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Graduate Student Handbook FAQ

Q: How do I discipline unruly students?

A: The best offense in opposition to unruly students is a good defense. Though this may seem cliché, it is true that precautions can be taken to avoid student/teacher confrontations. Initially, it is critical to discuss the course syllabus to include clear guidelines about punctuality and courtesy. You may also want to supply a list of guidelines for behavior in class. Doing so can alleviate a great many potential problems.

Nevertheless, individual problems may occur within the classroom and necessitate individual responses. To avoid confrontations that could potentially escalate, it is best to deal with individuals one on one. Students who feel humiliated among peers can be pressured to respond impulsively. To avoid such negative reactions that will only exacerbate a given situation, meet with students after class or outside of the room.

Still, if you are uncomfortable or feel threatened by a student's behavior, remember that you are always within your rights to request that a student leave the classroom, and you should enlist help from the main office when a student does not comply with such a request. Contact the Department Head immediately to alert him/her of potential class problems. S/he will likely support your actions. All potential issues relating to classroom/student conflicts need to be reported so that they can be documented appropriately.

Q: Where do I make copies for class?

A: Copies are available to you from the main office; however, because this limited-access machine is the work horse of the department, do not plan to make copies at the last minute. Waiting until the last minute guarantees that you will not have copies when you need them.

Q: Where do I find supplies? (chalk, pens, etc.)

A: Supplies are located in 339 Kyser. If you need to acquire such materials the key to the storeroom is in the possession of the English Department Secretaries.

Q: What procedures do I need to follow if I get sick and miss work?

A: If you are unable to attend your class and/or Writing Center assignment please contact the Department Secretaries at (318) 357-6272 or contact the Department Head via e-mail. Make sure to inform all those responsible for your pay that you will be unable to meet your required duties. Failure to do so can mean a write-up by the Department Head and/or the removal of your assistantship.

Q: How do I maintain attendance?

A: Attendance must be maintained via the online attendance reporting system, which can be accessed from the [NSU homepage](#). In order to logon to the reporting system you must be granted a username and password that allows you faculty/staff access to the system. This access must be renewed each semester, so keep a copy of your contract handy in order to provide evidence of your employment. Check with the main office to ensure that your access has been renewed each semester, and do not make the false assumption that your access renewal as a graduate assistant is somehow automatic.

In addition, because individual attendance can ultimately be challenged, it is wise to adopt a daily sign-in sheet to maintain a daily record of attendance for your own personal records.

Q: What is the recommended grading system?

A: The sample syllabus attached should provide you with the general guidelines for an acceptable grading system. However, you are not restricted from adopting alternative-grading systems (a letter-grade system) as long as you clearly state your grading policy in your syllabus. In addition, if you intend to alter what appears in the sample syllabus, you must obtain approval from the Director of First Year Writing prior to your first class meeting.

Q: How do I fill out my time sheet?

A: In addition to the sign-in/sign-out sheet, graduate students must fill out a pink Scantron timesheet at the end of each work day. These will be provided for you via the Department Secretary at the appropriate time. Photocopies of your sign-in/sign-out sheet must accompany them. You must write in pen. To fill out the sheet, simply write a “P” for “present” in each blank representing a day that you worked. If you make a mistake, simply draw one line through it and initial by the mistake. Do not use liquid paper on timesheets.

Q: When do I fill out my time sheet?

A: Time sheets are made available each month in the office of Language and Communication. Graduate Assistants are required to mark each day that they are either present or absent on the time sheets. Completed time sheets must be signed by the student and returned to the office of Language and Communication.

Q: When do I get my paycheck?

A: A pay period schedule can be acquired through the Graduate Studies Office. Typically, a schedule will be placed in your mailbox at the beginning of each academic year.

Q: Where do I pick-up my paycheck?

A: Graduate students may receive their checks from the Department of Language & Communication's secretary.

Q: Who do I contact in order to find out my assistantship assignment?

A: Graduate students should either contact the Department of Language & Communication's Department Head or the Departmental Director of Graduate Studies.

Q: What are the rules concerning signing in and out of work?

A: Graduate students are required to sign in immediately upon arriving at work. The immediate supervisor is required to witness and initial your sign in. Graduate students must sign out when they leave.

Q: Where do I go to sign my new hire papers?

A: New hires should contact the Graduate Studies Office in Roy Hall.

Q: What are the thesis requirements?

A: Thesis requirements are outlined in the Graduate Student Policies & Procedures manual as well as on the graduate student website at: <http://www.nsula.edu/graduateschool/>.

Q: What are the foreign language requirements for the M.A.?

A: Graduate students must complete six hours of foreign language courses at the sophomore level. Applicants who have not yet completed their foreign language requirements will complete them as a part of their degree plan; however, foreign language credit hours do not count as credit hours toward the M.A.

Q: Where is the graduate office and how do I get a key?

A: The graduate office is located in room 329 of Kyser Hall. Keys can be obtained through the secretary in the office of Language and Communications.

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the Office of the Registrar, the registrar will advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff), a person or company with whom the person is serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official committee in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon the student's request, the University discloses education records to officials of another school (registrar to registrar) to which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA.
- 5) Teachers cannot disclose information to parents regarding their students grades, attendance, or other class-related information. A parent must get permission from the student in writing before they can view his or her records.

FERPA contact information:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC

Frequently Asked Questions for Tenured, Tenure-Line Faculty, Visiting Professors, Instructors, and Adjunct Instructors

Leave Policy Frequently Asked Questions

Q: How do I fill out my time sheet?

A: These will be provided for you at the Departmental Secretary's desk. You will pick these up at the beginning of each pay period. You should fill in your time each day after you have completed your assigned work/office hours. At the end of the pay period, submit the timesheet to the Secretary so that the Department head can sign and approve. You must write in pen. To fill out the sheet, simply write a "P" for "present" in each blank representing a day that you worked. If you make a mistake, simply draw one line through it and initial by the mistake. Do not use liquid paper on timesheets.

