



2019-2020

## FACULTY RESOURCE GUIDE



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# Faculty Resource Guide

## Shawnee State University Mission Statement

*We prepare today's students to succeed in tomorrow's world.*

## University Vision

*We will be a best value university offering a wide range of high-quality signature programs.*

## Enduring Values

- *Student Focused Service*
- *Community Engagement*
- *Authentic Dialogue*
- *Thoughtful Risk Taking*
- *Culture of Continuous Improvement*

## Institutional Statement of Non-Discrimination

Shawnee State does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973, and other appropriate state and federal statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

University Policy Number 5.01 serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status, or military status. (<http://www.shawnee.edu/leadership/policies/media/policy-501.pdf>)

## Disclaimer

Faculty wages, hours, terms and other conditions of employment are set forth in the SSU-SEA Collective Bargaining Agreement (CBA). In any situation where this faculty resource guide is in disagreement with the CBA, the CBA takes precedence and the language in this guide is null and void.

## Faculty Information

### Classroom Emergency

The emergency procedures in case of critical illness, injury, or death of a student or employee are as follows:

#### ***IMMEDIATELY SUMMON EMERGENCY ASSISTANCE TO VICTIM LOCATION***

- 1. Dial 9-911.**
2. Notify Department of Public Safety at Ext 3232 or (740) 351-3232.
3. Notify the Office of Student Affairs at Ext 3280 or (740) 351-3280 (during regular business hours).
4. File an incident report with Department of Public Safety within 12 hours of the incident.

#### **University ADA Statement to be included on all course syllabi:**

*Any student who believes s/he may need an accommodation based on the impact of a documented disability should first contact a Coordinator in the Office of Accessibility Services, Student Success Center, Massie Hall, 740-351-3276 to schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized. After meeting with the Coordinator, students are then required to meet with their instructors to discuss the student's specific needs related to their disability. If a student does not make a timely request for disability accommodations and/or fails to meet with the Coordinator of Accessibility Services and the instructor, a reasonable accommodation might not be able to be provided.*

### Email Account

Each employee is provided an account that grants access to networked computers and printers, library resources, and the SSUnet Wi-Fi network. This account is also your Shawnee State University email account.

The network account is created within 24 hours after receiving notification of your employment from Human Resources.

Your username and email address are created using the first initial of your first name + your last name @shawnee.edu. For example, Teresa Smith will be tsmith@shawnee.edu.

You must activate your account by bringing your staff ID to the ITS Help Desk in person. Your User Name and Password will be provided to you at that time.

## **FERPA (Notification of Rights under the Family Educational Rights and Privacy Act)**

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.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
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.
4. The right to file, with the U.S. Department of Education, a complaint concerning alleged failures by Shawnee State University to comply with the requirement of FERPA.
5. The right to obtain a copy of the University's student records policy. You can obtain a copy of the policy at <http://www.shawnee.edu/leadership/policies/media/policy-304.pdf>

Confidential student information must not be released to anyone, other than the student, without a written release from the student. FERPA training for faculty and staff is available at <http://www.shawnee.edu/offices/registration/ferpa-training.aspx>.

## **Shawnee State University Policies and Procedures**

Employee and Dependent Tuition Waiver Form:

<https://www.shawnee.edu/sites/default/files/2019-01/employee-tuition-waiver.pdf>

Equal Opportunity and Non-Discrimination/Harassment (Policy 5.01):

<http://www.shawnee.edu/leadership/policies/media/policy-501.pdf>

Reporting & Investigating Sexual Assault, Sexual Misconduct, & Other Forms of Discrimination (Policy 5.01:2)

<https://www.shawnee.edu/sites/default/files/2019-01/procedure-501-2.pdf>

Accommodations for Employees with Disabilities (Policy 5.01.5)

<https://www.shawnee.edu/sites/default/files/2019-01/procedure-501-5r.pdf>

Drug-Free Campus and Workplace (Policy 5.06);

<https://www.shawnee.edu/sites/default/files/2019-01/policy-506r.pdf>

Smoking (Policy 5.08):

<https://www.shawnee.edu/sites/default/files/2019-01/policy-508r.pdf>

For information about other SSU policies and procedures, please go to:

<https://www.shawnee.edu/about-us/university-policies/policies-organized-categorically>

### **Wi-Fi/SSU net**

Our campus Wi-Fi network is called SSUnet and is available in all campus locations, including offices, classrooms, labs, the library, and central campus green spaces. SSUnet is ready for you to connect and allows you to stay connected from building to building. All SSU faculty can access SSUnet with their network account. This is the same network account that allows you to log on to all University-owned computers and authorizes access to your campus email.

