



Faculty Handbook 2021-2022

Faculty Handbook, 2021-2022

If you have any questions about an event, procedure, term, definition or place that is not listed in this Handbook, ask your Department Chairperson or Department Administrative Specialist for help.

SMSU BUILDING NAMES AND ABBREVIATIONS

BA	Bellows Academic Building (named after the first SMSU President)
CH	Charter Hall
CC	Conference Center
FA	Fine Arts Building
FH	Founders Hall
IL	Individualized Learning Center
MT	Maintenance Building
PE	Physical Education Building
RA	Recreational/Athletic Center
REC	Regional Event Center
SM	Science and Math Building
ST	Science and Technology Building
SS	Social Science Building
SC	Student Center

OTHER ABBREVIATIONS OR TERMS

	“AGREEMENT” or the “Contract”: The IFO/MinnState Master Agreement includes the Articles of defined terms and conditions of employment as determined through the collective bargaining process.
ALS	College of Arts, Letters, and Sciences
BEPS	College of Business, Education, and Professional Studies
CAMP	Campus Assessment Master Plan
CIA	Committee for Institutional Assessment
DARS	Degree Audit Report
D2L	(Desire2Learn Brightspace): Computer-based course management system.
FIG	Faculty Improvement Grant (through SmSUFA)
GIS	Geographic Information Systems
HLC	Higher Learning Commission
HR	Human Resources
IFO	Inter-Faculty Organization (State-wide faculty bargaining unit; parent organization to SmSUFA)
IRB	Institutional Review Board
IRF	Internal Requisition Form
LEC	Liberal Education Committee
MSUAASF	Minnesota State University Administrative and Service Faculty

PASL	Program Assessment of Student Learning
PDP	Professional Development Plan
PDR	Professional Development Report
PIF	Professional Improvement Fund (through MSUAASF)
PSEO	Post Secondary Enrollment Option (high school student taking college course)
PO	Purchase Order
RASL	Report on the Assessment of Student Learning
SAFAC	Student Activity Fee Allocation Committee
SMAHC	Southwest Minnesota Arts and Humanities Council
SMSU	Southwest Minnesota State University
SmSUFA	Southwest Minnesota State University Faculty Association

Some Key Contact Personnel

To reserve a room- **Diana Holmes** (best to email rather than call (scheduling@smsu.edu))
Classroom assignments are done at the time of semester course scheduling. Please talk with your Department Chairperson regarding classroom needs and preferences.

Registrar – **Pat Carmody**, ext. 6206, (ANY question regarding DARS reports, transfer credit, and other related topics are Pat’s specialty)

Registrar Transfer Specialist – **Molli Anderson**, ext. 6128 in IL 148

Information Technology Service (TRC) --- The first stop for any technology questions on campus is the **Technology Resource Center**, ext. 6111. The TRC is managed by **Ben Nwachukwu** and has a staff of graduate assistants and student employees. Should they not be able to answer your question, they will engage the appropriate full-time staff member to help answer your question or provide more specialized support.

Employment Questions---**Nancy Olson**, Director of Human Resources (ext. 6544)

Students with academic difficulties or other concerns regarding students should be directed to **Kaitlyn Giles**, Coordinator of Advising Services (ext. 7273), **Sara Fier** or **Diane Stieper** in Counseling & Testing Services (ext. 7150), or **Brittany Krull**, Director of Student Success (ext. 7290).

Academic Deans’ Office---**Dr. Raphael Onyeaghala**, Dean of the College of Business, Education and Professional Studies; **Dr. Jeffrey W. Bell**, Interim Dean of the College of Arts, Letters and Sciences. The Deans’ offices are located in BA 268 (ext. 6251).

**SOUTHWEST MINNESOTA STATE UNIVERSITY
QUICK REFERENCE LIST FOR STUDENT CONCERNS**

Concern or Allegation	Where to get support for this at SMSU	How to make a report for this at SMSU	Related policies (college, university, or system)
Immediate emergency	In an emergency, call 911. On-Campus dial 9-911.		
Mental health	Counseling & Testing Services	Sara Fier/Diane Stieper - Counseling & Testing Services, sara.fier@smsu.edu or diane.stieper@smsu.edu 507-537-7150, BA 156	Board Policy 1B.4 Access and Accommodations for Individuals with Disabilities
Disabilities	Disability Resources Office	Pam Ekstrom, Director of Disability Resources, BA 246, 507-537-6492 Pam.Ekstrom@smsu.edu	Board Policy 1B.4 Access and Accommodations for Individuals with Disabilities
Immigration and refugee status	International Student Services	May Lee Moua-Vue, Director of International Student Services and Global Studies, SC 237 maylee.moua-vue@smsu.edu 507-537-6699 Michael Kurowski, BA 239 & SC 236, 507-537-7436 michael.kurowski@smsu.edu	A Guide to Supporting Safe and Inclusive Campus Climates https://www.minnstate.edu/system/equity/docs/guide_supporting-safe-and-inclusive-campus-climates-02-14-2017-final.pdf
Discrimination based on protected class Harassment based on protected class	The Office of Human Resources/University Public Safety Office/ Senior Administrator/Assistant Athletic Director	Nancy Olson, Title IX Coordinator 507-537-6544, BA 269 Nancy.Olson@smsu.edu Dave Hemp, Deputy Title IX Coordinator for Students, FH B-18 507-537-6470 Dave.Hemp@smsu.edu Allison Monson, Associate Director of Athletics 507-537-7133 FH 327	Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution
Sexual assault	The Office of Human Resources/ University Public Safety Office/ Senior Administrator/Assistant Athletic Director	New Horizons Crisis Center, SM 159, 507-537-6817 (Office Hours) or 507-532-5764/800-881-7493 (24 hours). New_Horizons_Crisis_Center@smsu.edu Nancy Olson, Title IX Coordinator 507-537-6544, BA 269 Nancy.Olson@smsu.edu Dave Hemp, Deputy Title IX Coordinator for Students 507 537-6470, FH B-18 Dave.Hemp@smsu.edu Allison Monson, Senior Women's Administrator/Compliance Officer/Director of Student-Athlete Academic Affairs 507-537-7133, FH 327 Allison.Monson@smsu.edu	Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure
Student code of conduct violations (including bullying, hate crimes, and physical violence)	University Public Safety Office/ Judicial Affairs Coordinator/Dean of Students	University Public Safety 507-537-7252, FH B-16 Judicial Affairs Scott Crowell, Dean of Students 507-537-6844 Scott.Crowell@smsu.edu FH 217	Board Policy 3.6 Student Conduct System Procedure 3.6.1 Student Conduct
Other complaints and grievances	Dean of Students	Scott Crowell, Dean of Students 507-537-6844 Scott.Crowell@smsu.edu FH 217	Board Policy 3.8 Student Complaints and Grievances System Procedure 3.8.1 Student Complaints and Grievances

