

New Faculty Procedures

Human Resources Office Requirements

Employees must complete appropriate paperwork in the Human Resources Office before they begin their job or within the first week of employment – be sure to take your Social Security card and a photo ID. HR is located in the Administration Building, Room 102. The phone number is (325) 942-2168.

University Keys

A key card will be issued to you for the necessary keys for your office and the department office. After you sign and date the key card, take it and a photo ID to the locksmith in Facilities Management (also referred to as the Physical Plant) and he will issue you an approved key.

Location of Facilities Management (Physical Plant)

Go down Johnson Street to Vanderventer Avenue. Follow Vanderventer Avenue all the way to Jackson Street. When you cross Jackson Street, the road will curve behind two houses. Follow this road to the complex of blue buildings at the end of the street. Someone inside will direct you to the locksmith's office, where you will pick up your keys.

If you need a key to the media cart in the classrooms, please see Tonya Drost, office coordinator.

Computer and/or Printer Information

If you have any problems with computers, printers, copiers or any media equipment, please let the office coordinator, Tonya Drost, know as soon as possible so that a service request can be submitted. If you choose to submit your own service request, please let Tonya know, in case you are not in the office when workers arrive to correct the problem.

Work Room Copier

There is a copier located in the work room that can be used for small individual copying jobs. Tonya will give you an authorization code. Please limit the usage to small jobs: 1-25 pages preferably.

We do not usually make copies for students unless a professor asks. There is a copier for student use in the University Center. Students also have computer use and paper supplied through their student fees. Please direct them to a computer lab – the closest one is on the third floor of the library.

Office Supplies

Some supplies are kept in the work room cabinets for your use. You will also find printer/copier paper in the work room. Please let Tonya know if there is something that you need or if you take the last of something.

Department letterhead is also located in the workroom. University policy specifies that we use

the color ink letterhead and envelope for all off-campus correspondence and the black-and-white letterhead and envelope for on-campus correspondence.

Mail

You have a mail slot located in the main area of the department office where you can receive mail daily. There is also a slot for all outgoing mail, both postal mailings and on-campus delivery. We have a full-service post office on campus located in the University Center.

Orders/Delivery

When ordering instructor copies of books or anything large that needs to be delivered to campus, please use this mailing address:

Your Name
Angelo State University
Department of Psychology, Sociology and Social Work
2601 W. Avenue N
San Angelo, TX 76909

Phones/Calls

If calling long distance, dial 8 then the area code and number. For local calls, dial 9 then the number (no area code). If you are calling on campus, only dial the last four digits. If you are calling within our department, use the intercom button and the three-digit extension.

Office Coordinator Tonya Drost as well as student assistants answer the (325) 942-2068 number and transfer the calls to the appropriate persons. We typically do not take messages because we allow the caller to leave a message on your voicemail.

The (325) 942-2219 number is an automated number that picks up and will ask the caller to enter the extension they need (please give them your extension when you want the caller to use this number). Please use this number on your course syllabi.

Copy Requests (Advance Notice is Required)

Please allow a 24-hour turnaround, if possible. **If it is a rush job, please let Tonya or the student assistant know.**

Copy request forms are available in the department office. Please complete a form for each item that you want copied (attach it with either a binder clip or a paper clip). Complete as follows:

Name: Faculty name. The copies will be placed in the file folder in the filing cabinet in the hallway unless there is a notation in the special instructions section.

Needed by: Provide the time, day and date. Example: 11:30 a.m. Mon., Sept. 3

Double-side: Mark the appropriate blank space with a check mark or asterisk (if special instructions are needed).

Sort/Staple: Mark the appropriate blank space and, if needed, give further instructions in the space provided under special instructions.

Paper: Circle your choice.

Number of Copies: This is the number of copies you need (i.e., number of students in the class).

Number of Pages: This is the total number of pages that will be copied.

Special Instructions

This space is for clarification of the other sections or for distribution instructions.

Example clarification: You have four pages to be copied, but the last page is an answer sheet and you do not want it double-sided or stapled to the other pages.

Check the appropriate blank space(s) with an asterisk, then in special instructions, write “do not include page four in the double side and do not staple it to the other pages, but do pair an answer sheet with an exam.”

When you have the copy request form completed, attach it to your original and leave it in the folder labeled “copy request” next to the fax machine in the department office.

The copies will be placed in your file folder in the filing cabinet in the hallway unless there is a notation in the special instructions. If the request is for a test, we will also put Scantrons in the folder with the copies. If you need blue books, please note that in the special instructions.

Student Add/Drops

Students will approach you at the beginning of the semester concerning getting into your full class. If you are fine with letting them into your classroom, you need to notify Tonya Drost (call, e-mail or visit her in-person). She will need to know the class and the student name and ID. If the request is via e-mail, feel free to forward her the e-mail with a note. Please be aware of room capacity and fire codes.

Students will also approach you during the semester concerning dropping your course. We have a drop slip that needs to be filled out and signed by you and Dr. Davidson or Tonya.

Textbook Ordering

Faculty members select and order textbooks for their courses using the [ASU Bookstore Web site](#) (the password is 295). However, the office coordinator provides an ordering service to those faculty members who request it. Send Tonya an e-mail with this information:

- Course Discipline
- Number and Section
- Estimated Number of Students
- Textbook Author
- Title
- Publisher

- ISBN#

Make-Up Exams

The faculty members are free to set up their own policies and procedures for handling students' make-up exams. However, the department provides an optional service to the faculty who want to use it. Beginning the third week of class, a graduate assistant monitors a make-up exam session scheduled one afternoon per week. Faculty who use this service must give Tonya the tests and the names of students who are authorized to take them beforehand – preferably the day before the make-up session.

Testing Center

There is a Testing Center in the Vincent Nursing-Physical Science Building that provides computerized testing services to faculty who want to administer online tests in a secure environment. The center is directed by Virginia Lester from the Department of Nursing, and she can be reached at (325) 942-2060, ext. 246. For more information about ways to use the center, please see Dr. Bill Davidson.

Office Hours

The university requires faculty to maintain 10 office hours per week during the fall and spring semesters.

Course Syllabi

Please see Dr. Bill Davidson for a list of the information that must be included on course syllabi (such as the Honor Code, provisions for disabilities and so on).

Travel

If you are traveling for the university and expect to be reimbursed, **do not** make any of your reservations through an online third party (i.e., Expedia, Travelocity). If you need any help with any part of the travel paperwork, please ask Tonya.

Absences

If you will be missing class for any reason that does not involve travel for the university, a form needs to be filled out for the dean. Please ask Tonya to e-mail it to you. If you are unable to meet with your class because of illness, please let Tonya know through e-mail or a call.

Your communication is vital to this department. If anything comes up that affects the students, Tonya needs to know about it. She is typically the person who students turn to for answers, and it will make your life much easier if she knows the answer.

If you have any questions, please contact Tonya Drost at (325) 942-2068 or tdrost@angelo.edu.