Q: When do I fill out my time sheet?

A: Time sheets are made available each month in the office of Language and Communication and should be filled in daily.

Q: How can I take time off?

A:

1. Faculty members have only one option for receiving compensatory time: Sick Leave.
2. If you know that you want to be absent on a specific date, you should get a Leave Form from the Department Secretary.
3. If you cannot request a Leave Form prior to your absence, such as being sick, then you can get one upon your return.
4. The Department Secretary will process the form. Simply fill it out and give it to the secretary. He or she will then submit it to Human Resources.

Q: What leave options do I have?

A:

1. Although the [Faculty Handbook](#), page 76, lists several different types of leave, there is essentially only one type of leave for nine-month faculty: Sick Leave. However, if you are a member of the National Guard or Army Reserve, you should also consult the Faculty Handbook.
2. Regardless of why you need to be absent, your only option is to request Leave of Absence, using Sick Leave time.

Q: How many hours of sick leave do I accrue per pay period?

A: All full-time instructors shall be awarded sick leave at the end of each paid month of employment, at the following rate:

DAYS OF SICK LEAVE EARNED PER MONTH BY UNCLASSIFIED FULL-TIME EMPLOYEES					
Years of Service	Less than 3	3, But less than 5	5, But less than 10	10, but less than 15	15 and over
Days (hours) of Leave Earned Per Month	1 (8 hours)	1 ¼ (10 hours)	1 ½ (12 hours)	1 ¾ (14 hours)	2 (16 hours)

Q: What happens if I use all of my sick leave?

A:

1. Faculty members who have a serious medical condition for which they have used all of their accrued sick leave, or anticipate that they will use all of their accrued sick leave, and have contributed to the shared sick leave program, may request additional sick leave from the Shared Sick Leave pool.
2. You must request this assistance from the Shared Sick Leave committee. See page 22 of the [Faculty handbook](#). The University President must approve all requests for Shared Sick Leave.
3. Full-time faculty members, who have been employed at least one year, and who have at least eight hours of accrued sick leave, may donate eight hours of sick leave to the Shared Sick Leave Pool. You must maintain at least twenty-four hours of accrued sick leave at all times.
4. If you are not eligible for the shared sick leave program, you may take Leave without Pay.

Q: What is the minimum amount of sick leave I must take for an absence and for what absences may I take my leave?

A:

1. The minimum amount of time you can take on a sick leave request is one hour. The time for which you request compensatory sick leave does not have to be for a doctor's appointment or because you are sick. On the other hand, if you want to go shopping in Shreveport on a day when you normally teach, I doubt that you will get the sick leave request approved.
2. If you are normally scheduled for office hours or teaching on a given day, and you miss one of your office hours due to personal business, then you must take one-hour of sick leave.

3. If you take an entire day on which you have scheduled office hours, you must take eight hours of sick leave.
4. If you have an all-day appointment on a day when you have no office hours or teaching obligation, you do not have to take any sick leave.

Grading Policies:

Overall grading policies may be found in the Faculty Handbook online in Chapter 3.

Q: What makes an A paper an A paper, etc?

A: See the chart below for a description of an A, B, C, D, and F paper.

	A Paper	B Paper	C Paper	D Paper	F Paper
Thesis and Development	Has a lucid, significant, perceptive response to the topic, which is fully developed.	Has a lucid, significant, response to the topic, which is fully developed.	Has a discernible, controlling idea or thesis, which responds to the topic; generally developed.	Has a discernible, controlling idea or thesis, which responds, but is underdeveloped or trite.	No responsive thesis, or response is not developed at all.
Support	Concrete, relevant details and examples.	Concrete, relevant details and examples.	Some superficial or trite generalizations, or facts with little comment.	Underdeveloped and trite generalizations; sketchy or irrelevant facts.	Little or no support for generalizations or merely lists of examples.
Audience Awareness	Structure, supports, and tone demonstrate consideration of audience and purpose.	Awareness evidenced mainly in either structure and supports or tone.	Awareness evidenced only marginally in appropriate use of structure and support or tone.	Awareness slightly evident in appropriate use of structure and support or tone.	Seems to exist for the writer only.
Paragraphing and Logical Progression	Coherent paragraphs progress through necessary, evident stages; includes transitions.	Generally coherent paragraphs progress through necessary, evident stages; includes transitions.	Generally coherent paragraphs that may be unwieldy or confusing; limited or predictable transitions.	Little or no attempt at cohesion; progress is confused or haphazard; little or no use of transitions.	Little or no cohesion; confused and haphazard progression; little or no use of transitions.
Sentence Structures and Word Choice	Varied sentence structure; word choice is precise, fresh, and economical.	Clear sentences; some stylistic variation; word choice is precise, if not economical or fresh.	Clear but sometimes loose or basic sentences; word choice is occasionally imprecise and flawed.	Little attention to sentence structure or revision; word choice is often flawed or inadequate.	Basic/choppy or rambling/incoherent sentences; little or no evidence of revision; inadequate word choice.
Grammar Errors	Absent or so limited as not to disrupt the essay's readability in any way.	Minimal or so limited as not to disrupt the essay's readability in any major way.	Occasionally disrupt the essay's readability.	So pervasive as to disrupt consistently the essay's readability.	So pervasive as to disrupt seriously and consistently the essay's readability.

Q: What do I do if a student disputes his or her grade?

A: Initially a meeting between the student and the instructor should be arranged to try and come to a mutual understanding concerning the disputed grade. If no agreement can be reached, then a meeting with the department head, the instructor, and the student would become necessary to hopefully resolve the dispute. The last avenue to pursue would be a formal arbitration if an agreement cannot be reached via the University Grade Appeal process.

Q: How do I handle a grade appeal?

A: The grade appeal procedure for the University is presented in detail in the [University Catalog](#) and in the NSU [Student Handbook](#).

Requesting Classes

Q: How do I request classes?