Faculty Association Meetings Information:

Faculty Association meetings are conducted locally by the Southwest Minnesota State University Faculty Association (SmSUFA) with the Faculty Association president presiding and are held on periodic Thursdays at noon. At these meetings, the faculty determine educational policy, including major curricular changes, and discuss other topics of general concern to the University community. Near the start of each semester, faculty will receive a notice of faculty meetings for the semester.

Student Complaint Policy and Procedure

Procedure 3.8.1 Student Complaints and Grievances for Board Policy 3.8

Part 1. Definitions. For the purposes of Policy 3.8 and Procedure 3.8.1 the following definitions apply:

Subpart A. Appeal. A request for reconsideration of a grievance decision under Policy 3.8 and Procedure 3.81.

Subpart B. Complaint. An oral or written claim concerning a college or university issue brought by a student alleging improper, unfair, or arbitrary treatment.

Subpart C. Grievance. A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college or university rule/regulation or a board policy or procedure. This policy does not apply to those college/university rules or regulations or to board policies or procedures that include an appeal or grievance process.

Subpart D. Retaliation. Retribution of any kind taken against a student for participating or not participating in a complaint or grievance.

Subpart E. Student. An individual who is enrolled in a college or university, a group of such individuals or the campus student government.

Part 2. Notification and Publication. Each college and university shall inform students of the established complaint and grievance policies and procedures. These policies and procedures shall be publicized to students at least annually and include information for students about how and where to obtain grievance forms.

Part 3. Complaints. Colleges and universities shall establish procedures that provide for informal resolution of complaints by requiring that a student discuss a complaint with the employee(s), and/or administrator(s). If not resolved through this informal discussion, a complaint may become a grievance if the complaint involves the application of a college/university rule or regulation or a board policy or procedure.

Part 4. Grievances.

Subpart A. Timeframe. The college or university shall develop and publish a timeframe that establishes reasonable time requirements for each step of the grievance process.

Subpart B. Grievance process.

1. The college or university shall develop a grievance form which will provide an explanation of

the grievance step procedures and timelines.

2. A grievance shall be submitted in writing.
3. At the conclusion of the grievance process, the response of the college or university shall be in writing and sent to the grievant. The response shall include notification to the student of the opportunity for appeal and the process for appealing.

Subpart C. Appeals.

1. The grievance procedure shall include an opportunity for a student to appeal a grievance decision. The individual to whom an appeal is directed should be identified by the college or university for the issue(s) in question.
2. If the grievance involves a college or university rule or regulation, a student may appeal an official grievance through procedural steps up to the president. The decision of the president is final and binding.
3. If the grievance involves a board policy, the actions of a college or university president, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college or university decision to the chancellor. The decision of the chancellor is final and binding.

Part 5. SMSU Grievance/Complaint Policy and Procedure

No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in a grievance. Retaliation may be subject to action under appropriate student or employee policies.

1. Students shall first attempt to resolve complaints informally at the point of the dispute.
2. If the dispute cannot be resolved informally, students shall submit, in writing, their grievance/complaint to the Office of the Provost and Vice President for Academic and Student Affairs.
3. The Provost and Vice President for Academic and Student Affairs may refer a grievance/complaint to an appropriate staff member ("designee") for investigation and/or disposition of the grievance/complaint.
4. The Provost and Vice President for Academic and Student Affairs or her/his designee will meet with the student within ten (10) class days to discuss the student's grievance/complaint.
5. The grievance/complaint will be investigated and resolved in a timely manner. Only in exceptional circumstances will this take more than thirty (30) class days. All documentation regarding the grievance/complaint shall be kept in the Office of the Provost and Vice President for Academic and Student Affairs.
6. Once an inquiry into a grievance/complaint has reached a conclusion, the Provost and Vice President for Academic and Student Affairs or her/his designee will meet with the student and inform him/her of the outcome of the grievance/complaint.
7. If a student wishes to file an appeal of a grievance/complaint, that student will have to do so within five (5) class days of the closing meeting. Appeals from this grievance procedure shall be routed to the Office of the President for consideration.
8. Following the determination by the university President, a student wishing to further pursue an appeal may do so by contacting the System Director for Policy and Procedure at Gary.Hunter@minnstate.edu or by contacting the Higher Learning Commission at www.hlcommission.org/Student-Resources/complaints.html

Institutional Record of Student Complaints

Policy: To comply with federal regulations and the Higher Learning Commission (HLC) of the North Central Colleges and Schools, Southwest Minnesota State University will maintain a record of formal written and signed student complaints. The complaints tracked are those filed with a University Officer with the responsibility to handle the complaint. The records provided to the federal government and the HLC include summary information that is in compliance with the Data Practices Act and FERPA.

