Shawnee State
U N I V E R S I T Y

2023-2024

FACULTY RESOURCE GUIDE

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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 they may need an accommodation based on a documented disability should first contact the Coordinator of Accessibility Services at 740-351-3608, or SSUAccessibility@shawnee.edu (Hatcher Hall, 1001 4th Street) and 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. The Office of Accessibility Services will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so. Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

Additional Accessibility Resources for Faculty can be found at:

https://www.shawnee.edu/campus-life/accessibility-services/accessibility-resources-faculty

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 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
- Home Address (hometown and state, but not street address; however, street addresses will be provided when requested by a military recruiter, by the office of elected federal, state, or local official, or when otherwise required by law).
- University assigned email address (but not personal email addresses)
- Program of Study (including college of enrollment, major and concentration)
- Enrollment status (e.g., undergraduate, graduate, full-time, part-time, withdrawn)
- Dates of attendance at SSU (Grade level (freshman, sophomore, etc.)
- Degrees, honors, and awards received
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams

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.

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

Smoke and Tobacco Free Campus (Policy 5.08):

https://www.shawnee.edu/sites/default/files/documents/Policy-5-08-2020.pdf

For information about other SSU policies and procedures, please go to:
https://www.shawnee.edu/about-us/university-policies/policies-organized-categorically

Faculty Resource Links

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-ada-statement-for-course-syllabi.pdf

ACCESSIBILITY RESOURCES FOR FACULTY:

https://www.shawnee.edu/campus-life/accessibility-services/accessibility-resources-faculty

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

Behavioral Intervention Team

The Dean of Students Office has a commitment to assist members of the campus community feel safe and supported when situations arise that involve student behaviors or concerns. In keeping with this goal, the Behavioral Intervention Team members (BIT) are available to administrators, faculty, and staff who are concerned about student behavior that may be potentially dangerous to self or others or is consistently disruptive.

The role of the BIT is to assess the potential risk of harm, consult with others affected by the behavior, develop a strategic and coordinated response as needed, and make recommendations to the person seeking consultation. Issues appropriate for the BIT include, but are not limited to, assessment of potential violence, consistent disruptive behavior with or without evidence of mental illness, and setting appropriate behavioral boundaries.

Administrators, faculty, or staff who have safety-related concerns about a student may contact the Dean of Students lkoenig@shawnee.edu and request that the BIT review the situation or behaviors of concern.

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 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	Provost's Office	Ext 3472
Bursar's Office	Ext 4287	Public Safety – EMERGENCY	Ext 3232
Career Services	Ext 3027/3559	Public Safety Office	Ext 3243
Campus Counseling Services	Ext 3608	Purchasing	Ext 3314
Accessibility Services	Ext 3608	Registrar's Office	Ext 3611
Facilities Dept (Maintenance & Custodial)	Ext 3458	Student Success Center	Ext 3594
Financial Aid	Ext 3485	Student Support Services	Ext 4777
Human Resources	Ext 3420	Teaching and Learning Center	Ext 3739
Instructional Technology Services	Ext 3256	Writing Center	Ext 3488
ITS: Service Desk	Ext 3538		
Library Circulation	Ext 3255		

Clark Memorial Library

The library provides access to thousands of print and electronic resources for faculty. Electronic resources are available 24x7 via our website. A complete list of services we provide can be found on our Faculty Guide here. Your library account is automatically created, and loaded into our system so you can place holds, and check out materials without having to fill out any forms.

Contact Information for the Library
- Service Desk Phone 740-351-3255
- Email: ssulibrary@shawnee.edu
- Chat Service is available from the library homepage and is monitored during library hours

Library Resources & Services
Our website offers immediate access to our online materials, and the ability to request OhioLINK and SearchOhio is 24 x 7. Accessing resources off campus will require your network credentials to authenticate.

Reserves
Faculty are encouraged to place personal items or library materials on Reserve for students. Simply fill out this form, and either drop off the materials at the library or send them through campus mail.

Library Instruction and Research Consultations
We are here to help you with whatever you may need: instruction, research help, or ideas for integrating library materials into your course. We are able to tailor instruction to your specific needs, and to help with research. The library staff look forward to meeting and working with you during the academic year. To schedule an instruction session, please fill out the 'Schedule an Instruction Session' link on the library homepage. To learn about the resources and how to embed them in BlackBoard or if you need help with your own research please don't hesitate to reach out.

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 at (non-emergency) 740-351-3243.

Copying/Printing Services

Shawnee State offers a high-volume color self-serve production printer in the "Print Shop" on the ground floor of the Administration Building for University departments, academic areas, programs and services.