### ***Links to most important Faculty Resources:***

HOW A STUDENT REQUESTS ACCOMMODATIONS:

<http://www.shawnee.edu/offices/accessibility-services/request.aspx>

TESTING ACCOMMODATION PROCEDURES:

<http://www.shawnee.edu/offices/accessibility-services/testing.aspx>

ADA STATEMENT FOR COURSE SYLLABUS:

<https://www.shawnee.edu/sites/default/files/documents/University%20ADA%20Statement%20for%20Course%20Syllabi%202019-20.pdf>

## General Information and Policies

### Administration

The University President serves as Chief Executive Officer of Shawnee State University, while the University Provost/Vice-President for Academic & Student Affairs has responsibilities for academic & student programs and policies.

A complete list of University and Campus administrative offices is available here:  
<https://www.shawnee.edu/about-us/administrative-offices>

### Audio-Visual Materials and Equipment

ITS provides audiovisual equipment and assistance in support of classroom instruction, events sponsored by the university, and many of the community related activities held on campus. ITS oversees and supports interactive videoconferencing, programs and broadcast feeds off satellite, and a limited production service for media oriented materials.

ITS offers audiovisual equipment for scheduled delivery to the classroom by reservation. To make an equipment reservation with ITS, you can go online at <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/it-documents/procedures-and> or call 740.351.3538 or walk up reservations can be made at the ITS Help Desk Counter located on the first level of the Clark Memorial Library, Room 118. Preference will be shown to reservations made **24 hours in advance**; all other requests are subject to the availability of equipment.

ITS may assign equipment to a specific classroom or location on a “Semester Loan.” Semester Loan equipment shall be marked as to purpose and ***should not be moved*** from its assigned location or classroom.

Production requests for media need to be made at least 48 hours in advance of use.

***ITS will not duplicate any copyrighted materials without proper authorization from the copyright holder.***

ITS supports distance learning efforts in Classroom 108 of the Clark Memorial Library with an internet based interactive videoconferencing system.

A C/Ku Band satellite downlink is available from ITS with a distribution system to Library Room 108 and each section of the Flohr Lecture Hall, (Library Rooms 204, 205, and 207). ***Off-satellite programs can be videotaped at a nominal charge with demonstrated proof of proper licensing or permission.***

### Blackboard



The online learning management system of Shawnee State University is BlackBoard. The BlackBoard Office serves a single point of contact for faculty, staff, and students in setting up online courses and providing the follow-up support for users that may experience difficulties. The BlackBoard Office also serves as a solution center for instructors wanting to augment their course sites using various types of technology. For more specific information about its services, go to <https://www.shawnee.edu/areas-study/clark-memorial-library/blackboard>

The BlackBoard Support Office is on the first floor of the Clark Memorial Library, Room 113. Its hours for the academic year (Fall/Spring) are Monday-Thursday 10:00 a.m. to 6:00 p.m., and Friday 10:00 a.m. to 4:00 p.m. On breaks, holidays, and over the summer, it is open on Monday-Friday 8:00 a.m. to 5:00 p.m. For user-support, please call 740.351.3682 or 740.351.3628 or email:ITService@shawnee.edu.

### **Bookstore**

The Shawnee State University Bookstore is located in the University Center on the 1st floor. All books and texts are ordered online through Barnes & Noble and shipped to the SSU Bookstore. Staff can be reached by phoning (740) 351-3155 or fax (740) 351-3156. Within the bookstore, there are office supplies and spirit attire. Regular hours are Monday through Friday 8:00 am to 5:00 pm. Extended hours will be posted at the store and on the website prior to each semester.

Office/art/educational supplies, insignia/spirit memorabilia, and other items are stocked for the convenience of the University community. A 20% discount on clothing and supplies are offered to all full and part time employees of SSU with a valid Staff ID.

### **Campus Email**

All faculty will be provided with a campus email address so that you may be included in distribution lists when applicable. Human Resources will contact Information Technology Services (ITS) to set up your account.

If you already have an email address, but have forgotten your password, visit the ITS Help Desk in the basement of the Clark Memorial Library with a picture ID. Office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday.

### **Campus Map**

Copy of the campus map can be obtained from Appendix B or the following webpage:  
<https://www.shawnee.edu/sites/default/files/2019-01/ssu-campus-map.pdf>

## Campus Telephone Numbers (740-351-plus extension if off campus)

Admissions	Ext. 4778	Payroll	Ext 3104
Blackboard Support Services	Ext 3628/3682	President's Office	Ext 3208
Bookstore	Ext 3158	Printing Services	Ext 3261
Bursar's Office	Ext 4287	Provost's Office	Ext 3472
Career Services	Ext 3027/3559	Public Safety – EMERGENCY	Ext 3232
Counseling & Psychological Services	Ext 3608	Public Safety Office	Ext 3243
Accessibility Services	Ext 3106	Purchasing	Ext 3314
Facilities Dept (Maintenance & Custodial)	Ext 3458	Registrar's Office	Ext 3611
Financial Aid	Ext 3485	Student Success Center	Ext 3594
Human Resources	Ext 3420	Student Support Services	Ext 4777
Instructional Technology Services	Ext 3256	Teaching and Learning Center	Ext 3739
ITS: Help Desk	Ext 3538	Writing Center	Ext 3488
Library Circulation	Ext 3255		