Procedure:

1. Students with complaints about any aspect of academic and non-academic programs may take those complaints to the Office of the Provost and Vice President for Academic and Student Affairs (FH 214).
2. University employees that receive a signed, written student complaint regarding any aspect of academic and/or non-academic programs will send a record of the complaint along with the resolution to the Office of the Provost and Vice President for Academic and Student Affairs (FH 214). Actual complaint and supporting documents will remain in the initial office.
3. The Office of the Provost and Vice President for Academic and Student Affairs will establish a method of logging formal signed, written student complaints and resolutions that have been filed with any university employee.
4. The log will include:
 - The date the complaint was first formally submitted to the appropriate employee.
 - Nature of the complaint (e.g. grade dispute, allegation of sexual harassment, etc.).
 - The steps taken by the institution to resolve the complaint.
 - The institution's final decision regarding the complaint, including referral to outside agencies.
 - Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.).
5. The log will only be used to track current and recent student complaints, not parents, employees, etc., even if the complaint relates to a student.
6. Individual students' identities and names will not be included on the log and will not be shared with the visiting HLC team.
7. A formal written and signed student complaint includes complaints received by email or fax as long as the address and/or phone number and the name of the complainant are included.

Course Information

Course Syllabi, Grading Policy, Make-up Exams, and Attendance Requirement: A syllabus must be prepared for each course. The syllabus should be clear and concise and as comprehensive as possible. Faculty members are expected to develop their own syllabi, and to cite sources when incorporating others' materials. The [policy](#) can be found on the Administration website under Course Syllabus. Be certain to include very clear information about your grading policy, any attendance requirements (and the consequences of failing to meet the attendance requirement), and your policy for make-up homework, quizzes and/or exams. A statement about plagiarism (and the consequences thereof) and disability accommodations is being added to the syllabi of many faculty. You might also include a statement regarding the use of cell phones and other personal electronic devices during class time. Please see the insert with ideas for statements regarding student services and assessment in the course.

Program Course Scheduling and Time-Conflicts: Courses to be taught, their rotation and scheduling, are generally determined by the individual program and Department. If you plan to teach a new course or change the time of any established course, inform ALL faculty in your Department as you could be inadvertently creating time conflicts for students who need other required courses. It is also suggested that if the course supports another Department's major or minor, or if it has any potential overlap with the content of other courses, that you consult with all affected programs. Choosing not to confer may result in a delay to the curriculum approval process.

Students requesting disability related testing accommodations MUST be directed to Disability Services (Pam Ekstrom, Director, BA 246). ONLY if the student has a documented disability on file with Disability Services will accommodations be provided. Test anxiety is NOT a verifiable learning disability. If a disability has been documented, the faculty member delivers the exam to the Disability Services office usually 24 hours before the exam is scheduled along with directions on what the student is allowed (i.e. calculator, notes, book, etc.) when taking the exam. It is the faculty member's responsibility to supply exams to Disability Services. Disability Services staff will administer the exam and return it to the faculty member. If no verifiable disability has been documented, the student must be treated the same as all other students in the class.

Athletes and students in other university-sponsored activities: There is no official SMSU policy that requires faculty to make special accommodations for athletes and students in other university-sponsored activities such as forensics, band, or other course requirements that require students to be off-campus or miss class. It should be clearly stated in the faculty member's syllabus what your policy is regarding attendance, class participation, and other expectations for ALL students including athletes and students in university-sponsored activities. Faculty may want to announce this part—usually several times over the first two weeks of class—so students can't claim they were never "warned" that they must follow the policies as stated.

POSSIBLE LANGUAGE FOR SYLLABI

Student Supports

- A. Early Alerts and Academic Success Support:** As your professor, I am personally committed to supporting YOUR academic success in this course. For that reason, if you demonstrate any academic performance or behavioral problems which may impede your success, I will personally discuss and attempt to resolve the issue with you. I may also refer your case using Early Alert, which is an online student success program designed to identify and react to student retention challenges. The Early Alert system will allow me to send you various performance updates, concerns, and referrals. Students who have been identified with an early alert by a faculty or staff member will be notified by the Office of Student Success or a member of the Early Alert Intervention Team to discuss a plan of action. If you receive an Early Alert notice for this course, please come see me or seek assistance and support from your advisor or other resource staff member on campus. My goal is to make your learning experience in this course as meaningful and successful as possible.
- B. Disability Services:** Students who have a disability-related need for reasonable accommodations to fully participate in course activities or meet course requirements must register with the Disability Services office to verify their eligibility for appropriate accommodations and to coordinate the provision of those services. Contact Pam Ekstrom, Director of Disability Services, BA 246, Ph 507-537-6492.
- C. Counseling Services:** SMSU Counseling & Testing Services has licensed mental health professionals available to help students. Services are free and confidential. Contact 507-537-7150, counseling.testing@smsu.edu, or stop by BA 156. More information is available at <http://www.smsu.edu/campuslife/counselingtestingservices/index.html>

Student Learning Outcome Assessment (Choose one that best fits your course or craft your own.)