The Self-Service printer will print and fold 8.5" x 11" and 11" x 17" paper to create:

- Brochures
- Flyers
- Small Posters
- 5.5" x 8.5" booklets
- 8.5" x 11" booklets
- Envelopes

Self-Service Printer
Administration Building
Ground Floor, Room 020
communications@shawnee.edu

Counseling Services

Shawnee State University maintains a Campus Counseling Center to assist students with problems that may occur. Campus Counseling offers free and confidential services including group therapy, individual therapy, psychiatry, critical incident debriefing, and 24/7/365 crisis intervention. Individual therapy is available in a virtual format for students located in Ohio and Kentucky. 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 located in Hatcher Hall at 1001 Fourth Street. Telephone numbers are (740)351-3608 and FAX (740) 539-8827.

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

A Counselor-in-Residence is available for in-person or virtual after-hours crisis response

involving threats of harm to self or others by contacting DPS at 740-351-3232.

Custodial Issues

For questions regarding general cleaning issues, trash, recycling, please see your department academic administrative assistant (AAA). Office trash is dumped 3 times per week on Monday, Wednesday, and Friday. Food items should be placed in the designated trash cans not office trash cans.

Deans/School Directors/Chairpersons/Academic Program Directors

Arts and Sciences

	Title, College or Department	Clerical Support	EXT
Dr. Kimberly Inman	Dean College of Arts & Sciences	Polly Brown Dean's Assistant	3554
Dr. Jennifer Napper	Chair Department of Natural Sciences	Heather Thacker Academic Admin. Asst.	3456
Dr. Phillip Blau	Chair Dept. of Mathematics	Brianna Mullen-Hayes Academic Admin. Asst.	3301
Ms. Ann Linden	Chair Dept. of English & Humanities	Kassandra Bryant Academic Admin. Asst.	3300
Dr. Clifford Poirot	Chair Dept. of Social Sciences	Joyce Packard Academic Admin. Asst.	3234
Mr. Michael Barnhart	Chair Dept. of Fine, Digital, & Performing Arts	Brianna Mullen-Hayes Academic Admin. Asst.	3118

Graduate School

	Title, College or Department	Clerical Support	EXT
Dr. Jennifer Pauley	Associate Provost Graduate School	Sherry Scott Executive Asst.	3491
Ms. Bobbi Madden	Administrator Graduate School		3177

Professional Studies

	Title, College or Department	Clerical Support	EXT
Dr. Christine Raber	Interim Dean College of Professional Studies	Gail Chinn Dean's Assistant	3270
Dr. Steve Rader	Founding School Director CH Lute School of Business	Christel Taylor Academic Admin. Asst.	3215
Mr. Adam Miller	Chair Dept. of Eng. Technologies	Kim Robbins Academic Admin. Asst.	3224
Mr. Tony Ward	Chair Dept. of Allied Health Sciences	Lori Perry Academic Admin. Asst.	3236
Ms. Georgeann Kamer	Academic Program Director Dental Hygiene	Lori Perry Academic Admin. Asst.	3236
Ms. Linda Steele	Academic Program Director Emergency Med. Tech.	Lori Perry Academic Admin. Asst.	3236
Ms. Jean McGlone	Academic Program Director Med. Lab. Tech.	Lori Perry Academic Admin. Asst.	3236

Ms. Sheena Shifko	Academic Program Director Radiologic Tech.	Lori Perry Academic Admin. Asst.	3236
Ms. Amy France	Academic Program Director Respiratory Therapy	Lori Perry Academic Admin. Asst.	3236
Ms. Mariah Woodward	Academic Program Director BS in Health Sciences Behavioral Health Paraprofessional Training Program Coordinator	Lori Perry Academic Admin. Asst.	3236
Dr. Catherine Bailey	School Director School of Nursing	Annette Johnson Academic Admin. Asst.	3210
Dr. Barbara Warnock	Chair Dept. of Rehabilitation Sciences Academic Program Director Master Occupational Therapy	Kelley Frantz Academic Admin. Asst.	3169
Dr. Mikel Stone	Academic Program Director Doctorate Occupational Therapy Post Professional	Kelley Frantz Academic Admin. Asst.	3169
Dr. Ryan Walker	Academic Program Director Physical Therapy Assistant	Kelley Franz Academic Admin. Asst.	3169
Ms. Kim Moore	Academic Program Director Occupational Therapy Assistant	Kelley Frantz Academic Admin. Asst.	3169
Dr. Gay Lynn Shipley	Assistant Dean & School Director School of Education	Sabrina Cline Academic Admin. Asst.	3451