## Clark Memorial Library

Welcome to the Clark Memorial Library <https://www.shawnee.edu/areas-study/clark-memorial-library>

For additional information, see our “Library Services for Faculty” guide <http://shawneesu.libguides.com/facultyguide>

### **Hours and Services\***

Fall and Spring Semesters	7:30 AM to 9:30 PM Monday – Thursday 7:30 AM to 5 PM Friday 12:00 PM to 5PM Saturday 2:00 PM to 10 PM Sunday
Summer Semester	8 AM to 9 PM Monday-Thursday 8 AM to 5 PM Friday 1 PM to 6 PM Sunday
Break and Intersession	8 AM to 5 PM Monday-Friday

\*Library Hours are subject to changed based on availability of personnel.

The Service Desk (740-351-3255) and Curriculum Materials Center (740-351-3513) are available during all the hours the Library is open. Graphics Lab hours are posted in the CMC.

### **Library Resources & Services**

The Clark Memorial Library provides access to thousands of print and electronic books, periodicals, multimedia, graphics, and video. Our website offers immediate access to our online materials, and the catalog allows you to locate print materials with ease. In addition to our local collections, Shawnee State is a charter member of OhioLINK, providing access to millions of materials from academic libraries across the state.

The SSU Library system interacts in real-time with the OhioLINK system, allowing SSU students and faculty access to many print and electronic materials accessible through OhioLINK, which includes 50 million books, over 12,000 electronic journals, 56,000 eBooks and millions of other materials held by 91 Ohio colleges and universities.

In a specially arranged agreement with other OhioLINK members, SSU students and faculty can request items from other member libraries to be delivered to the Clark Memorial Library for checkout within four working days – all at no additional cost to you. Just choose the “Request” button in the OhioLINK Library Catalog. For more information, visit our website (<https://www.shawnee.edu/areas-study/clark-memorial-library>), the OhioLINK website at (<http://www.ohiolink.edu>) or contact a librarian.

The SSU and OhioLINK Library Catalogs are openly available everywhere on campus. Faculty may use research databases, online reference tools, and other full-text resources, from off-campus. You will be prompted for your user name and password to access resources.

### **Reserves**

At the Service Desk, faculty may place personal items or library materials on Reserve and designate “room use only,” “overnight,” three-day,” “seven-day,” or “three-week” lending periods. An online course reserve form is also available via the Clark Memorial Library website at <http://www.libsurveys.com/loader.php?id=f333515a58db04b2bb5fdc59edc30113>.

### **Working with Librarians for your Course**

Liaison librarians have been assigned as designated contacts for academic departments on campus. Liaison librarians are prepared to help you with library instruction, research help, and ideas for integrating library materials into your coursework and to facilitate materials acquisitions.

The library has a strong instruction and research consultation program that enables librarians to provide library instruction for your course. Students are familiar with the Web, but they often need guidance in locating and evaluating resources that are appropriate for college level research. The library staff look forward to meeting and working with you during the academic year. If you would like to schedule a librarian visit or a visit to the library, please contact your liaison librarian or call (740) 351-3255 to get started.

### **Classroom Access**

Most classrooms are unlocked during normal class times. If a classroom is locked, call the campus Public Safety office to have it opened.

Department of Public Safety telephone: (non-emergency) 740-351-3243

## Classroom Support

ITS provides audiovisual equipment and assistance in support of classroom instruction; events sponsored by the university; and many of the community related activities held on campus. ITS oversees and supports interactive videoconferencing, programs and broadcast feeds off satellite, and a limited production service for media oriented materials.

ITS offers audiovisual equipment for scheduled delivery to the classroom by reservation. To make an equipment reservation with OIT, you can go online at

<http://www.shawnee.edu/offices/instructional-technology/equipment-reservation-form.aspx>, or call 740-351-3256 or walk up reservations can be made at the ITS Help Desk Counter located on the first level of the Clark Library, Room 118. Preference will be shown to reservations made 24 hours in advance; all other requests are subject to the availability of equipment.

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## Computing Services

Computers are available in most department/program offices, the library, and in the computer labs. Faculty members obtain computer network accounts on the University’s servers by contacting Information Technologies (ITS) located in the Clark Memorial Library, Room 118. ITS supports the latest technology services for academic instruction, administrative computing, and student learning. Whether it concerns your network, email or MySSU account, connecting to the internet, or hardware and software support, the ITS Help Desk, located on the first floor of the Clark Memorial Library in Room 118, is available to provide assistance. Contact the staff at [help\\_desk@shawnee.edu](mailto:help_desk@shawnee.edu) or 740-351-3538. More general information about ITS can be found online at <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services>.

Our campus Wi-Fi network is called SSUnet and is available in all campus locations, including offices, classrooms, labs, the library, and central campus green spaces. SSUnet is ready for you to connect and allows you to stay connected from building to building. All SSU faculty can

access SSUnet with their network account. This is the same network account that allows you to logon to all University-owned computers and authorizes access to your campus email.