- A. Assignments and examination materials including, but not limited to, _____, _____, and _____ may be used for assessment of _____ program student learning objectives. Student materials will only be used anonymously.
- B. Assignments and examination materials including, but not limited to, _____, _____, and _____ may be used for assessment of Liberal Education Program student learning objectives. Student materials will only be used anonymously.
- C. Assignments and examination materials including, but not limited to, _____, _____, and _____ may be used for assessment of _____ program student learning objectives and Liberal Education Program student learning objectives. Student materials will only be used anonymously.
- D. Course materials and assignments may be used for _____ program student learning objectives. Student materials will only be used anonymously.
- E. Course materials and assignments may be used for Liberal Education Program student learning objectives. Student materials will only be used anonymously.
- F. Course materials and assignments may be used for _____ program student learning objectives and Liberal Education Program student learning objectives. Student materials will only be used anonymously.

Student Absences: Most instructors believe that consistent attendance is an essential component of strong class performance. You should make your own expectations clear on your syllabus, particularly if you plan to take attendance and penalize students for excessive absences. The clearer your attendance policy, the more likely students are to abide by it. If a student misses several classes, you may wish to contact them to remind them of your policies. If you have students who have never attended your classes or who have stopped attending, you need to process this information on your class lists. Detailed instructions on how to process this information (Last Date of Attendance/LDA) are found at:

<https://www.smsu.edu/campuslife/registrationrecords/facultyinformation/last-date-of-attendance.html>

Generally, the Registrar will send an electronic reminder at important reporting times during the semester.

Grade Submission: Grades are generally due the Tuesday following the last day of finals week. Reminders are sent via email from the Registration Office. It is a faculty member's responsibility to submit grades by this due date. Grades submitted late cause numerous problems, including students going on academic warning or suspension due to completion rate and/or GPA, delays in being able to start a graduate program, and compliance with Financial Aid.

Faculty Office Hours: Normally, the faculty member will be responsible for ten (10) hours weekly for student advising and other contacts with students, at times and approved locations, either on or off campus, posted at the faculty member's office. On-line office hours are allowed. Please share a copy of your office hours with your department's office support staff. Please see Article 10, subd. 2 of the Agreement for details.

Promotion and Tenure: See the IFO/MnSCU Master Agreement (i.e., Contract) Article 25 for specific details. Faculty mentors can help and advise new faculty on career development, teaching methods, Professional Development Plan preparation, and tenure and promotion procedures.

Student Evaluation of Courses: Faculty are strongly encouraged to include student evaluations for each course taught in their PDP. Each faculty member may prepare his/her own evaluation form, and select their preferred format for delivering the evaluation, such as the D2L evaluation tool or a Scantron sheet. "Seasoned" faculty within the Department are usually happy to provide examples of the evaluation forms used in their courses.

OTHER TOPICS AND TERMS WORTH MENTIONING

Bookstore: The SMSU Bookstore is located on the first floor of the Student Center and is run by Barnes and Noble. Faculty get a 10% discount for non-classroom books bought or ordered through the SMSU Bookstore.

Computing Facilities: Computing laboratories with PCs and MACs are located in CH, as well as the library. A complete list of the computer labs and hours of availability can be found here: <https://www.smsu.edu/informationtechnologyservices/labs-printing.html>

Computing Helpdesk: Dial ext. 6111 to reach the Information Technology Help Desk.

Contractual Travel (FY '21) The amount of \$1450 (or current amount provided by IFO contract) is provided per faculty per year to departments for costs associated with the process of professional development. Each department has established an equitable means of distributing these funds to faculty. Article 19, Section B, Subd. 3. includes examples of permissible uses. See your Department Administrative Specialist for how to access these funds.

Course Registration: Students register for courses using an on-line registration system. Faculty members receive a memo, registration calendar, and course information forms to assist with the registration process.

DARS (Degree Audit Report): The DARS (Degree Audit Report) is a student's academic record. It is more than a transcript; it maps out all graduation, core and major requirements, showing which requirements have been met and which are still needed.

Degree Checks: All students need to complete a degree check the year before graduating. Check with your department chair to see how your Department handles degree checks. Degree checks are processed through the Registrar's Office.

D2L (Desire2Learn/Brightspace): D2L Brightspace is the online platform used to support online instruction. Instructors must request to have D2L Brightspace activated. Requests for activation and course set-up can be made to the Technology Resource Center or directly to campus Site Administrator for D2L (Ben Nwachukwu, ext. 6261). For assistance with using D2LBrightspace in instruction, contact the TRC at ext. 6111. Individual and small group training and consultation can be provided. A D2LBrightspace Users Group also meets on an occasional basis.

Drop/Add Period: Students may make changes to their course schedules during the first week of classes by dropping and/or adding courses. Courses dropped through the first week of classes no longer appear on a student's transcript. After the first week of classes, they may no longer add classes to their schedules, but they may drop them. See the university calendar regarding dates for dropping and withdrawal from a course. For fall and spring terms, if a student drops a course during the sixth (6) instructional day, through the 80% of the term, or the 3rd day through the 80% of Summer Sessions, an entry of W (Withdrawn) will be placed on the Official Transcript. Charges remain on the course and there is no refund. After the 80% of fall or spring semester or the 80% of summer sessions, a student cannot drop a course and receive a grade of W (Withdrawn). This includes those students withdrawing from the University. Students who withdraw entirely from the University may receive exception to this policy with approval from the Provost.

Emergency/Personal Leave: According to the IFO Master Agreement, faculty are allowed up to three (3) days of personal leave (refer to Article 17, Sec E of the Agreement) during the academic year. This leave is "for situations not covered by other provisions of this Agreement that arise necessitating the absence of the faculty member from the campus". The faculty member must submit a written request for such leave to the Dean. The faculty member need not say why she/he wants personal leave, only that she/he is requesting it and provide the dates by logging into [Time and Leave Reporting](#) through the SMSU Human Resources website.