Student Affairs

	Title, College or Department	Clerical Support	EXT
Dr. Elizabeth Kline	Dean of Students	Bailey Reader Student Affairs Specialist	3078

Early Alert Referral System

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

1. Students who do not show up the first week of classes.
2. Frequent class absences
3. Chronic class tardiness or leaving class early
4. Abruptly stops attending class.
5. Not acquiring required textbook or other course materials
6. Not bringing required course materials to class (e.g., notebook, lab materials)
7. Disengaged or disruptive behavior in class (e.g., not taking notes, talking, texting, or unwillingness to participate in class discussions)
8. Failure to complete assignments
9. Needs academic help
10. Missing or poor performance on early exams/quizzes

11. Missing, late, or weak effort on early assignments
12. Lack of basic academic skills exhibited on course assignments
13. Change in demeanor, expresses hopelessness, or any other "red flag" type of behavior
14. Other (personal issues, body odor, etc.)

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 Early Alert System is NOT an appropriate method of communication for immediate or emergency concerns regarding a 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."

Refer to Appendix A for how to create an early alert.

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 Smith Coffee House 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).

Grades and Class Records

Course Rosters are maintained in the student information system and are available to faculty via J1 Web. Faculty members are required to electronically submit their student-midterm progress and grade reports to the Registrar's Office via J1 Web by the date and time stated by Registrar's office

and listed on the term Important Dates.

Census (Attendance) Reporting

Faculty are required to electronically report student attendance via J1 Web during the census reporting period at the start of each sub-session. Any student who has not participated/attended in a course should be reported as not attending. The definition of academic engagement as defined by the U.S. Department of Education should be used as guidance.

Academic engagement:
Active participation by a student in an instructional activity related to the student's course of study that—
(1) Is defined by the institution in accordance with any applicable requirements of its State or accrediting agency;
(2) Includes, but is not limited to—
  (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
  (ii) Submitting an academic assignment;
  (iii) Taking an assessment or an exam;
  (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or
  (vi) Interacting with an instructor about academic matters; and
(3) Does not include, for example—
  (i) Living in institutional housing;
  (ii) Participating in the institution's meal plan;
  (iii) Logging into an online class or tutorial without any further participation; or
  (iv) Participating in academic counseling or advisement.

The link to access J1 Web, as well as, User Guides are available online at the following link: [J1 Resources | Shawnee State](#).

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 interest 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 information sessions on grant writing
- 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-31. Please contact Christopher Shaffer for grants-related assistance at (740)351-3412 or cshaffer@shawnee.edu. For policy information concerning grants, review Board of Trustees' Policy 5.13 policy-513.pdf (shawnee.edu).

Health Services

Health Services are available to SSU students, faculty, and staff from Southern Ohio Medical Center (SOMC) by calling 740356-CARE or by presenting to SOMC Portsmouth Family Health Center at 1248 Kinneys Ln, Portsmouth, Ohio for urgent care services.

- SOMC will bill patients' health insurance or follow SOMC's established billing practices for self-pay patients, including financial assistance for those who qualify for Hospital Care Assurance Program (HCAP). HCAP is a state and federal program administered by the Ohio Department of Medicaid.

- Provide access to primary care services for eligible SSU faculty through SOMC's Downtown Family Practice located at 723 8th Street, Portsmouth, Ohio.

    o SOMC will bill SSU directly for *office visit*.

    o Treatment beyond the office visit will be billed to SSU faculty members' insurance.

- Provide on-site Flu Clinics. SOMC will bill SSU directly for Flu Clinic services.

- Provide hepatitis vaccine series to SSU faculty and staff who are eligible for hepatitis vaccine series as determined by SSU. Cost of hepatitis vaccine series will be billed directly to SSU.

- Provide laboratory testing to SSU students, faculty, and staff with exposure to blood-borne pathogens upon referral by SSU risk management office. SOMC will bill SSU directly for laboratory testing.

    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 Campus Counseling Services in Hatcher Hall, 1001 Fourth Street. Faculty can also create an early

alert in Aviso so that someone can reach out to the student using instructions in Appendix A.

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 Campus Counseling Services for assistance at (740)-351-3608 during business hours or contact the Department of Public Safety (DPS) at (740)351-3232 to inform the Counselor on call after hours. If there is an immediate threat of harm contact DPS.

When to Refer – Throughout the year, Campus Counseling Services receives inquiries from faculty, administrators, and support staff. In many cases, due to the frequent contact faculty have with students, they have an excellent opportunity to observe student behaviors. 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 Campus Counseling Services at (740) 351-3608. Consultation services by phone are available 24/7/365 or stop by during office hours 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.

