Card](https://www.mtsu.edu/facserv/StateTNAutoAccidentDamageNotice.pdf)

\*Motor Pool Fleet Vehicles are equipped with the required documents

## 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. This program is part of the University’s SACSCOC reaccreditation. MTSU was reaffirmed in 2016 and will be reviewed again in 2026.

## MT$ource

The online procurement system containing 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.

## [Navigate](https://mtsu.campus.eab.com/)-EAB

Interactive advising system to report meetings with students, progress towards degree program, success markers and enrollment statistics. It is typical for chairs, academic advisors and designated faculty to utilize this system. <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 is an approval process when developing an online course that requires several forms, signatures, and reviews. The course should be completely approved the semester before it is offered online. Please be sure to read the agreement form as it states that University College “owns” the class, and it must be offered at least three times within a given time frame. For more information see [MTSU Online Faculty Services](https://www.mtsu.edu/university-college/faculty/faculty_course_development.php) on the University College website.

##

## [Outlook Exchange/Outlook Web App](https://mail.mtsu.edu/owa)

Web-based access to MTSU email. <http://outlook.com/owa/mtmailmtsu.mail.onmicrosoft.com>

## P-Card

University credit cards that can 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.

## Parking

Parking on campus is restricted to those with parking passes with exception of the designated handicap spots and a limited number of metered spaces. The Dean’s Office can sometimes reserve metered spaces for special guests. New faculty can obtain a parking pass for the academic year by visiting MTSU Parking Services at 205 City View Dr. after first completing the hiring paperwork at HR (2269 Middle Tennessee Boulevard, 204 Sam H. Ingram Building) and obtaining a MTSU faculty ID card from the BlueID Office (SSAC 112). Parking passes for guests can be purchased from Parking Services for $1.00 each.  You can buy several day passes at the beginning of the year and keep them on hand for guests.

## PageUp

Hiring faculty or staff and evaluating staff takes place through the PageUp system. Creating the job description, requesting permission to interview candidates, and the actual hiring takes place through this system. The manual can be found at [https://www.mtsu.edu/hrs/employment/PageUp\_Instruction\_Manual.pdf.](https://www.mtsu.edu/hrs/employment/PageUp_Instruction_Manual.pdf) Chairs receive notice in December from Human Resources to complete a Performance Management Action for classified or administrative staff.

## [Pipeline](http://pipeline.mtsu.edu/)

This is a web-based portal that is the main information tool for faculty. It contains student information, employment information, and the course schedule information.

##

## 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 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.

##

## 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.

## 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. 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.

## 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 scheduling production process is outlined at <http://www.mtsu.edu/resources/staff/class-schedule-production.php>. 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 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. 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.

## Scholars Academy

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

##

## [Scholars Week](https://www.mtsu.edu/scholarsweek/index.php)

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

##

## Skype for Business (Microsoft)

This is an application that uses your computer to make voice calls, IM, video calls and voicemail.

## 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 PipelineMT. 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. To enter the ITD work order follow this link: <https://www.mtsu.edu/businesslab/about/software.php>. At the very bottom of the page is you will see options to request software. You may also go directly to this site to request software: <https://footprints.mtsu.edu/MRcgi/MRlogin.pl?PROJECTID=1>.

Brief instructions for your students are available here: <http://mtsu.edu/businesslab/documents/CITRIX-Instructions.pdf>.

## Student Assessment

Student assessment takes several forms in most academic units. Departments are required to establish and input assessment measures and student learning outcomes (SLOs) through Campus Labs, <https://mtsu.campuslabs.com/home/>. The most common assessment tool is the **Major Field Test** of subject matter in the student’s major. This is required by the Tennessee Higher Education Commission (THEC). All University graduates complete a **Senior Exit** exam that reflects the General Education Core. Students demonstrate their basic knowledge by taking a General Education exam the semester they graduate. MTSU's current General Education exam is the California Critical Thinking Skills Test (CCTST).

##

## 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.

## 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.

##

## 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](https://www.mtsu.edu/contact.php#search-page-content). This directory is updated by ITD as changes occur. Changes should be emailed to campusdir@mtsu.edu for inclusion in the directory.

## Tenure and Promotion

University tenure and promotion policies are available at [http://www.mtsu.edu/Provost/tenpro/index.php](http://www.mtsu.edu/provost/tenpro/index.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 <http://www.mtsu.edu/policies/academic-affairs-institution-and-faculty/206.php> .

## 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 Textbook Brokers

1768 MTSU Blvd. 1321 Greenland

(615) 898-2700 (615) 907-8051

## Timeline and Important Deadlines

There is not a 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 deadline 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.

A [Travel Authorization Request](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=e7b91cb5-2696-4dd3-b36d-c93c1708b577&section=447367&page=370542&token=VJWoITL-ZFnyb3cjucfG6t8QiMfMvBgnyL8vZ0TwNSU) 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](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=e7b91cb5-2696-4dd3-b36d-c93c1708b577&section=447367&page=370542&token=VJWoITL-ZFnyb3cjucfG6t8QiMfMvBgnyL8vZ0TwNSU) 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](https://itdwebapps.mtsu.edu/DFPassThrough/DFCasSSOAuth?TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/6f6fb160-86f0-495e-9bfe-4a7e3724fb3d). 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 (see <http://www.mtsu.edu/facserv/motorpool.php>).

For reimbursement, the traveler must submit a travel reimbursement claim (see [Travel Expenses Claim](https://dynamicforms.ngwebsolutions.com/Submit/Page?form=ad06aec2-8f7a-4843-afb4-da8588ade2f7&section=491719&page=398786&token=E3xb1omvKdHfchA-uFicEiS0-C1nrm8I8WDqJ2rBDM4)) 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>  |

## 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>.

|  |  |  |
| --- | --- | --- |
| 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/studentsuccess/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 acitivity, 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>.

## University College and Online University College

University College (UC) is available to non-traditional students who may be working adults and/or students with deviating academic paths and careers but now interested in completing their course of study. UC offers more than a dozen online degree programs at the undergraduate and graduate level with classes taught by faculty approved as D2L professors.

##

## 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>.