### **Copying/Printing Services**

Photocopying of syllabi, tests, etc. is available through either the department secretary or Printing Services (ADMN 023, Print Shop). Please check with your department secretary as to the proper procedure for these services.

The Print Shop is also available to students along with coin-operated copiers in the Clark Memorial Library, the Student Success Center in Massie Hall, and the University Center.

### **Counseling Services**

Shawnee State University maintains a Counseling Center to assist students with problems that may occur. Campus Counseling offers a wide range of free and confidential services including skills based workshops, therapeutic groups, individual therapy, psychiatry, and crisis intervention. Campus Counseling believes in a holistic wellness model and that includes achieving and maintaining optimal emotional health, growing healthy interpersonal relationships, and the interdependence of emotional, physical and spiritual health. You may refer students who seem to be having personal difficulties to the Counseling Center. The location and telephone number are:

Hatcher Hall, 1001 Fourth Street

Telephone number: (740)351-3608

In addition, a Crisis Text Line is available to students, staff, and faculty on a 24/7 basis. Just text "shawnee" to 741-741 to receive emotional support on any issue from a trained crisis counselor.

### **Custodial Issues**

For questions regarding general cleaning issues, trash, recycling, and any event set-ups, please see your department secretary. S/he will send the appropriate email to "Needs" and list your requests. If tables and chairs are needed to set-up a particular event, please give as much notice as possible. Be sure to contact Student Activities to reserve space for your event as well.

## Deans/Chairpersons/Program Leaders

### Arts and Sciences

Dr. Roberta Milliken, Dean	<b>College of Arts &amp; Sciences</b>	Karen Leach, Secretary	EXT. 3554
Dr. Kimberly Inman, Chair	<b>Department of Natural Sciences</b>	Heather Thacker, Administrative Assist.	Ext. 3456
Dr. Phillip Blau, Chair	<b>Department of Mathematics</b>	Sherry Petrovich, Administrative Assist.	Ext. 3301
Dr. Jennifer Pauley, Chair	<b>Department of English &amp; Humanities</b>	Kassandra Bryant, Administrative Assistant	Ext. 3300
Dr. Darrell Rudman, Chair	<b>Department of Social Sciences</b>	Tracy Walters, Administrative Assistant	Ext. 3234
Mr. Matt Cram, Chair	<b>Dept. Fine, Digital, &amp; Performing Arts</b>	TBD, Administrative Assistant	Ext. 3118

### Graduate Studies

Dr. Paul Madden Dean	Dean, Graduate Studies	Bobbie Massie, Graduate Center Administrator	Ext 3177
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### Professional Studies

Dr. Paul Madden, Dean	<b>College of Professional Studies</b>	Gail Chinn, Secretary	Ext. 3270
Janice Johnson, Chair	<b>Department of Business</b>	Marilyn Clay, Administrative Assistant	Ext 3215
Sarah Boehle, Director	Health Care Management	Marilyn Clay, Administrative Assistant	Ext 3215
Adam Miller, Chair	<b>Department of Industrial/Eng. Tech.</b>	TBD, Administrative Assistant	Ext 3224
Nancy Bentley, Chair	<b>Department of Allied Health Sciences</b>	Tami Grigson, Administrative Assistant	Ext 3236
Nancy Bentley, Program Leader	Dental Hygiene	Tami Grigson, Administrative Assistant	Ext 3236
William Turner, Program Leader	Emergency Medical Technology	Tami Grigson, Administrative Assistant	Ext 3236
Jean McGlone, Program Leader	Medical Laboratory Technology	Tami Grigson, Administrative Assistant	Ext 3236
Sheena Shifko, Program Leader	Radiologic Technology	Tami Grigson, Administrative Assistant	Ext 3236
Amy France, Program Leader	Respiratory Therapy	Tami Grigson, Administrative Assistant	Ext 3236
Mariah Woodward, Program Leader	Bachelor of Science in Health Sciences	Tami Grigson, Administrative Assistant	Ext 3236
Dr. Leeann Denning, Chair	<b>Department of Nursing</b>	Sharon Gerken, Administrative Assistant	Ext 3210
Dr. Debra Scurlock, Chair	<b>Dept. of Rehabilitation &amp; Sport Professions</b>	Kelly Frantz, Administrative Assistant	Ext 3209

Tony Ward, Program Leader	Athletic Training	Kelly Frantz Administrative Assistant	Ext 3006
Ryan Walker, Program Leader	Physical Therapy Assistant	Kelly Frantz, Administrative Assistant	Ext 3006
Dr. Steven Radar, Program Leader	Sports Studies	Kelly Frantz, Administrative Assistant	Ext 3006
Dr. Debra Scurlock, Program Leader	Master's Occupational Therapy	Kelly Frantz, Administrative Assistant	Ext 3225
Kim Moore, Program Leader	Occupational Therapy Assistant	Kelly Frantz, Administrative Assistant	Ext 3225
Dr. Cheryl Irish, Assistant Dean and Director	<b>School of Education</b>	Lori Perry, Administrative Assistant	Ext 3451