A: You will be asked to submit requests for courses that you would like to teach twice a year (in late August for Spring semester and in early January for Summer Sessions and Fall semester). You will usually get a week to ten days to submit your request.

Procedure

- Review what advanced courses have been offered in immediate past semesters or discuss with the department head what might be needed at a given time.
- List courses and times that you would like to teach; indicate any internet course offerings you might be interested in providing. State whether time or course should dictate scheduling.
- Be realistic in outlining your requests; it is highly unlikely that anyone will be able to avoid teaching core classes.
- Submit your requests by the deadline.

Things to remember

- The department head will make every effort to accommodate all reasonable requests, but sometimes s/he is unable to accommodate all faculty needs.
- Do not expect that you can always avoid Friday classes.
- Always give your department head some flexibility in scheduling; it is okay to request a couple of restrictions (e.g. no Thursday night classes, no classes at 8AM because I am driving from Pineville, etc.) but a request for all TR classes every semester is not likely to be granted.
- Summer classes are spread around faculty who wish to teach. While most faculty get at least two summer classes (at least this has been the tendency in the past), sometimes this is not the case. Please budget your nine-month funds accordingly.
- Summer classes are pro-rated in cases where there is not sufficient enrollment; therefore, only volunteer to teach advanced non-core classes if you are willing to accept this as a possibility.

Internet Course Frequently Asked Questions

Q: How do I request an Internet class?

A:

1. Before you can teach an Internet version of a class, you should consult with the Department Head in order to ensure non-duplication of sections.
2. You should also attend [one of the numerous seminars](#) for Blackboard conducted by the Office for Electronic and Continuing Education.

Q: How do I register an Internet class?

A:

1. The Board of Regents must approve all Internet classes at NSU. Generally, the Office of Electronic and Continuing Education will send requests for Internet Classes via a Messenger email. The email will provide a URL to access the Register a Course link. You can also access this site through eNSU/Other Information/Faculty Support. Simply go to [Office of Electronic and Continuing Education](#), find Faculty Support, select the semester, and follow the instructions.

Q: Who do I contact when I have a problem with my Internet class?

A:

1. The Office of Electronic and Continuing Education coordinates all Blackboard classes, but programming and other technical data information is maintained by Information Systems. You can contact the Office of Electronic and Continuing Education at 357-6355, and you can contact Information Systems at 357-5594. You can also call the Help Desk and leave a message at 357-4090. If you have a question about how something works in Blackboard, call the Office of Electronic and Continuing Education, but if you have a problem with a function of Blackboard not working or not working properly, call Information Systems.

Q: Who do I contact for training in Blackboard?

A:

1. The Office of Electronic and Continuing Education maintains a calendar of training in Blackboard and other technology issues (MSWord, Excel, FrontPage, PowerPoint, Outlook, and Compressed Video) at their [training website](#).

Copy Policy FAQ

Q: What are my options with regard to distributing documents to my students?

A: You have three options for distribution of materials to your students.

1. Hardcopy materials for distribution in class
2. Reserves in the library where students can access hardcopy materials and make their own copies
3. Electronic materials for delivery via Blackboard, email, or the World Wide Web that students can access, copy electronically, and print hardcopies

While the department does not strictly limit the printing and copying of materials for class distribution, these are costly processes for the department, and faculty and staff are encouraged to print and make copies for class distribution in reasonable amounts and only when necessary. If other means of distribution, such as library reserves or electronic delivery, are feasible alternatives to the traditional hardcopy distribution of materials, these other methods should be utilized. Class materials, print or electronic, should only be copied and distributed in accordance with current copyright law.

Q: If I want to make hard copies for class distribution, should I use the printer or the copy machine?

A: The costs associated with printing and copying include paper, ink, and maintenance. The copy machine also operates under a contract with Xerox. This makes copies made on the copy machine slightly more expensive than the printer; however, our copier also makes double-sided copies, which saves on paper. In the end, consider the following options when making copies for class.

- Local office printers – use only for small jobs (a few pages) as these are the most costly to supply with ink
- Network printer – use to print documents that must be one-sided and/or are very large
- Copy machine – use to make double-sided documents

Furthermore, keep in mind the following things regardless of which printing/copying method you use.

- Proofread carefully before printing/copying large numbers of any document
- Format for maximum efficiency before printing/copying documents
- Avoid printing/copying pages with large patches of dark colors
- Take care to avoid printing blank pages at the end of documents
- Restrict printing/copying to work-related documents

If other means of distribution, such as library reserves or electronic delivery, are feasible alternatives to the traditional hardcopy distribution of materials, these other methods should be utilized. Class materials, print or electronic, should only be copied and distributed in accordance with current copyright law.

Q: What are library reserves, and how do I place materials on reserve in the library?

A: Reserve items are located at the circulation desk of Watson Memorial Library. Reserves enable groups to share materials that are either in short supply or must be used within time limits. Students may check out four reserve items at a time. Reserve items may not leave the library unless they are overnight, 3 day, or one week checkouts. Library resources and materials belonging to faculty members may be placed on reserve. For information, contact the circulation department at (318) 357-4477 or circulation@nsula.edu. The NSU Libraries Course Reserve Request Form can be downloaded at http://www.nsula.edu/watson_library/course_reserves.pdf. Materials on reserve must be copied and made accessible in strict adherence to current copyright law.

Q: How do I distribute materials on Blackboard, via email, or through the Internet?

A: Every course at NSU exists simultaneously online in a Blackboard shell. This shell provides faculty the opportunity to post documents and materials online and limit the access of materials to those students enrolled in each course. Blackboard allows instructors to post almost any type of electronic document online for students to access, copy, and print. Faculty may also link to resources that are available elsewhere on the Internet through Blackboard. Likewise, every NSU faculty, staff, and student has access to free email through the university. Faculty may choose to email documents as attachments to students through their NSU email accounts. Furthermore, NSU will host a webpage for each faculty member for free. If a faculty member so chooses, he or she may post documents on his or her webpage for student access. Beware that documents posted on web pages, unlike email and Blackboard, are available to anyone with access to the Internet and therefore may not qualify for certain copyright exemptions afforded to educators. As always, class materials, print or electronic, should only be copied and distributed in accordance with current copyright law.