You can provide this information by accessing MyInfo Tab in the MySSU student information portal. MySSU can be accessed using your Shawnee Network Account Username and Password and visiting **https://myssu.shawnee.edu.**   As your emergency contact information changes, make sure you 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)   WOWK (Channel 13, Charleston)
WCMH (Channel 4, Columbus)   WSAZ (Channel 3, Huntington)
WLWT (Channel 5, Cincinnati)   WSYX (Channel 6, Columbus)

Information Technologies

The Information Technology Services department, ITS, is the central provider of all of the technology needs of the Shawnee State University campus. ITS implements and supports the latest technologies for academic instruction, administrative computing, and student learning.

ITS offers a wide variety of services to employees. Here is a quick summary of your SSU Technology Tools.

Network and Email Account
Each employee is provided an account that we refer to as your Shawnee Network Account. This account grants access to most resources on campus, including:

- Outlook Email
- Office365 (Includes at home use, downloadable to personal devices from Office365)
- Blackboard (Learning Management System, LMS)
- J1Web (Student Information System, SIS)
- The SSU App
- Aviso Advising System
- Networked computers in offices and classrooms
- Networked printers
- Library resources
- The campus Wi-Fi network (Shows as "Shawnee" in available Wi-Fi Networks)

For New Employees – Setup Your Shawnee Network Account
Accounts are created within 24 business hours of ITS receiving notification of employment from Human Resources.

Visit the ITS New Employee Webpage **to start using your new Shawnee Network Account.**

The username and initial password for your new account will be provided to your new supervisor. If you need assistance obtaining your new user name and initial password, please contact the IT Service Desk at (740)351-3538 or submit an **IT Service Form** and a member of our team will contact you.

Notice about Phishing Email Scams
ITS will NEVER ask you to click on any email link to verify, update or extend your SSU accounts. ITS will NEVER ask you for your Social Security Number.

Microsoft Office 365
SSU offers all employees an Office 365 Account. This provides access to the Office Suite of software applications. Employees are licensed to install the Microsoft Office Suite on up to 5 personal devices at no cost to the employee. Please visit **www.shawnee.edu/microsoft** for more information. Use your Network Account Username and Password to access Office365.

Blackboard

Blackboard Learn is a virtual learning environment and Learning Management System (LMS) used by Shawnee State University. It is a web-based course management software that can be used to supplement on ground courses, to facilitate hybrid course delivery, or to deliver fully online courses.

The Blackboard Office is part of the IT Service Desk and serves as a single point of contact for faculty, staff, and students. Support is available to faculty for the development of online course content and the integration of online content to augment on ground courses. General technical assistance with the Blackboard software is also available through the Blackboard Office.

For more specific information about these services, visit: https://www.shawnee.edu/areas-study/clark-memorial-library/blackboard.

Blackboard Instructional Support:
If you need to meet with someone for support directly related your individual course content or delivery methods, please schedule a virtual appointment or a phone call and we will be happy to offer you individualized assistance.

To schedule an appointment, please fill out the IT Service Desk Form or submit an email to ITService@shawnee.edu and request an appointment to work on your course content. If you have a specific day and time that is best for you, let us know and we will try to schedule it for your preferred time.

Online Password Tools
If you need to reset your account passwords from off campus, go to **myid.shawnee.edu**. In order to use this service, you must first enroll your accounts and create security questions for authentication. We encourage you to visit our site to enroll now so this service can be available to you when needed

Mobile Devices
  Shawnee State offers a campus wide Wi-Fi network. All registered students, faculty, and staff can connect to the SHAWNEE Wi-Fi network with their SSU Network Account. This is the same account used to login to any university owned computers and to access your email.

To connect to the SHAWNEE Wi-Fi network, follow the normal Wi-Fi connection process for your device, select SHAWNEE , and enter your SSU Network username and password when prompted. For more detailed instructions, visit **www.shawnee.edu/its**. Directions can be found under "Connecting IT".

BearTrax

BearTrax gives employees easy access to pay, benefits, and time card information. You can also maintain your contact information in BearTrax. Your login is your BearTrax employee ID# and you will receive an email to your SSU email account from the system with your initial password. Password resets also sends the information to your SSU email account.

IT Service Desk Information

The IT Service Desk is located on the Lower Level of the Clark Memorial Library
For the quickest service, complete the **ITS Service Desk Web Form** and a member of our team will contact you to provide assistance.