Faculty Development: There are a variety of workshops offered on campus on faculty instruction in skills applicable to the design, development, and implementation of computer-

driven teaching tools and strategies (particularly Desire to Learn, or D2L Brightspace). Watch for emails. Faculty are strongly encouraged to participate.

Tuition and Fee Waiver Program

This program provides waiver of tuition and fees for the employee and tuition only for family members when enrolled in undergraduate or graduate courses offered by any University campus of State University System. Check with the Human Resources for the specific number of credit hours available for IFO members.

FIG Program - Funds for Faculty Research and Travel: Announcements for **Faculty Improvement Grants** (or **FIG Grants**) are issued once each semester. Although the amount of money is not large (potentially, a maximum of \$800 per biennium, which matches the IFO Contract biennium), it can complement your contractual travel money for research, attending meetings, or other professional activities.

Honor Code: Faculty are strongly encouraged to discuss the issue of *plagiarism* in all classes that involve writing papers so that students are familiar with the professor's expectations regarding their use of secondary sources, and the way in which sources are appropriately documented in your field. You should also be clear about what level of collaboration among students, if any, is desired or acceptable in their completion of homework assignments. A distinct plagiarism "clause" should be included in all syllabi.

The Administration has designated a procedure for reporting students caught plagiarizing or cheating in class, and faculty are encouraged to follow this procedure rather than letting the incident be "dropped". This procedure is outlined in the [Academic Honesty Policy](#) found in the [Student Handbook](#).

Override: Faculty can decide whether or not to allow additional students into their course sections. Faculty should note, however, that during the first week of classes, students can drop and add on the computer, and that transfer students have "bumping" rights, meaning that transfers can bump into a class up to three students over the normal limit (transfer students are restricted from "bumping" into certain exempt classes). Any student wishing to add a class after the first week must get permission to register. Faculty can utilize the online system to create a registration window open only to the student they want to let in the class. The outdated paper form called "Special Permission to Register" can be used in the event a professor grants a student special permission although a "Wait List" for the courses exists.

Security: If a faculty member feels threatened by a student's actions or comments, the faculty member should notify the appropriate dean or Public Safety, depending on the nature of the perceived threat and initiate a discussion of how to respond. For an immediate threat, faculty should call 911. If the faculty member is in a situation in your office or a classroom where a student or group of students is being unreasonably disruptive, call Mike Munford, Director of Public Safety immediately (ext. 7858). Security will respond by watching the class and/or removing the offending students from the classroom, which solves your problem and makes a big impression on the remaining students in the classroom that [disorderly conduct](#) will not be tolerated.

Vehicle Rentals: On occasion, faculty and staff on campus may need to rent a van or other vehicle for class trips or transportation to professional meetings or conferences. All vehicles are rented through Enterprise Rental at the Marshall Airport, call 532.3723. In Minnesota, it is illegal to rent 12-person and 15-person vans for university-related activities. Vehicle rentals are charged against your program budget and can be expensive, thus plan your field trips carefully. However, it can be more cost-efficient to use a rental than to drive your own vehicle. See “Travel Authorization and Expense Reimbursement” through the SMSU Business Services website.

Places to Know and Available Services

ACADEMIC COMMONS

The Academic Commons, located in IL 224, is a central location for a variety of student academic support resources. The Academic Commons features a central study and tutoring area where students can work on assignments and individual or group projects, or get assistance from the Math Learning Center or other academic tutoring services. The Academic Commons houses the Education Department's Curriculum Library and is equipped with computers, academic study software, and other resources for improving academic skills. In addition, the Deeann Griebel Student Success Center and Math Learning Center are also located within the Academic Commons.

ACCESS OPPORTUNITY SUCCESS

537-6169

This department is to provide a TRIO SSS Best Practices program:

The Mission of the Access Opportunity Success project is to (1) identify 1st generation, low income, and students of color in need of support; (2) to provide advising and supportive services so as to enable participants to persist, graduate, and where appropriate, to enroll in graduate and professional programs; and (3) to enrich the campus climate by developing respect and appreciation for the diversity of style, communication, and talent of people with ethnic, cultural, and socioeconomic diversity that they bring to the academic community. To successfully assist students in pursuing and achieving their academic goals; this will be done through the use of the four-year academic plan, student assessment, and guidance in securing financial assistance to ensure a greater level of success.

ADVISING CENTER

537-6484

Services to students include developmental advising and academic counseling. The Advising Center provides advising for undeclared students until they declare a major and are assigned to an advisor in their major. Advisor assignments are coordinated through the Advising Center, and advisor information is sent out to all new students each semester. Personnel at the Advising Center provide academic counseling for students who do not meet the minimum requirements stated in the Satisfactory Academic Progress Policy. The Advising Center was also established to act as a resource center for all students. If students have any questions, concerns, or just need information, they can contact Kaitlyn Giles, Coordinator of Advising Services, located in IL 224E. Personnel of the Advising Center also provide Advisor Workshops for new faculty, sessions to update faculty with new advising information, and are also a resource center for faculty who have questions or concerns. Faculty interested in working as volunteer advisors for the undeclared are encouraged to contact the Advising Center.

ADVISING PROCEDURE

Students are assigned an academic advisor in their major. Undeclared students are assigned faculty or staff advisors who guide them until they choose a major. Students need to meet with their advisor to choose classes and pick up their advisor's code before being allowed to register for the next semester. Some departments do group advising in which a group of faculty meet with a group of students at one time. Advisors can see their advisees' DARS reports online, or students can print off their DARS and bring it in. Students are also able to change advisors by asking the Records and Registration Office for a "Change in Permanent Record" form.