Syllabus Requirements FAQ

Q: What information should be included on a syllabus?

A: The syllabus essentially serves as a contract between teacher and student. This document should outline the details of the professor/instructor's academic and classroom policies. In an effort to achieve the most efficient form of written communication between professors/instructors and their students, the following items must be included on each faculty member's course syllabus:

- Office hours and office location
- Contact information (email address, phone number)
- Course description
- Goals and objectives of course
- Course materials
- Attendance policy
- Grading policies
- Descriptions of assignments
- Policy regarding late assignments
 - Policy regarding incompletes
 - Policy regarding make-up work
 - Civility statement
 - Academic honesty statement.
- Policy on plagiarism (at the professor's discretion)
- Disability statement

These and additional requirements can be found on the Language and Communication Blackboard site which all faculty in the Department can access.

Meeting Classes

Meeting classes involves two complementary components for each member of the instructional faculty: 1.) that you meet your classes (physical presence); and 2.) the manner in which you meet your classes (professional presence).

1. Physical presence:

The NSU *Faculty Handbook* is absolutely clear about physical presence: “All classes are to be in session as scheduled. Faculty members are expected to meet their classes promptly at the scheduled time and location” (101). Nevertheless, obvious contingencies arise from time to time that prevent faculty from meeting their classes and, under these circumstances, it is the responsibility of the faculty member to notify the Department Head beforehand of such circumstances. When a member of the faculty anticipates or knows that she or he will miss a class or classes, then that faculty member, whenever possible, should file an assignment for the class or classes to be missed with the Department that insures that the work of the course proceeds without interruption. In these cases, a representative of the Department will cover the missed class or classes. Recognized contingencies cited the *Faculty Handbook* are as follows: “illness, emergencies, or death in the family” (101). Missing from this list are other contingencies that occasion missing a class; among these are scholarly or professional activities: conventions, conferences, and presentations, among the most obvious; as well as various civil or military obligations—for instance, jury duty (see *FH* 87-89 for particulars). Faculty generally are not required to take leave for conference attendance. Although the University allows “outside employment,” engaging in this activity in such a way that interferes with the meeting of classes is in violation of University policy (see *FH* 55-56). Such outside employment must be authorized in advance of performance of the outside job or consulting work.

2. Professional presence:

The NSU *Faculty Handbook* makes it equally clear that in meeting classes, faculty are to conduct themselves and perform in ways that are consistent with professional benchmarks and expectations. The first condition of employment at NSU stipulates that, in practical terms, faculty should teach “all classes in a manner that will promote academic excellence to the fullest extent” (*FH* 37). While “to the fullest extent” is sufficiently vague, it may be clarified by other language in the *Faculty Handbook* that falls under the heading of “Professional Ethics” and that the authors of the *Handbook* borrow from the AAUP: “Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence.” In addition to this provision, a second falls under the domain of professional presence, again derived from the AAUP: “As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors” (*FH* 35). The University prohibits “romantic or sexual relationships between a faculty member and a student” in those cases in which “grades are assigned or work is approved” (*FH* 33).

Definition of Titles

Administrative Functions

1. Department Head:

The Department Head oversees all operations of the Department. The Head's activities include, but are not limited to, the following: consults with the University Administration; manages the Departmental budget; conducts monthly Departmental Meetings; assigns teaching schedules; evaluates teaching performance; makes Committee assignments; determines annual Merit status based upon teaching, scholarship, and service; disseminates information; represents the Department in a variety of University functions.

2. Director of Graduate Studies:

The Director of Graduate Studies oversees the operations of the Graduate Program. The Director's activities include, but are not limited to, the following: promotes the Graduate Program through a variety of outlets; works on maintaining and increasing enrollment; disseminates information; provides direction and counsel to enrolled graduate students; enforces deadlines and procedures; typically serves *ex officio* as member of Graduate Council; represents the Graduate Program in a variety of functions; conducts in-services.

3. Director of Freshman Writing:

The Director of Freshman Writing oversees the operations of the 1010 and 1020 courses. The Director's activities include, but are not limited to, the following: serves as consultant to faculty on all matters related to the teaching and administration of the Freshman Writing sequence; disseminates information; collects, assembles, and evaluates course documentation; evaluates Program materials; writes and administers Challenge Exams; organizes Final Exam schedules; serves *ex officio* as Chair of the Freshman Writing Committee; represents the Department in a variety of functions; conducts in-services.

4. Director of the Writing Center:

The Director of the Writing Center oversees the operations of the Writing Center as well as 900-level courses in remediation. The Director hires and trains Writing Center Staff and insures the operations of the Writing Center. In addition, serves as a consultant to faculty and graduate students who teach 900-level classes; disseminates information; collects, assembles, and evaluates course documentation; evaluates Writing Center and Remediation materials; administers Final Examinations and supervises their evaluation.

Ranked Faculty (derived from *Faculty Handbook* 42-44)

Tenure-line

1. Professor:

Requires a terminal degree (PhD), plus the completion of “at least five years of full-time teaching experience or academic support service [at] the level of Associate Professor”; has advanced the “goals and purposes of the University” and has made noteworthy professional contributions.

2. Associate Professor:

In the absence of a terminal degree (PhD), requires “extraordinary service to the University” and significant and documentable credentials (in all other cases the terminal degree is the *sine qua non*), plus “at least five years of full-time teaching or support experience at the level of Assistant Professor”; demonstrated “competency as teacher or [in] academic support,” as well as performance of other services—“scholarship, creative endeavors, publication,” or other “University” / “public professional” services, for example—deemed “essential” to and that advance institutional “goals and purposes of the University.”