Get Support: Use the IT Service Desk Web Form
Email: ITServcie@shawnee.edu
Phone: (740) 351-3538
Website: https://www.shawnee.edu/its

More information about the services provided by ITS can be found on our webpage:
https://www.shawnee.edu/its

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.

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 or the administrative assistant for a division or department must execute a *Key Request Form* and have the request approved by the appropriate vice president or department head, before a key will be assigned or created.

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 $10.00 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 School Director/Department Chairperson.

Dayton duMeleau Math Center

Shawnee State University's Department of Mathematical Sciences offers free peer tutoring services through its Dayton duMeleau Math Center. From Algebra and Geometry to

Trigonometry and Calculus, the math tutors are available to help. In addition, to offering help with math homework and a quiet place to study, the center offers computer stations equipped with access to online homework as well as software programs such as R, Mathematica, and Geometer's Sketchpad.

The Dayton duMeleau Math Center 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 through Thursdays and from 9:00 a.m.-2:00 p.m. on Fridays (hours subject to change). Virtual tutoring is also available For more information about the Math Center and its services, please contact Sherry Petrovich, Academic Administrative Assistant, at (740) 351-3301 or Dr. Linda Hunt, Director Math Center at (740) 351-3448 or via email at lhunt@shawnee.edu or visit https://www.shawnee.edu/areas-study/college-arts-sciences/math-sciences/math-lab.

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 Massie Hall Room B52.

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:

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 Clark Memorial Library, first floor. For more information about the TLC, please contact teachinglearningcenter@shawnee.edu or contact Dr. Christy Zempter, Director of the Teaching and Learning Center at czempter@shawnee.edu at (740) 351-3330.

Office of Assessment and Accreditation (OAA)– provides faculty and staff with professional development and resources to support learning assessment in the classroom, academic program, or co-curricular program/event. OAA often collaborates with the TLC and delivers presentations and workshops about assessment that are open to the campus community. The OAA Director, Dr. Marc Scott, also coordinates the university's Assessment Fellows program and the Director and/or an Assessment Fellow would be happy to chat with you about assessment processes in your class or program. For more information, contact Dr. Scott at assessment@shawnee.edu or call him at (740) 351-3439.

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 by using the reporting forms.

Academic Misconduct Reporting form:
https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=8

General Misconduct Reporting form:

https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=0

Alternatively, faculty can report to one of the following:
- Dean of Students (any/all misconduct)
- Department of Public Safety (pressing safety concerns)
- College Dean or Office of the Provost (academic misconduct)

Student Success Center

The Student Success is the hub of academic support on campus and is located on the first floor of Massie Hall. Student Success Center can also be reached by calling (740) 351-3594. Services include advising and registration, peer tutoring and supplemental instruction, access to computer labs, and a study area, and make-up testing, placement testing, as well as proctored testing for Pearson VUE, ETS, and ACT.

During the fall and spring semesters, the Student Success Center is open Monday – Thursday 7:30 a.m. – 11:00 p.m. and Fridays 7:30 a.m. – 5:00 p.m. Between semesters and during the summer, the hours are Monday-Friday 8:00 a.m. – 5:00 p.m.

Professional academic advisors for the College of Arts and Sciences, the College of Professional Studies, and Undergraduate Studies are located within the Student Success Center. They provide academic advising, academic support, and advocacy for all students on campus with any academic, registration, financial aid, or personal issue a student may be experiencing. Faculty are encouraged to use the Early Alert system outlined on page 9 of this resource guide or they may contact Dr. Glenna Heckler-Todt, Director of Advising and Academic Resources, for more information: ghecklertodt@shawnee.edu or (740 351-3277. See Appendix A for instructions.

Tutoring
The Student Success Center is widely known for its peer-tutoring program. It 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. In addition, faculty may request a supplement instruction leader to provide guided study sessions with students for specific courses. Supplemental Instruction Leaders work closely with the faculty member to help students with difficult concepts the entire class may be struggling with, to provide study and review sessions, and drop-in tutoring hours.

Students can request tutoring by filling out the form on the home page of My-SSU titled Request a Tutor.

Faculty may recommend students who have received no lower than a "B" in the course and have a cumulative GPA or 3.0 or better for a tutor position. Either by directing qualified students to fill out the Request to be a Tutor form on the homepage of MySSU or by calling Heather Cantrell, Assistant Director of Advising and Academic Resources at hcantrell@shawnee.edu or (740) 351-4555.

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 feeral 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 mechanishms for students, faculty, staff, and visitors to report concern 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.