AFFIRMATIVE ACTION OFFICE**537-6243**

The Affirmative Action Office serves as the university's primary resource for employees (and students) on affirmative action/equal opportunity laws, regulations and procedures. This office processes complaints and conducts investigations into claims of discrimination or harassment based on a protected class. Inquiries regarding compliance should be referred to Nancy Olson, Affirmative Action Officer, BA 257, 507-537-6544.

BARNES AND NOBLE CAMPUS STORE/ BOOK ORDERS**337-1450**

Barnes & Noble Campus Store is a leased store, not owned by the University, where faculty place book orders for new or used texts required of students (See Book Order Form in Appendix). Deadlines are approximately mid-October and mid-March for books. Optional reading material and reference books can also be ordered. Faculty graduation caps and gowns may be ordered for purchase or rental. Course packs are sold and distributed by the bookstore. Check with the bookstore for current copyright information. Provide info about where to go online to submit textbook orders.

BUSINESS SERVICES, OFFICE OF**537-6219**

Business Services provides assistance to faculty in understanding the campus budget, finance and accounting procedures. This office approves purchase orders certifying availability of funds, approves travel expense forms, sells parking permits, manages purchasing cards, and provides check cashing service.

CAREER SERVICES**537-6221**

The Career Services Department, located in BA 156, provides assistance to prospective, undergraduate, graduate students, and alumni who seek help in formulating and implementing career plans. All assessments and most resources are provided at no cost to the student. A variety of programs and workshops are offered throughout the school year designed to assist students who are making decisions about their major, career and graduate programs. Career Services' role is not to act as a placement center. We strive to equip students with skills to successfully manage their career development. Job and internship resources are available for those seeking employment. Employers are encouraged to use [Handshake](#) to post opportunities for free. Multiple resources are available for faculty use in and out of the classroom. Visit the [Career Services webpage](#) for more information, [upcoming events](#), and [job fairs](#).

CENTER FOR CIVIC & COMMUNITY ENGAGEMENT & MUSTANG MARKETwww.smsu.edu/go/civic**BA 161 / 507-537-6423**

The Center for Civic and Community Engagement is a starting point for learning more about ways in which you can connect with the community and help address area needs through volunteering, service-learning, social entrepreneurship, or community-based research. The Center encourages students to use the Mustangs Volunteer platform (powered by Handshake) www.smsu.edu/volunteer to connect with service agencies to meet a variety of needs in our local communities.

The Center is also home to Mustang Market, a free food and resource pantry for students. Mustang Market is open monthly for distributions or by appointment (see flyers and campus announcements). Email civic.engagement@smsu.edu with questions or student referrals.

CHILD CARE**537-6014**

Child care services are provided year round from 7 am to 6 pm Monday-Friday at the SMSU Child Care Center. Care is available in a part- or full-time basis for children from 6 weeks of age to 12 years. Prices vary depending on the age of the child.

COLLEGE NOW PROGRAM

College Now is the name for SMSU's concurrent enrollment program through which select students take classes at their high school and earn college credit. SMSU faculty are the instructors of record and mentor the high school instructor through the course. The College Now Program is part of the state-wide, legislature-governed PSEO (Post Secondary Enrollment Options) program and is nationally accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP).

COUNSELING AND TESTING SERVICES
College is a time of change that can be very exciting as well as stressful and challenging. Stress, depression, anxiety, relationship concerns, loneliness, or other personal issues can affect students' well-being. SMSU Counseling & Testing Services is staffed by mental health professionals who provide confidential, short-term counseling services to enrolled students. Counseling & Testing Services staff are willing to consult with faculty and staff regarding student situations. Counseling & Testing Services also offers a variety of assessments and test proctoring services. Call the office at 507-537-7150 or stop by the office in BA 156 for more information or to make an appointment.

OFFICE OF DIVERSITY AND INCLUSION**537-6169**

The mission of the Office of Diversity and Inclusion is to provide an inclusive, quality and comprehensive educational experience for students from all religions, races, ethnicities, genders, ages, beliefs, ability levels, economic status, sexual identity, gender identity, and religion. We will engage the campus and surrounding communities to promote and advocate for Cultural Diversity and Multiculturalism. The Office of Diversity and Inclusion will work with all SMSU constituents to help ensure a quality university education for all students- one that encourages a diverse and multicultural educational experience. A special emphasis will be directed toward recruiting and retaining American students of color.

DISABILITY SERVICES**537-6492**

Located in BA 246, Disability Services ensures qualified students with disabilities have the same access to programs, opportunities, and activities at the University as all others.

All programs, services, and activities of the University when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodation of disabilities upon request. Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodations may include the following: alterations to rules, policies, or practices, removal of architectural or communication barriers, or the provision of auxiliary aids.

Southwest Minnesota State University has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

Responsibilities of faculty and staff include:

- ❑ Understanding and complying with the University's policies and procedures for providing accommodations to students with disabilities.
- ❑ Notifying students, through the class syllabi and / or departmental electronic and printed materials, that accommodations are available.
- ❑ Discussing with the Office of Disability Services any concerns related to the accommodation(s) or arrangements that have been requested by the student.
- ❑ Assuring the confidentiality of information regarding students with disabilities.
- ❑ Determining the essential elements and academic standards of the course or program. ❑ DUPLICATING SERVICES 537-7225

DUPLICATING SERVICES

SMSU Duplicating Services offers printing of documents, collating/stapling, folding, binding, drilling, padding, and cutting to size. Printing can be done on various paper weights, colors, and sizes. Printing of transparencies is also available upon request. Work with your Department Academic Specialist to attach work order forms. Packages sent to campus are also delivered here.