### University College

Dr. Christopher Kacir, Acting Dean	Dean, University College	Sherry Scott, Secretary	Ext 3299
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### Directory Information

Shawnee State has designated the following information as “directory information,” which may be freely disclosed without the consent of the student unless the office of the Registrar is notified in writing to the contrary prior to the first day of the fall academic term:

- Student's name
- Address and phone number
- University assigned email address
- Major field of study
- Class rank (freshman, sophomore, etc.)
- Dates of attendance at SSU
- Date and place of birth
- Degree(s) and awards received
- Participation in officially recognized activities and sports, including weight and height of members of athletic teams
- The most previous educational agency or institution attended by student

No other student-specific information is to be released to anyone, other than the student and SSU staff with a “need to know” without the student’s written authorization. Non-directory information should not be released via the internet or telephone, because the identification of the individual receiving the information cannot be determined. The Registrar must brief SSU employees desiring access to student information on the confidentiality of student information *prior* to receiving such access. Outside requests for student information should be directed to the Registrar’s Office.

## Early Alert Referral System

The Early Alert Referral System is in place to help identify and help students who may be experiencing difficulties and may be at risk of failing classes so that help can be offered to them. Faculty are encouraged to use the confidential system to refer any student who may be exhibiting any of the following behaviors:

1. Frequent class absences
2. Chronic class tardiness or leaving class early
3. Not acquiring required textbook or other course materials
4. Not bringing required course materials to class (e.g., notebook, lab materials)
5. Disengaged or disruptive behavior in class (e.g., not taking notes, talking, texting, or unwillingness to participate in class discussions)
6. Failure to complete assignments
7. Needs academic help
8. Missing or poor performance on early exams/quizzes
9. Missing, late, or weak effort on early assignments
10. Lack of basic academic skills exhibited on course assignments
11. Change in demeanor
12. Other

Either the Student Success Center (academic) or Student Affairs (non-academic) will contact referred students regarding appropriate resources and assistance.

It is paramount that struggling students be identified as soon as any concern is detected so that there is an adequate amount of time to intervene and help the student. The online form for making such a referral is found at <http://www.shawnee.edu/retention/refer.aspx> or on the Provost and/or Deans' web pages. Another link to the form can be found under "Bookmark" (in the right margin) on the MySSU faculty page. All referrals will be handled confidentially.

**The Early Alert System is NOT an appropriate method of communication for concerns regarding student's mental health or safety.** For information on what to do in these circumstances, see the section titled "How to Refer Students with Possible Emotional Difficulties."

## Faculty ID Cards

A Shawnee State University identification card is available to all personnel. This card is required for free access to University sponsored activities that include cinema nights, athletic events, dances, etc. Reduced prices may be available in some instances. However, community events held on campus, such as the Community Concert Series held in the SSU Vern Riffe Center for the Arts, are not available at a reduced fee, or free of charge to persons other than students holding valid University identification. Theatre Department presentations may also require the purchase of a ticket.



The University ID is required for use of the facilities in the Natatorium/Health Club free of charge. It should also be presented when proof of employment by Shawnee State University is required. **Your University ID is also your Library Card.**

### **Food Services**

Aladdin is the food concessionaire on the Shawnee State University campus. Faculty can dine in the campus cafeteria (The Bears' Dean) or the Jazzman Café during regularly scheduled hours. Faculty may also purchase meal plans that can be used in the campus cafeteria. Interested faculty should contact the Department of Human Resources (3420) to arrange for this.

### **Grades and Class Records**

Faculty members are required to electronically submit their student progress and grade reports to the Registrar's Office by the date listed on the schedule.

### **Grants**

All requests for grants (federal, state, and private) must be processed through the Grants Management Office (GMO) for review and appropriate administrative approvals before submission to a funding agent. In addition, The GMO can provide support and guidance with proposal and budget development, as well as internal and external processes and compliance. Services provided include:

- Serve as liaison for the University to the Grants Resource Center
- Provide notices of grant opportunities for interested faculty and staff
- Perform searches as requested for funding sources
- Provide technical assistance in the pre-award phase of grant seeking
- Present workshops and information sessions on grant writing
- Provide critiquing and editorial services
- Assist grant seeker in communications with funding sources
- Serve as chief developer/writer for selected grant proposals
- Assist grant seeker with gaining appropriate approvals and signatures internally
- Provide a logical structure for the development and submittal of grant proposals
- Provide a centralized location for grant activity
- Serve as University representative in collaborative initiatives with community entities

The Grants Management Office is located in Massie B-51. Please contact Christopher Shaffer for grants-related assistance at (740) 351-3412 or [cshaffer@shawnee.edu](mailto:cshaffer@shawnee.edu). For policy information concerning grants, review Board of Trustees' Policy 5.13 <https://www.shawnee.edu/sites/default/files/2019-01/policy-513.pdf>

## Health Services

The Shawnee State University Health Clinic is staffed with competent, experienced registered nurses, and advanced practitioners. It is operated by Kings Daughter's Medical Center and health care providers are available in a walk-in setting. Students, faculty, and staff can be seen for any type of illness or minor injury, medication management, and injections. Health promotion and education is also offered, and the service provides a wide range of health referrals. Services are free to all post high school, full and part-time students.