3. Assistant Professor:

Requires, at minimum, a Master’s degree in the field, as well as “demonstrated teaching ability and professional promise.” The *Faculty Handbook* strongly suggests that only those who have demonstrated a commitment to graduate work beyond the level of the Master’s degree (“the master’s degree in the field plus approved graduate work”) are qualified for the rank of Assistant Professor.

Non-Tenure Line

4. Instructor:

Requires possession of the Master’s degree in the field or “comparable professional certification” in a cognate field. This rank is not tenure-line, though it is renewable annually.

Special-Status (non-tenure line)

5. Visiting Professor:

The *Faculty Handbook* stipulates no degree requirements for this position. A Visiting Professor either has “a temporary or permanent [position]” at another college or university and is “on-leave” from that institution or has been “hired to fill a faculty position on a temporary basis.” A Visiting Professor works under a “term contract.”

6. Lecturer:

The *Faculty Handbook* stipulates no degree requirements for this position. A Lecturer “teaches a limited number of courses in a specific area of expertise” and is a term-contract employee.

7. Adjunct:

The *Faculty Handbook* indicates that the Adjunct Faculty member “possesses the credentials and/or experience to hold rank” but maintains “primary employment . . . outside the University.” Because primary employment is outside the University, the Adjunct, by implication, should have no tenure-line expectations.

Copyright and Fair Use Policies

The Department of Language and Communication at Northwestern State University of Louisiana promotes the scholarly work of its faculty, staff, and students as long as they adhere to all applicable laws, including copyright laws. The following guidelines are a good faith effort to summarize the copyright laws and fair use policies related to the educational use of materials both in teaching and scholarly work and make it easier for departmental faculty, staff, and students to use copyrighted materials in accordance with copyright law. Of course, the only surefire way to avoid copyright infringement is to assume that the work is copyrighted and obtain permission from the copyright holder before making use of any copyrighted work. While NSU has no university-wide copyright and fair use policy, our ULS colleagues at Southeastern Louisiana University have developed a high quality guide to copyright law, “Copyrights at Southeastern Louisiana University: A Guide for Faculty, Staff, and Students” ©2003 Southeastern Louisiana University available at http://www.selu.edu/documents/policies/copyrights_southeastern.pdf. The following document is a summary of this guide.

Before using any material, consider the following questions:

1. Is the material currently under copyright protection?
2. Does the use of the copyrighted material fall under the exclusive rights of the copyright holder?
3. Does the use of the copyrighted material fall under an exception to the exclusive rights of the copyright owner?
4. Does the use of the copyrighted material fall under one of the common educational material types or uses?
5. Does the use of the copyrighted material meet the requirements of all four fair use factors?
6. Does NSU already hold a license allowing university faculty, staff, and students to use copyrighted work?
7. If the copyrighted material is protected and the use of the copyrighted material is not allowed without permission under an exemption or fair use, how do I obtain permission?
8. Where can I get more information or help with copyright issues?

Q: Is the material currently under copyright protection?

A: Discovering the copyright status of many works can be both time-consuming and difficult. When it is unclear whether a work is currently under copyright protection, it is best to assume that it is.

Copyright protection applies differently to works published or copyrighted in different times:

- Works copyrighted or published before January 1, 1923, are considered to be in the public domain and hold no copyright protection. These works may be used freely.
- Works copyrighted between January 1, 1923, and December 31, 1977, are required to carry a copyright notice. If no notice is present, the work is not under copyright protection and may be used freely. If a copyright notice is present, the material is

protected for a term of 28 years from the date it was secured and may be renewed for an additional 67 years.

- Works copyrighted between January 1, 1978, and March 1, 1989, need not display a copyright notice in order to be protected. These works are protected for the life of the author plus 70 years. Unpublished works are equally protected under copyright law.
- Works copyrighted after March 1, 1989, need not display a copyright notice and are protected for the life of the author plus 70 years.

Copyright protection does not apply to several types of materials. These materials may be used freely.

- Works not fixed in a tangible form of expression
- Titles, names, short phrases, and slogans
- Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, and devices
- Works consisting entirely of information that is common property and containing no original authorship
- Works published by or for the U.S. government (public domain)

Published foreign works fall under different rules and should be assumed to be under copyright protection.

If no copyright protection applies to a work, it may be used freely, and the following questions may be ignored. If, however, the material is copyrighted, consider the following questions to determine any exceptions that might apply to the use of the material.

Q: Does the use of the copyrighted material fall under the exclusive rights of the copyright holder?

A: Copyright owners hold exclusive rights to use their materials and authorize permission to use their materials in the following ways:

- Reproduce the work in copies
- Prepare derivative works based on the work
- Distribute copies of the work to the public
- Perform the work publicly
- Display the work publicly
- Perform the work publicly

If the use of the copyrighted material does not fall under one of these exclusive rights of use, the material may be freely used in that way. However, if the use falls under these exclusive rights, the following questions may help to determine if the use is an exception to these rights.

Q: Does the use of the copyrighted material fall under an exception to the exclusive rights of the copyright owner?

A: There are several exceptions to the use of copyrighted material.

- Educational performance and display in face-to-face teaching is lawful when used:
 - In the course of face-to-face teaching
 - By an instructor, guest lecturer, or student
 - In a classroom environment
- Reproduction by libraries is lawful for:
 - Interlibrary loan
 - Preservation
 - Reserves
 - Private study
- Reproduction for the disabled is lawful
- Computer program backups under licensing agreements is lawful

If the use of the work falls under one of these exceptions, it may be used freely. If the use is not covered by these exceptions, the next question covers more educational exceptions to the copyright protection of material.

Q: Does the use of the copyrighted material fall under one of the common educational material types or uses?

A: Exceptions to copyright protection are made specifically for some educational uses. These exceptions are fairly specific and should be regarded carefully.