FACULTY ASSOCIATION (SMSUFA)**537-6145**

The Faculty Association is the local unit of the state Inter-Faculty Organization (IFO). Its responsibility is to be the voice of the faculty in all matters, both for professional and for terms and conditions of employment. It includes responsibility for all curriculum proposals, as well as input on budget, campus organization, etc. Grievances must be handled through SMSUFA. SMSUFA meetings are held scheduled Thursdays at Noon in CH 217. New faculty will be contacted by the SmSUFA Membership chair. The SMSUFA office is located in SM 213.

GREENHOUSE**537-6178**

The greenhouse in SM is home to a wide variety of plants, from herbs and crops to ferns and cacti. The greenhouse provides plants and experimental facilities for classes, and we also give tours to school groups and community members. The greenhouse is open for visits during regular building hours, but we keep the door closed so we don't affect the climate in SM. Please drop in ... something is always blooming. Please contact Monica Miller at 537-6178 for more information.

HUMAN RESOURCES OFFICE**537-6208**

The Human Resources Office serves as a resource for employees in the interpretation and implementation of all related terms and conditions of employment with the University and State of Minnesota. The Director is available to any and all employees on an individual basis to advise, counsel, coach, or just listen as concerns may be expressed on a variety of personnel or staffing issues.

INFORMATION TECHNOLOGY SERVICES**537-6111**

Information Technology Services (ITS) is a central technology support unit for the entire University. Detailed information on ITS services is available on its web site:

<https://www.smsu.edu/informationtechnologyservices/index.html>

Among the services provided include support for computer workstations, smart classrooms, labs, e-mail, network storage, Internet connectivity, Desire2Learn Brightspace and instructional technologies. Information can also be provided regarding educational pricing and employee discounts for software. Requests for services support should be directed to the Technology Resource Center at 537-6111 or TRChelpdesk@smsu.edu

Questions regarding the SMSU website should be directed to the Web Services Office at 537-6123 or webmaster@smsu.edu.

MATH LEARNING CENTER

Located in the Academic Commons, the Math Learning Center offers a place for study groups to meet and student to receive free tutoring and help with homework. Tutors are available during the hours posted on the Math Learning Center webpage:

<http://www.smsu.edu/campuslife/mathlearningcenter/index.html> No appointments are needed.

SMSU McFARLAND LIBRARY

SMSU McFARLAND LIBRARY Offers access to print and electronic books and journals as well as audiovisual materials and electronic research guides. Faculty may schedule class times with instruction librarians for course-related research sessions. Reference librarians can be reached in-person, on the phone, or via email, instant-messaging or text. Individual research consultations can also be scheduled with a librarian. Photocopying, faxing, laminating, and scanning services are available, and TVs, laptops, and LCD projectors are available for check-out. Please go to the Library website (www.smsu.edu/library) for access to resources, services, library policies, and hours.

MUSEUM OF NATURAL HISTORY

537-6178

Open from 8:30 AM -4:30 PM on days when the university is open. Newly renovated with funds from the David B. Jones Foundation, the museum provides a wide variety of exhibits featuring the flora and fauna of Southwest Minnesota.

PARKING POLICY AND PERMITS

507-537-7252

Parking permits are required on most surface streets and in University parking lots between the hours of 8:00 a.m. and 4:30 p.m. on class days unless otherwise indicated by posted signage. Permits may be purchased at the Public Safety Office (exact change or checks only), or the Cashier's Window of the Office of Business Services (cash, checks, credit / debit cards). Permits may be purchased through payroll-deduction as well. Faculty may choose from regular, general reserved, or specific reserved parking options. Adjunct instructors qualify for a special permit at reduced cost. Daily permits for **guests** are available free of charge through either the Public Safety Office or at the information desk in the lobby of Founders Hall.

Lots and Streets: <https://www.smsu.edu/map/index.html>

Parking Regulations: <http://www.smsu.edu/campuslife/publicsafety/pkgregbook.pdf>

PLANETARIUM

537-6173

This special learning area uses advanced projection capabilities in a 360-degree surround environment which allows for the simulation of the starry night sky. Astronomy classes are taught in this unique immersive environment. The planetarium provides special programming for students from elementary through high school. Planetarium programs are provided to the general public during the school year. The planetarium has three main projectors: an opto-mechanical projector, full-color laser projector, and a high-resolution digital video projector.

REGISTRATION AND RECORDS OFFICE

537-6206

The Registration & Advising Office interacts with faculty for class registration, student advising services, class attendance reporting and grading. Most faculty services are online at the portal links under Menu on the [SMSU home page](#). Processes found on the E-services link are maintained by MNSCU programmers and are system wide. Processes at SouthwestNet are SMSU only and are developed and maintained by SMSU Registration and IT Staff.

Faculty Services include:

- Class Lists, online faculty overrides, course grading and attendance reporting are found at E-services
- Finals Schedule, faculty directions for grading, attendance reporting, faculty class overrides on Registration Office web page
- Advisee Lists, Advisee contact information, DARS reports and Advisee academic records (unofficial transcripts) on E-services
- Grade Change forms and e-mail all advisee process are found at SouthwestNet

Location: Individualized Learning Center (IL) 148. [Campus Map](#).

Office Hours: 8:30 a.m. - 4:00 p.m. M-F

Registration E-mail: registration@smsu.edu

SPEECH CENTER LOCATION AND MISSION

537-6126

The Speech Center is located on the fifth floor of the McFarland Library in BA 511, near the Writing Center. Speech Center consultants provide free tutoring for all students for any course that requires public speaking or group presentations. The student does not need to be enrolled in a public speaking course. Tutors can help students with outlining and research strategies, computer slide presentations, brainstorming of topics, and delivery techniques.