The SSU Health Clinic accepts walk-in's Monday through Friday 10:00 am - 2:30 pm, during fall and spring semesters. The Clinic is closed during the summer sessions and holidays.

The Health Clinic is located in the Hatcher Hall, 1001 Fourth Street.

Phone: (740)-351-4362. Fax (740) 351-4365.

## How to Refer Students with Possible Emotional/Psychological Difficulties

When you think a student may be experiencing some emotional difficulties and might benefit from professional counseling, you can refer that student directly to the Office of Counseling and Health Services in Hatcher Hall, 1001 Fourth Street.

If at any time, you become concerned for the safety of the student or other students due to verbalizations of doing harm to oneself or others **immediately** contact the Office of Counseling and Health Services for assistance. Contact Public Safety at (740)351-3232 if there is an immediate chance of harm. If the situation arises after normal office hours (Monday thru Friday, 8:00 a.m. to 5:00 p.m.), contact the Crisis Hotline at Shawnee Mental Health Center (740) 354-1010, explain the situation and ask for assistance.

**When to Refer** – Throughout the year, the Office of Counseling and Health Services receives inquiries from faculty, administrators, and support staff. In many cases, due to the frequent contact they have with students, they have an excellent opportunity to observe students. They may be the first to notice the signs that a student may be in need of a referral for professional counseling. Below are some of the general symptoms that indicate a student may be experiencing some difficulties:

- Marked changes in behavior
- Decline in personal hygiene
- Isolation from others
- Decline in academic performance
- Talks about feeling anxious or depressed
- Makes comments about feeling worthless and things are hopeless
- Exhibits symptoms of stress: headaches, nausea, appetite change or inability to sleep

- Has had traumatic changes in personal relationships such as break-up with a significant other or death in the family
- Exhibits signs of alcohol or drug abuse
- Overly concerned about weight or body image
- Manifests a sudden unwillingness to communicate
- **Makes references to suicide**
- Exhibits disorientation or bizarre behavior
- Exhibits paranoia
- Becomes verbally abusive or physically violent
- **Threatens bodily harm to others**

References to suicide or homicide: ALL suicide threats are to be taken seriously. No matter what the context, a student who talks about committing suicide is at risk and needs to be evaluated by a mental health professional **immediately**.

Threats against others also demand an immediate response. In those instances, Department of Public Safety at (740) 351-3232 should be the first contact to ensure the safety of those involved and determine the appropriate course of action.

Any time you feel concerned about a student's behavior or emotional well-being, feel free to call the Office of Counseling and Health Services at (740) 351-3608 or stop by to consult with our staff.

## **Inclement Weather**

The University has an audible outdoor siren system located on the east and west ends of campus. The National Weather Service activates this system when a Tornado warning has been issued for Scioto County. Tornado shelter areas are located on the lowest floor of each academic building. This siren system is tested each Wednesday between 10:00 a.m. and 12:00 noon.

In addition, Shawnee State University has a system to notify the campus community in cases of an emergency, i.e., campus closure, class cancellation due to inclement weather, or a health and safety concern. This attempt to notify you will occur by telephone and email. Shawnee State University or its contractors will not use this information for any other purposes than to attempt to contact you in case of a campus emergency. If you choose to opt-out of this service, you will not be notified via this system when an on campus emergency occurs. You may provide your cell phone or local residence number as well as an alternate number where you can be contacted. If you would like to be notified by email, please include your email address. As your emergency contact information changes, make sure your visit MySSU online to complete an update of your emergency contact record.

You may also *listen to your local radio stations and TV stations for announcements*. If you miss the announcements, you can reach Shawnee State Department of Public Safety at 740-351-3232 twenty-four hours a day.

WAXZ	WKOV	WRAC	WBEX	WLGC
WRVC	WCOL	WLW	WSRW	WIOI
WNXT	WXIC	WKEE	WOKT	WZIO

WBNS (Channel 10, Columbus)  
WCMH (Channel 4, Columbus)  
WLWT (Channel 5, Cincinnati)

WOWK (Channel 13, Charleston)  
WSAZ (Channel 3, Huntington)  
WSYX (Channel 6, Columbus)

### **Information Technologies**

Information Technologies (ITS) is located in the Clark Memorial Library, Room 118. ITS supports the latest technology services for academic instruction, administrative computing, and student learning. Whether it concerns your network, email or MySSU account, connecting to the internet, or hardware and software support, the ITS Help Desk, located on the first floor of the Clark Memorial Library in Room 118, is available to provide assistance. Contact the staff at [help\\_desk@shawnee.edu](mailto:help_desk@shawnee.edu) or 40.351.3538. More general information about ITS can be found online at [www.shawnee.edu/offices/information-technology-services](http://www.shawnee.edu/offices/information-technology-services).

Wi-Fi/SSUnet – Our campus Wi-Fi network is called SSUnet and is available in all campus locations, including offices, classrooms, labs, the library, and central campus green spaces. SSUnet is ready for you to connect and allows you to stay connected from building to building.

### **Key Control Policy**

*Note: The following policy statements are excerpts from the complete policy as adopted by the University. For more on University Policies and Procedures please go to [www.shawnee.edu/leadership/policies/index.aspx](http://www.shawnee.edu/leadership/policies/index.aspx).*

In order to provide for physical security of campus buildings and their occupants, and to provide for administration and control of keys, the following policy has been formulated:

**Hours** – The buildings and facilities of Shawnee State University are available for general use by University employees and students for educational purposes. Each building will be open (outside door unlocked) for business on weekdays on an individual basis, as scheduled classes require.

**Keys** – All employees authorized access to buildings are expected to request and be responsible for their own key(s), and to have on their person their own key(s) in order to unlock

doors where and when they are authorized. Maintenance and Department of Public Safety personnel are not authorized to unlock doors for individuals at any time except when approved in advance in accordance with the Space Reservation Policy.

**Emergency access** – approved through Department of Public Safety via immediate supervisor and/or director. Duplication of keys by anyone other than the Key Control Manager or Director of Facilities is prohibited. Ohio Revised Code Statutes Section 3345.13 states: *“No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the State of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university.”*

**Key Recipients** – Personnel to whom keys have been issued are responsible for:

- Completing and signing a key-issuance record and signature card for every key approved in Facilities Department.
- Maintaining possession and security of any and all keys issued by the Key Control Manager.
- Immediately reporting loss or theft of keys to the Key Control Manager.
- Returning all keys issued by the Key Control Manager before executing final termination clearance.
- If transferring to another University office or facility, **DO NOT** give your keys to another employee.

**Procedure for Obtaining Campus Keys** – The requesting employee must execute a *Key Request Form* and have the request approved by the appropriate vice president or department head. When approved by the Director of Facilities, the appropriate key(s) will be made and the requesting employee will be notified when to pick up the key(s) from the Key Control Manager. See your department secretary for the proper forms and procedures for obtaining your key. Keys are available for pick up Monday-Friday 8:00 a.m.–5:00 p.m. in the Facilities office.

**Loss or Theft of Campus Keys** – Loss or theft of University keys must be reported immediately to the Key Control Manager by the individual to whom they were issued. The individuals will be charged a fine of \$5.00 per key with additional locksmith charges if a core(s) needs replaced. Locksmith charges are \$45.00/hour plus parts. Fines must be paid before the individual is issued additional University keys. A receipt will be required prior to a new key issued. Fines for lost keys are payable in the Bursar’s Office.

## **Maintenance Issues**

If faculty have questions regarding the maintenance of buildings, classrooms, or equipment, they are asked to contact their department secretary and/or their department chairperson.

## **Math Lab**

Shawnee State University's Department of Mathematical Sciences offers free tutoring services through its Math Lab. From Algebra and Geometry to Trig and Calculus, the math tutors are available to help. In addition, to offering help with math homework and a quiet place to study, the lab offers computer stations equipped with access to online homework as well as software programs such as R, Mathematica, and Geometer's Sketchpad.

The Math Lab is located in the Administration Building, Room 150. Students can seek assistance on a walk-in basis from 9:00 a.m.-6:00 p.m. on Mondays; from 9:00 a.m-9:00 p.m. Tuesdays through Thursdays; and from 9:00 a.m.-2:00 p.m. on Fridays. For more information about the Math Lab and its services, please contact Sherry Petrovich, Academic Administrative Assistant, at (740) 351-3301 or Dr. Phil Blau, Chair of the Department of Mathematical Sciences, at (740) 351-3630 or via email at [pblau@shawnee.edu](mailto:pblau@shawnee.edu) .

## **Natatorium and Health Club**

All faculty can make use of the Natatorium and Health Club facilities free. Please call for court reservations and fees (740.351.3269). Please check class schedules and the Natatorium schedule for times when facilities may not be available due to classes being held or swim meets.

Lockers may be available, but can only be used by patrons who are in the facility. Lockers are not available on a permanent basis due to the short supply of locker facilities.

A valid University ID is required and must be shown upon entrance to the facility. Family members must purchase a membership at the regular rate. Due to insurance regulations, no memberships will be available for children under age 14. Children under age 14 are only permitted to use the facility during the family swim time. Please check with the Natatorium for business hours.

## **Parking Permit & Key Card**

A Parking Permit tag can be obtained at the Department of Public Safety Office located at the southeast end of campus next to the floodwall (Smokestack Building).