- Distance learning performance and display is lawful when:
 - The work is provided at the direction of the instructor for use in a university-offered course in a manner that is directly related and of material assistance to the course content
 - A notice of the work's copyright is posted
 - The work is made available only to those students enrolled in the course and only during the time of its relevance to the course content; otherwise, the material must be securely stored
 - Technology is employed that reasonably limits the student's ability to further distribute the work
 - The work is not copied more than the one needed for transmission
 - The work is of the proper amount and type as limited by the law
 - Entire performances of non-dramatic works
 - Reasonable and limited parts of dramatic works
 - Display of other works, such as images, in amounts similar to typical displays in face-to-face teaching
- Classroom copying – It is unlawful to copy to replace or substitute for anthologies, compilations, or collective works (e.g. course packets); it is unlawful to copy or replace

consumable materials such as workbooks, exercises, standardized tests, or answer sheets; it is unlawful to copy to substitute for the purchase of books; it is unlawful to copy the same thing repeatedly from term to term.

- It is lawful to make single copies of:
 - A chapter from a book
 - An article from a periodical
 - A short story, short essay, or short poem
 - A chart, graph, diagram, drawing, cartoon, or picture
- Multiple copies for classroom use are lawful if:
 - No more than one copy per student
 - Each copy includes notice of copyright
 - The copying meets the tests for brevity, spontaneity, and cumulative effect
 - Brevity
 - Poetry – Up to 250 words on no more than 2 pages
 - Prose – Complete article less than 2500 words or excerpt from 500 to 1000 words or 10% of the work, whichever is shorter
 - Illustration – One per book or periodical issue
 - Spontaneity
 - Copying is at the instance and inspiration of the instructor
 - Decision to use the work and use of work is so close in time that it would be unreasonable to expect a timely response
 - Cumulative Effect
 - The copying is for one course in the school
 - No more than one poem, article, story, essay, or two excerpts from the same author nor three from the same collective work or volume during one class term
 - No more than nine such occasions of multiple copying per course per term
- Multimedia works and recordings may be lawfully used:
 - In the course of face-to-face teaching activities
 - By an instructor or student
 - In an educational environment
 - Only when legally acquired or duplicated

Q: Does the use of the copyrighted material meet the requirements of all four fair use factors?

A: Fair use involves use of copyrighted materials for certain purposes when permission from the copyright holder is not needed. Fair use is based on four factors, and it is up to the individual to consider, weigh, and analyze each factor in determining fair use.

- The purpose and character of the use – Why, how, and in what setting is the work to be used? Non-profit educational uses are valued over commercial uses. Transformative uses of materials, where portions of the work are blended into a new work, are favored, as well. Teaching purposes are also highly favored.

- The nature of the copyrighted work – What are the characteristics, qualities, and attributes of the work? Factual work is more likely to be allowed under fair use than the copying of a creative work. Use of commercial audiovisual works and unpublished works is even less likely to be allowed without permission.
- The amount and substantiality of the portion used in relation to the work as a whole – How much of the work, quantitatively and qualitatively, is being used? There is no set amount that is automatically considered fair use because the key to a work may be contained in a very small part of it.
- The effect of the use upon the potential market for or value of the work – What will be the impact on the work caused by the use of it? This is often the deciding factor in cases involving fair use.

If you feel you can use the material under fair use, be sure to maintain some record of your considerations in case it becomes an issue later on. It is always best to err on the side of caution and assume a work is copyrighted if the exemption or fair use is not clear.

Q: Does NSU already hold a license allowing university faculty, staff, and students to use copyrighted work?

A: NSU may already hold a license allowing university faculty, staff, and students to use a copyrighted work. Licenses do contain limitations on the use of copyrighted materials. It is important to determine if the material and its use is covered by a license agreement. Some of these resources that may be used in some ways under licenses include library resources such as the Louisiana Digital Library Collections Online, Webliography, and some database materials. Check with the reference department at the library at (318) 357-4574. You might also want to check the availability of site licenses with the Director of Information Systems at 357.5594.

Q: If the copyrighted material is protected and the use of the copyrighted material is not allowed without permission under an exemption or fair use, how do I get permission?

A: If you have determined that you need permission to use copyrighted material, you must seek that permission from the copyright owner(s) or licensees to use the work. To do this, you will need to determine the identity of the copyright owner(s), contact the owner to obtain permission, and maintain detailed records of your communications.

Be aware that sometimes there are multiple copyright owners, and all of them must grant permission. If the copyright owners are not explicitly listed on the materials, you can use the United States Copyright Office (<http://www.copyright.gov/>) to find the copyright information. Other organizations that grant copyright permissions are divided by genre.

- Books and Journals
 - Copyright Clearance Center (search and permissions) – <http://www.copyright.com>
 - Access Copyright (Canada) (search and permissions) – <http://www.accesscopyright.ca>

- Author's Registry (U.K.) (search and permissions) – <http://www.authorsregistry.org/welcome.html>
- Library of Congress Copyright Office (search) – <http://www.copyright.gov>
- Poets & Writers (search) – <http://www.pw.org/directory.htm>
- Plays and Other Dramatic Works
 - Baker's Plays (search) – <http://bakersplays.net>
 - Broadway Play Publishing (search and permission) – <http://www.broadwayplaypubl.com>
 - Dramatist's Play Service (search and permission) – <http://www.dramatists.com>
 - Samuel French, Inc. (search and permission) – <http://www.samuel french.com>
- Websites and Other Online Works
 - Copyright Clearance Center (search and permissions) – <http://www.copyright.com>
 - Rscopyright (search and permissions) – <http://www.icopyright.com/index.html>

Once you have located the copyright owner, you may want to phone or email the owner to verify the exact name and address of the copyright holder. Oral permission over the telephone is not sufficient; you will want to obtain written permission to use the copyrighted material. In your letter, be sure to precisely describe the intended use, the amount of material to be used, the period of time during which it will be used, the purpose and nature of the use, and where and how it will be used.

The copyright owner may grant or deny permission or grant permission on the condition of a fee. Be sure to keep detailed records of all communications with the copyright owners or permission granting institutions. If you receive no response or are unable to locate the copyright owner, this documentation can be used to show a good faith effort to do so, allowing you to use the work under fair use.