Students are encouraged to reserve time with a consultant by reserving a time on the Speech Center reservation page located on the SMSU website.

The Speech Center is equipped with a camera and recording equipment along with all “smart facilities” needed. All students will be able to practice their speeches or group presentations, using any visual aids they may have, record the practice speeches and presentations to then playback for critiquing of what they do well and what aspects of the presentation they need to improve or strengthen.

If a student simply wants to practice, they may use the Speech Center outside the hours of tutor availability. The key can be signed out from the Circulation desk of the Library. We encourage all faculty to inform their students about this opportunity and resource to improve the student’s public speaking skills and group presentations.

STUDENT CENTER

537-7330

The Student Center is a community center for all members of the university: students, faculty, staff, alumni, and guests. The Student Center offers a variety of services, including the Mustang Zone, numerous meeting rooms, Hometown Newspapers, Barnes & Noble Campus Store, Food Court, Residential Restaurant and the Alumni Gallery, to name a few. Among the offices located within the Student Center facility are the Student Association Offices, Mustang Card Center, International Student Organization, Dining Services offices.

DEEANN GRIEBEL STUDENT SUCCESS & ADVISING CENTER 537-6484

The Student Success Center is located on the second floor of the Individualized Learning building. The purpose of the center is to encourage student development and academic success. The center provides support services for students to assist them in achieving their academic goals and brings together, in one central location, a collection of services including advising resources, course placement, test proctoring, Satisfactory Academic Progress, CARE team, School of Education Resources, student interventions & supports, Supplemental Instruction, tutoring support, exit procedure, and student success programming.

SSC oversees SMSU's early alert procedures which encourage teaching faculty to identify at-risk students during week 3 and week 7 of each semester who could use additional support due to one or more of the following alert types: *Academic, Attendance, Personal, or Financial*. Once reported, intervention meetings are scheduled with each student by the SSC to discuss beneficial resources and support services that are applicable to their needs. Detailed information about this process can be found by visiting: <https://www.smsu.edu/campuslife/ssac/early-alert-procedures.html>

SSC also handles the exit procedure for students who are not planning to continue their education with SMSU after the conclusion of a semester. If you know a student who is planning to transfer or take time off from school, please direct them to the SSC for follow-up and share the exit procedure online: <https://www.smsu.edu/campuslife/ssac/exit-procedure.html>

For more information about retention programming (*Mustang Bucket List '67, Mustang Success Night, & Finish Strong Week*), success tips, and helpful resources including the *Resource Guide for Mustang Success*, please visit <https://www.smsu.edu/go/success>

UNIVERSITY PUBLIC SAFETY

507-537-7252

The Lyon County Law Enforcement Center provides dispatcher coverage for Public Safety. When no one is in the Public Safety Office, the call will be automatically forwarded to the Lyon County Law Enforcement Center dispatcher. The dispatcher will contact the Public Safety Officer and forward your request for service. Public Safety provides security escorts on campus when requested.

If a faculty member feels threatened by a student's actions or comments, he or she should present these concerns to the appropriate dean or Public Safety, depending on the nature of the perceived threat. This allows the participants to initiate a discussion regarding how best to respond. Student behavioral expectations are outlined under the University Code of Conduct. If a student or group of students is being unreasonably disruptive, the faculty member should contact Public Safety. If the behavior is threatening or violent, the faculty member should call Mr. Michael Munford (Director of Public Safety) immediately (507-537-7858).

In case of emergency please dial 9-911 (campus phone) or 911

WILDLIFE AREA

537-6178

North and west of the campus, the 24-acre wildlife area features a wetland, deciduous and coniferous forests, trails, and a restored prairie. The prairie holds native vegetation which grew in this area before modern agriculture methods were used. The prairie doesn't grow back naturally; it needs to be managed. Strolling on the trails, one can see grasses, forbs (flowering plants), ducks, deer, and a variety of birds. Something blooms each season, spring through fall. See the Wildlife Area web page for pictures and descriptions of common native prairie plants. In the Summer of 2019, an outdoor classroom space was added to the SMSU Wildlife Area. Contact the Science Department for scheduling.

WRITING CENTER (BA 527; fifth floor of Library)**537-7294**<https://www.smsu.edu/campuslife/writingcenter/index.html>

The Writing Center is available for all students' writing needs. The staff of undergraduate writing consultants can help students at any point in their writing process and with any kind of writing project. There is no cost to the student. Students make either half-hour or hour-long appointments by logging into the schedule online via the Writing Center web site. Students can choose from three types of appointments: (1) a face-to-face session in BA 527, (2) an online appointment which consists of real-time chat and a whiteboard to exchange feedback, or (3) an e-tutoring appointment for which the student uploads their paper to the online scheduler and then downloads comments and suggestions from the consultant through the online scheduler. If a student requests the service, faculty members can be notified via email that the student used the Writing Center. If faculty would like to specify what a student should work on in a session, faculty members can fill out the Faculty Referral form located on the Writing Center's website and send the form with the student. Faculty can also request to bring their classes to the Writing Center for a tour or overview of services from a consultant, or a consultant might be able to visit a faculty member's classes if that is more convenient. Hours of tutoring change slightly each semester depending on the consultants' schedules, but generally consultants are available each weekday for appointments. If special services are needed, faculty members are encouraged to contact the Writing Center director. Reference materials are available to anyone interested in a particular aspect of writing or who would like information on writing in a specific discipline.

Please visit the Writing Center web site for more information on the Writing Center's mission, policies, the referral form, and how to make an appointment.