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, Ms. Barbara Wilson-Battles, at bwilson-battles@shawnee.edu . More information about the Writing Center can be found on its website:
http://www.shawnee.edu/offices/writing-center

Appendix A

How to Create an Early Alert in Aviso

How to Create an Early Alert in Aviso

There are multiple places faculty, staff, and administrators who have concerns about students can create an early alert on a student. Please remember that:

- students are not notified about alerts until outreach is made by a professional advisor in the Student Success Center, someone in Counseling Services, or the Dean of Students
- when possible, the identity of the person who created the alert is kept confidential
- early alerts can be created for academic, emotional, behavioral, and COVID concerns

Any questions about early alerts or Aviso should be directed to Glenna Heckler-Todt, Director of Advising & Academic Resources, ghecklertodt@shawnee.edu or 3277.

Where to Create Early Alerts

Home Screen

When you login to Aviso, the first screen is your Home screen titled My Dashboard. On the upper right-hand side of the screen you will see "Send Alert" right below your photo or initials.
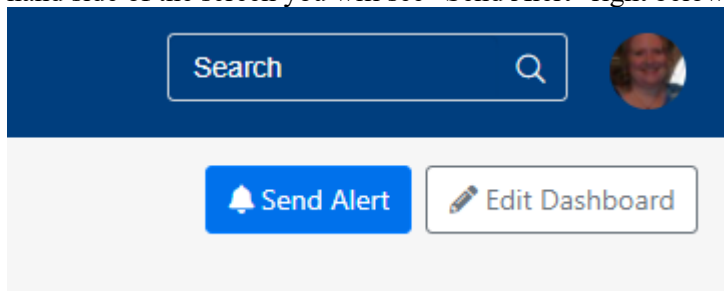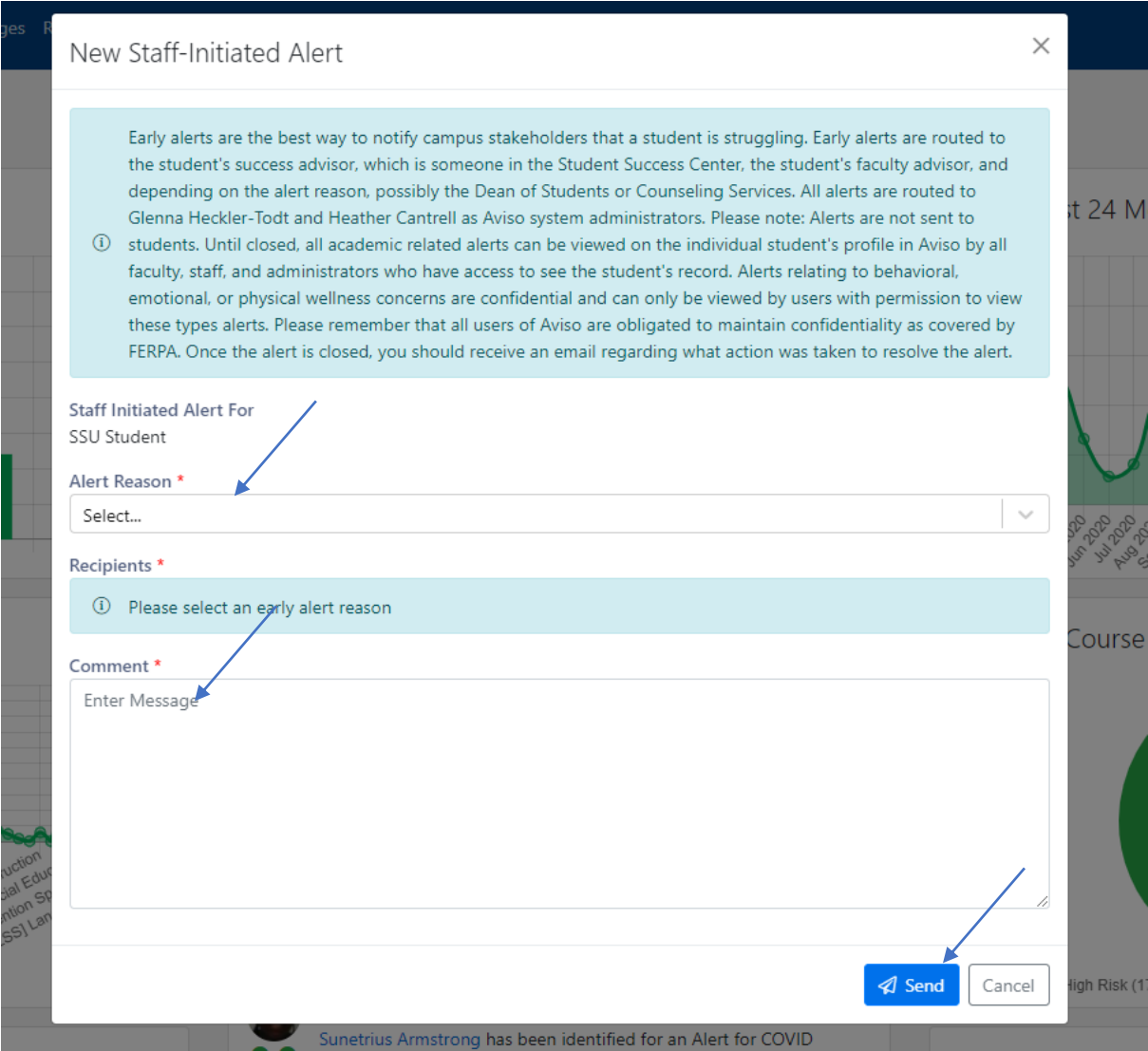

1. **Click Send Alert**
2. **Begin typing the student's name or ID number on the pop-up screen**:
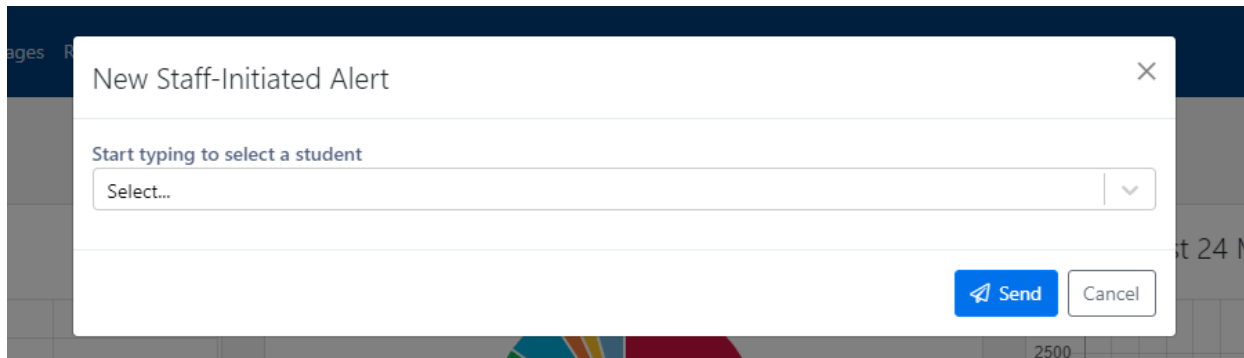
How to Create an Early Alert in Aviso

The screen below will pop-up.
3. **Select the reason for the alert**
4. **Type your concern**
5. **Click Send.**

How to Create an Early Alert in Aviso

Course Roster in Aviso

Creating early alerts from the course roster is a good choice if you have multiple students in the same course that you are wishing to create alerts for. This is the best place for Adjunct Faculty to input an early alert as they may not have permission to search for students.

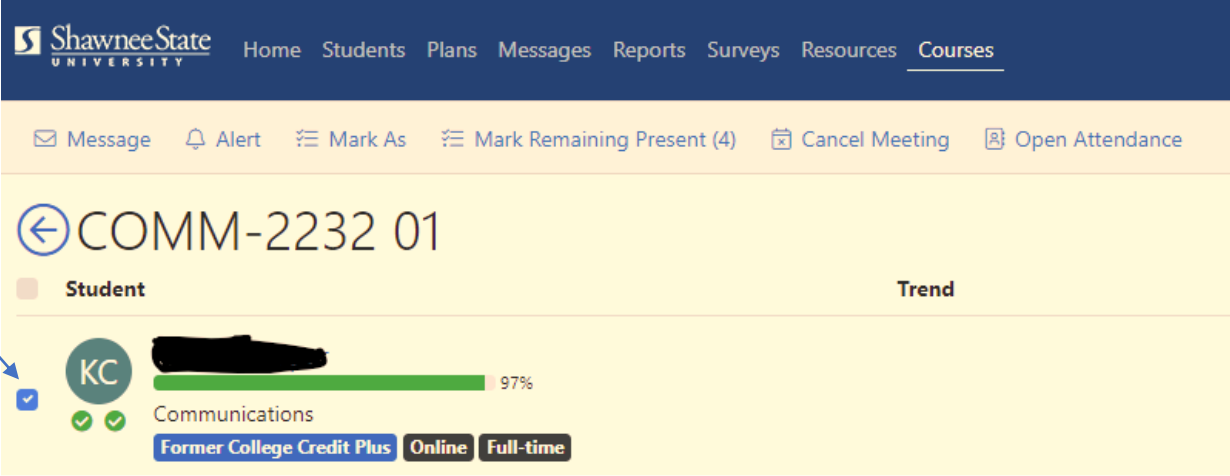From the navigation toolbar in the dark blue next to the Shawnee State University logo:

1. **Choose Courses (you can also find a list of your courses on My Dashboard)**
2. **Click the course you wish to create an early alert(s) from**

3. **Check the box next to the student's name**

4. **Follow the steps on the previous page once the New Staff Initiated Alert pop-up opens.**

Student's Profile in Aviso

You can search for an individual student in Aviso and create an early alert from their profile.

1. **Search for the student in one of the following ways:**
   a. From the search box on any page next to your photo or initials in the upper right-hand side:

How to Create an Early Alert in Aviso

    b. Click Students in the blue navigation bar next to the Shawnee State University logo and then choose either **Everyone** for a student not assigned to you or **Caseload** for students assigned on your caseload or students you follow. **Please note that you may not have a caseload or you may not be able to search for students based on your role in Aviso**:
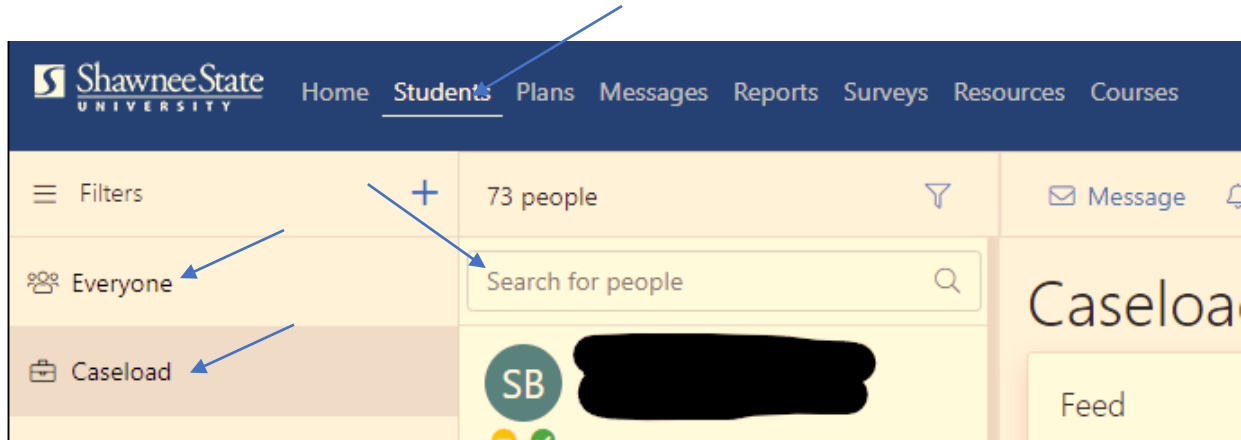
2. **Click alert in the blue toolbar above the student's name (the one below will give a history of alerts created about the student).**
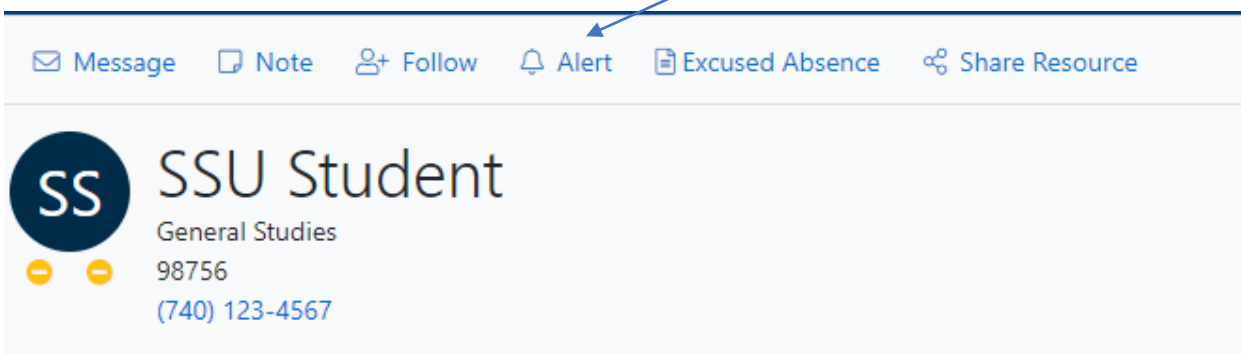
3. **Follow the steps on page 2 of this document once the New Staff Initiated Alert pop-up opens.**