Q: Where can I get more information or help with copyright issues?

A: If you need more information about current copyright law, you can consult the following resources. Of course, our reference librarians are always available to help at (318) 357-4574.

“Copyrights at Southeastern Louisiana University: A Guide for Faculty, Staff, and Students”
http://www.selu.edu/documents/policies/copyrights_southeastern.pdf

U.S. Copyright Office – Copyright information of all kinds
<http://www.copyright.gov>

“The Fair Use Guidelines for Educational Multimedia” – November 1998
<http://www.uspto.gov/web/offices/dcom/olia/confu/confurep.htm>

“The Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve” – 1978
<http://www.ifla.org/documents/libraries/policies/ala.txt>

Travel

Q: What do I do if I plan to attend a conference?

A: Each Fall, you will be asked to submit the conferences that you are planning to attend to the Department Head. She or he will then let you know about possible funding available. Once your abstract is accepted and you have proof—an email or a letter from the organization that you are making a presentation, then you should fill out the Request for Authorized Travel. The Department Secretary has these forms. Type the form, sign it appropriately, and ask your Department Head to sign the form. The form will then be processed. This form should be filled out at least ten days prior to travel. Once you receive verification that you have been approved to travel, you may take your trip. Before booking any travel reservations, please read the fiscal polices and procedures manual, Section VII regarding travel. Here is the link: <http://www.nsula.edu/businessaffairs/ppm/Travel/A-RequestAuthorizedTravel.pdf>

Q: Will I be reimbursed for all my conference travel?

A: Generally, you will not be reimbursed for all your travel expenses. You should be aware that the state has restrictions regarding lodging fees and meals. You will be given a per diem amount for meals depending upon your travel arrival and departure times.

Q: Do I need to fill out a travel authorization form if I am driving to an off-campus site to teach?

A: Yes, you should fill out a blanket authorization for travel which covers you for insurance purposes.

Q: Should I have a blanket travel request on file for errands that I might run for the University such as picking up printed materials for programs or for purchasing office supplies?

A: Yes. To be safe, you probably should fill out a blanket travel authorization. Student workers or graduate assistants who travel should also keep one of these authorizations on file if they are likely to run off-campus errands for the Department.

Computer Use Policy

Q: Where can I get help with my computer if there is a problem?

A: Provide the Department Secretary with a list of issues or see "3.1" below.

Q: Can I use software that I own on my office computer?

A: Yes and no. If you have OEM documentation, yes; if you do not have proof of ownership, no. Provide the Department Secretary with the list of software you would like to have installed, send a work request to helpdesk@nsula.edu, and see "3.1" below.

Q: May I install software/hardware on my computer at work?

A: Again, yes and no. Because you do not have administrative (or power user) privileges on your computer, an IT representative will have to install the software/hardware for you. Available software is limited to what the department owns. According to Electronic Data Systems Policies and Standards at <http://www.nsula.edu/edp/documents/edp.pdf>, the following procedure should be followed.

3.1 Request for Programming Services

Requests to Information Systems for programming services fall under three categories - new programs, changes to existing programs, implementation of existing programs. A request for programming services will normally be initiated by the user and must be in writing.

Data requests can be made through e-mail to datareq@nsula.edu or by written memorandum addressed to Information Systems. When making a data request the user should provide following information:

- Name, telephone #, and e-mail address of the person to whom questions and/or output should be directed.
- Requested completion date. (NOTE: A minimum of two working days is required, however, a longer period may be necessary)
- Description of the request.
- For access to or release of secure information the signature of the data custodian or designee is required. The four primary data systems and associated custodians are as follows:
 - o Student Information System (SIS), University Registrar
 - o Financial Records System (FRS), University Business Affairs
 - o Human Records System (HRS), University Business Affairs
 - o Housing Module, Director of Auxiliary Services

Data Requests received by Information Systems are entered into the on-line data request system. A copy of the request as entered in the system will be mailed to the requesting agent. The requesting agent should note the associated log number and should refer to this log number whenever inquiries are made concerning the request.

Q: What may I do on my office computer?

A: According to Electronic Data Systems Policies and Standards at <http://www.nsula.edu/informationssystemsd/documents/edp.pdf>, your computer use is "subject to the following conditions":

9.14.5 Political, Personal, and Commercial Use

The University is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, use of real estate, and similar matters. It is also a contractor with government and other entities and thus must assure proper use of property under its control and allocations of overhead and associated costs. Use of the University information resources, including the use of the University computer network capabilities, is, therefore, subject to the following conditions:

Political Use: University information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal state and other laws and in compliance with applicable University policies.

Personal Use: University information resources may not be used for personal activities not related to University functions.

Commercial Use: University information resources should not be used for commercial purposes except in a purely incidental manner or as permitted under other written policies of the University or with the written approval of a University officer having the authority to give such approval. Any such commercial use should be properly related to University activities, take into account proper cost allocations for government and other overhead determinations and provide for appropriate reimbursement to the University for taxes and other costs the University may incur by reason of the commercial use. Users also are reminded that the "EDU" domain on the Internet has rules restricting or prohibiting commercial use.

Q: Who has access to my computer files?

A: Access to office computers files is stated in the NSU Electronic Data Policies Handbook section 9.16.3 listed below:

9.16.3 Inspection and Monitoring

Only the Director of Information Systems or designee can authorize the inspection of private data or monitoring of messages (including electronic mail) when there is reasonable cause to suspect improper use of computer or network resources.

Student Workers may also have access to departmental computers per Electronic Data Policies section 9.6.4. Full text is below:

9.6.4 Student Worker Access to Faculty and Staff PCs and Departmental Data

Department Heads or equivalents may request student workers be able to logon to PCs within their departments and access departmental data residing on shared directories. To request student access to departmental PCs and data, the department must submit a written request to Information Systems request to Information Systems with the following information:

- student name and student account (username) information
- justification for providing student access to PCs and data
- beginning and end dates for which access is to be granted (access will not be granted for periods in excess of one year). All student access to faculty and staff PCs will be terminated effective the day after the last day of each Spring semester. A new request must be submitted to Information Systems for student access during the Summer term and subsequent semesters.
- the departmental shared directories that the student will need to access. The requestor assumes all responsibility in regard to student access to this data.