A key card to access the gated lots is available from Human Resources in the basement of the Administration Building.

Both offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

## Professional Development Opportunities

Shawnee State University offers many professional development opportunities to all faculty. In addition to always being welcome at university-sponsored lectures and activities, faculty might also check with their department Chairpersons to see what kind of departmental activities are planned for a semester. Often reading groups, various specialized meetings, and/or other activities are available. Other professional development opportunities include:

**Atomic Learning** – provides on-demand technology training on more than 250 software applications. Its library of over 55,000 video training tutorials, enable faculty to learn how to utilize features of Microsoft® Office applications, design and create in Photoshop® and Illustrator®, and use Blackboard. To access the training tutorials, log on at <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/forms/atomic-learning>.

**Teaching and Learning Center (TLC)** – dedicated to supporting advanced effective teaching. Each year it coordinates a variety of programs and activities designed to foster excellence in teaching and learning, increase collaboration and collegiality among faculty, and promote the use of innovative technology as a resource for teaching and learning. The TLC is located in the Lower Level of the Clark Memorial Library. For more information about the TLC, please contact [teachinglearningcenter@shawnee.edu](mailto:teachinglearningcenter@shawnee.edu) or contact Pat Spradlin, Director of the Teaching and Learning Center, at (740) 351-3739.

## Student Code of Conduct

Shawnee State University expects all students to conduct their affairs with regard for the rights of others and the University.

The University must rely upon the rules and procedures described in the Student Conduct Code (<http://www.shawnee.edu/offices/dean-students/media/student-conduct-code.pdf>).

Behaviors that violate the Code. These behaviors include, but are not limited to:

- Interference with the educational mission of the University
- Sexual misconduct or violations of Title IX
- Endangering the health and safety of others
- Misuse or destruction of property
- Interference with the Student Conduct Code process
- Criminal activity

Faculty are encouraged to report violations of the Student Conduct Code to one of the following:

- Office of Residence Life
- Dean of Students
- Office of the Vice President for Student Affairs
- Department of Public Safety

- College Dean or Office of the Provost (for academic misconduct)

## **Student Success Center**

The Student Success Center is located on the first floor of Massie Hall. Services include placement testing, advising and registration, peer tutoring, access to computer labs, and supplemental instruction. During a student's first year at Shawnee State University, the Student Success Center assists with registration for classes and provides support that better prepares students for the classroom. Please check with the Student Success Center at (740) 351-3594 for operating hours.

## **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sex discrimination is a continuum of behaviors ranging from sexual harassment and intimidation to sexual assault.

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff and visitors to report concerns or complaints. Prompt corrective measures will be taken to stop sex discrimination, sexual harassment and sexual violence whenever it occurs.

For more information concerning your rights and responsibilities involving Title IX and its concepts, please search through SSU's Title IX website at: <http://www.shawnee.edu/offices/title-IX/index.aspx>.

## **Tutoring**

The Student Success Center is widely known for its peer-tutoring program. Its program is accredited through CRLA (College Reading and Learning Association) and offers one-on-one peer tutoring to any currently enrolled SSU student. Whether a student needs help understanding course concepts or completing assignments or just wants to feel more confident in their classes, peer-tutoring offers an opportunity to improve academic performance. Tutoring appointments are arranged to suit the student's schedule and are free of charge. Requests for a tutor are made through the main desk at the Student Success Center or call (740) 351-3594.



Faculty may recommend students who have received no lower than a “B” in the course for a tutor position. Interested students should apply at the main desk at the Student Success Center or call (740) 351-3106 to schedule an appointment for tutor training.

## **Writing Center**

The Writing Center offers free, one-on-one peer tutoring for students in all majors. The tutors provide feedback on any kind of assignment for any subject at all stages of the writing process. The Center’s priority is to help students improve their ability to write by addressing higher-order concerns, such as brainstorming, organization, incorporating research, and revision, though students also receive help in identifying and addressing lower-order concerns in their writing, including punctuation, grammar, and formatting. The Writing Center’s mission is to help students not only produce better writing, but also become better writers.

The Writing Center is located on the first level of the Clark Memorial Library, Room 120. Students can seek assistance at the Writing Center on a walk-in basis, but are encouraged to make an appointment to ensure they will be able to work with a tutor at a time that is convenient for them. To make an appointment, students may visit or call the Writing Center during its regular hours, which may be found on their website. They encourage students to get assistance early in the writing process and to bring assignment instructions with them.

Faculty members can request to visit the Writing Center with their class or have a representative from the Writing Center visit their class for a brief orientation. To arrange a visit, to recommend a student as a tutor, or to ask a question about the Writing Center, contact the Writing Center Director, Dr. Monica Orlando, at [morlando@shawnee.edu](mailto:morlando@shawnee.edu) or at 740-351-3333. More information about the Writing Center can be found on its website:

<http://www.shawnee.edu/offices/writing-center>