The request must also contain the following statement:

The undersigned agrees to immediately notify Information Systems when student access is no longer required or authorized to departmental PCs. The undersigned assumes all responsibility for failure to notify Information Systems when student access is no longer required or authorized. For example, if a student's employment is terminated for any reason, Information Systems needs to be immediately notified.

Departments requesting that students be able to access departmental PCs and data must also require students to sign a confidentiality statement that includes the following elements:

I, the undersigned, hereby agree to abide with the following rules in regard to being granted access to faculty and staff PCs.

- I will keep personal passwords confidential – they will not be shared with anyone.
- Passwords will not be written or stored in plain text format.
- I will log off of the PC when leaving the immediate area unless the screen lock has been activated.
- I will not allow anyone to use a PC that has been signed on under another individual's username and password.
- I will not make or permit unauthorized use of any information in the computer or hard copy files.
- I will not seek personal benefit or permit others to benefit personally by any confidential information that has come to them through their work assignment(s).
- I will not display or divulge the contents of any record or report in any manner to any person except in the conduct of their regular work assignment(s).
- I will not include knowingly or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will ensure that all printed output containing personal information is shredded.

- I will not allow photographs to be made of any display device (e.g., computer monitor) containing personal information.
- I will ensure that computer monitors are positioned in such a manner that unauthorized personnel cannot read personal or sensitive information.
- I will not aid, abet, or act in conspiracy with any other person to violate any part of the above.

A copy of the confidentiality statement signed by the student for which access is requested must be attached to the departmental request. Departments may add to this list of requirements but no items are to be deleted.

The requesting department must also attach a copy of their internal policy concerning student access to their request. This policy needs to address the risks associated with student access and how these risks are to be mitigated (the control measures). This policy must be coordinated with Information Systems and approved by the Vice President associated with the requesting department.

Q: May I send personal e-mail from my University computer?

A: See 9.14.5 above. You should be very careful to not conduct personal business on University time. Do not send e-mails of a personal nature from your account, and notify others to send you e-mails of a personal nature to your home account—not to your work account.

Q: May I surf the web during my office hours while I am at a work?

A: Yes and no. You may use the Internet for research and University-related business. However, you should not shop for personal items, view inappropriate material, nor surf sites which do not have a connection to your research or University obligations during or outside of office hours.

Q: Do I need a password for my computer or for systems on the server?

A: Yes, when you arrive, fill out the “Request for User Account” Form at <http://www.nsula.edu/help/RequestforUserAccount.pdf>. You will be assigned a login name and password.

Office Hours

Q: What are office hours?

A: Office hours are primarily specific blocks of time set aside for students to come and discuss their work or grades with their instructors. Office hours are also time set aside for recording and posting grades, grading papers, posting attendance, committee work, or any other teaching related activities.

Faculty members who are involved in regular matriculation programs of the University are expected to be the principal advisors of students. Advising students on matters pertaining to curriculum and career choices is the responsibility of the student's academic department. The advisor should be knowledgeable of catalog requirements and should follow procedures determined by the academic Department Head/Coordinator or Dean. It is the responsibility of the faculty member to stay abreast of policy changes contained in the catalog, to correctly advise students on a continuing basis, and to post and keep regular office hours.

Q: How many do I have to maintain per week?

A: The minimum amount of office hour per week is 10.

Q: Why do I have to hold office hours?

A: Office hours are mandatory per the University Faculty Handbook.

Q: May I hold office hours at other places on campus or off campus?

A: Instructors may hold office hours at other places on campus other than the instructor's office. However, it is usually the norm to hold office hours in the instructor's office. If you choose to hold office hours in a place on campus other than in your office, you must leave a note and let the Departmental Secretary know where you will be holding office hours. If you have a University meeting during office hours, please leave a note for students on your door and notify the Secretary.

Office hours may not be held off campus.

Q: What happens if I miss an office hour?

A: If you miss an office hour or have to cancel office hours, you must take leave. You cannot re-schedule office hours or make them up. In special cases, such as days on which you hold office conferences with students, you may be allowed to shift office hours, but this must be arranged before hand with the Department Head and submitted in writing prior to changing the hours.

Use of University Phones

Q: How do I check my voice mail?

A: If you pick up your phone and hear a stutter tone, then this means you have voice messages. You should dial 357.4444, and you will be connected with the Meridian Mail system which will then prompt you for your password and other information. If you need further help, press 0 on your phone to connect with the University operator.

Q: How do I make a local call?

A: You should press 9, then the number you wish to call if you are placing a local call. The area does not have ten digit calling currently, so press the phone numbers without the area code.

Q: How do I make a long-distance phone call on campus?

A: You should dial 8, then the area code and number of the person to whom you wish to speak. Not all University phones are equipped with long-distance service. You may request long-distance service from your Department Head, but please be aware that you will have to sign a call log monthly to attest to the calls you have made and to indicate that these are business related calls. It is a good idea to keep a log of the calls you make so that you can compare this to the University log that you will receive monthly. If your office is open much of the time or if many people have access to your phone, be sure to keep good records of the calls you make to avoid any potential misuse of long-distance calls. You may not make personal long-distance calls from University phones.

Students' Rights to Privacy

Q: What is FERPA?

A: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 6) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the Office of the Registrar, the registrar will advise the student of the correct official to whom the request should be addressed.
- 7) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student

- of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 8)** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the person servicing on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official committee in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon the student's request, the University discloses education records to officials of another school (registrar to registrar) to which a student seeks or intends to enroll.
 - 9)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA.
 - 10)** Teachers cannot disclose information to parents regarding their students' grades, attendance, or other class-related information. A parent must get permission from the student in writing before they can view his or her records.

FERPA contact information:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC