



2021-2022

FACULTY RESOURCE GUIDE



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Faculty Resource Guide

Shawnee State University Mission Statement

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

University Vision

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

Enduring Values

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

Institutional Statement of Non-Discrimination

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

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

Disclaimer

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

Faculty Information

Classroom Emergency

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

IMMEDIATELY SUMMON EMERGENCY ASSISTANCE TO VICTIM LOCATION

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

University ADA Statement to be included on all course syllabi:

Any student who believes they may need an accommodation based on a documented disability should first contact a Coordinator in the Office of Accessibility Services, Hatcher Hall, 1001 Fourth St., 740-351-3106, to schedule a meeting to identify potential reasonable accommodation(s). Students are strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized. 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.

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

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

Shawnee State University Policies and Procedures

Employee and Dependent Tuition Waiver Form:

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

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

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

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

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

Accommodations for Employees with Disabilities (Policy 5.01.5)

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

Drug-Free Campus and Workplace (Policy 5.06);

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

Smoking (Policy 5.08):

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

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

Links to most important Faculty Resources:

HOW A STUDENT REQUESTS ACCOMMODATIONS:

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

TESTING ACCOMMODATION PROCEDURES:

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

ADA STATEMENT FOR COURSE SYLLABUS:

[University-ADA-Statement-for-Course-Syllabi-2021-22.pdf](http://www.shawnee.edu/University-ADA-Statement-for-Course-Syllabi-2021-22.pdf) (shawnee.edu)

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>

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

Clark Memorial Library

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

For additional information, see our “Library Services for Faculty” guide at [.https://shawneesu.libguides.com/facultyguide](https://shawneesu.libguides.com/facultyguide).

Hours

Hours vary by semester. To see the current library hours, please use the “Library Services for Faculty” guide referenced above or click the “Library Hours” link on the library homepage.

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

The Clark Memorial Library provides access to thousands of print and electronic resources, which include books, periodicals, and videos. Our website offers immediate access to our online materials, and the ability to borrow materials through OhioLINK (https://www.ohiolink.edu/content/ohiolink_resources) and SearchOhio (<https://www.ohpir.searchohio.org/>), free of charge. The SSU and OhioLINK Library Catalogs are available 24 x 7 from the library webpage. Off campus access requires a network username and password. <https://www.shawnee.edu/areas-study/clark-memorial-library>

Reserves

The library offers Reserves at the Service Desk, and Faculty are encouraged to place personal items or library materials on Reserve for students. An online course reserve form is available from the Clark Memorial Library website at <https://shwnee.libwizard.com/id/f33351a58db04b2bb5fdc59edc30113>. may place personal items or library materials on Reserve and designate “room use only,” “overnight,” three-day,” “seven-day,” or “three-week” lending periods. An online course reserve form is also available via the Clark Memorial Library website at <http://www.libsurveys.com/loader.php?id=f333515a58db04b2bb5fdc59edc30113>.

Library Instruction and Research Consultations

Liaison librarians have been assigned as designated contacts for academic departments on campus. Liaison librarians are prepared to help you with library instruction, research help, and ideas for integrating library materials into your coursework and to facilitate materials acquisitions. Find the liaison for your department in the “Library Services for Faculty” guide referenced above or go to <https://shawneesu.libguides.com/facultyguide>.

The library has a strong instruction and research consultation program that enables librarians to provide library instruction for your course. We are happy to share best practices and our resources to help students & faculty with research. The library staff look forward to meeting and working with you during the academic year.

If you would like to schedule a librarian visit or a visit to the library, please fill out the “Schedule an Instruction Session” link on the library homepage, or go to <https://shawnee.libwizard.com/f/Schedule-an-Instruction-Session> to get started. If you would like information about the resources and how to embed them in BlackBoard or need help with your own research please don’t hesitate to reach out. To learn more about our services and how to use/access resources please check out your YouTube channel <https://www.youtube.com/channel/UC-8F1ZZPwQRQkxgs3IEwafA/featured>.

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

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

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

Counseling Services

Shawnee State University maintains a Counseling Center to assist students with problems that may occur. Campus Counseling offers a wide range of free and confidential services including skills based workshops, psychoeducational groups, internet-based cognitive behavioral training, individual therapy, psychiatry, critical incident debriefing, and 24/7/365 crisis intervention. Campus Counseling believes in a holistic wellness model and that includes achieving and maintaining optimal emotional health, growing healthy interpersonal relationships, and the interdependence of emotional, physical and spiritual health. You may refer students who seem to be having personal difficulties to the Counseling Center 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 "shawnee" to 741-741 to receive emotional support on any issue from a trained crisis counselor.

Custodial Issues

For questions regarding general cleaning issues, trash, recycling, please see your department academic administrative assistant (AAA). Office trash is dumped once a week. Food items should be placed in the designated trash cans not office trash cans.

Deans/Chairpersons/Academic Program Directors

Arts and Sciences

	Title, College or Department	Clerical Support	EXT
Dr. Jennifer Pauley	Dean College of Arts & Sciences	Karen Leach Dean's Assistant	3554
Dr. Kimberly Inman	Chair Department of Natural Sciences	Heather Thacker Academic Admin. Asst.	3456
Dr. Phillip Blau	Chair Dept. of Mathematics	Sherri Petrovich Academic Admin. Asst.	3301
Ms. Ann Linden	Chair Dept. of English & Humanities	Kassandra Bryant Academic Admin. Asst.	3300
Dr. Darrell Rudman	Chair Dept. of Social Sciences	Tracy Walters Academic Admin. Asst.	3234
Mr. Matt Cram	Chair Dept. of Fine, Digital, & Performing Arts	Sherri Petrovich Academic Admin. Asst.	3118

Graduate School

	Title, College or Department	Clerical Support	EXT
Dr. Christine Raber	Interim Associate Provost Graduate School	Sherry Scott Executive Asst.	3491
Ms. Bobbi Massie	Administrator Graduate School		3177

Professional Studies

	Title, College or Department	Clerical Support	EXT
Dr. Paul Madden	Dean College of Professional Studies	Gail Chinn Dean's Assistant	3270
Dr. Steve Rader	Interim Chair 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. Nancy Bentley	Academic Program Director Dental Hygiene	Lori Perry Academic Admin. Asst.	3236
Mr. Paul (AJ) Foit	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	Chair Dept. of Nursing	Stacey McWharter 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 Lyn Shipley	Interim Asst. Dean & Director School of Education	Polly Brown Academic Admin. Asst.	3451

Early Alert Referral System

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

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

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

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

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

Faculty ID Cards

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

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

Food Services

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

Grades and Class Records

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

Grants

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

- Serve as liaison for the University to the Grants Resource Center
- Provide notices of grant opportunities for 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 <https://www.shawnee.edu/sites/default/files/2019-01/policy-513.pdf>.

Health Services

The Shawnee State University Health Clinic is staffed with competent, experienced registered nurses, and advanced practitioners. It is operated by Kings Daughter's Medical Center and health care providers are available in a walk-in setting. Students, faculty, and staff can be seen for any type of illness or minor injury, medication management, COVID-19 PCR testing, and injections. Health promotion and education is also offered, and the service provides a wide range of health referrals. Telehealth appointments are available. Services are free to all post high school, full and part-time students.

The SSU Health Clinic accepts walk-in's Monday through Friday 10:00 am - 2:30 pm, during autumn and spring semesters. During the pandemic hours may be extended and appointments may be necessary. Limited service hours may also be available during summer semester. The Clinic is closed during holidays.

For additional information on COVID-19 visit <https://www.shawnee.edu/health>.

The Health Clinic is located in Hatcher Hall, 1001 Fourth Street. The phone number is 740-351-4DOC.

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.

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 24/7/365. If there is an immediate threat of harm, contact the Department of Public Safety(DPS) at (740)351-3232.

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 use your Shawnee Network Account Username and Password and visiting <https://myssu.shawnee.edu>. As your emergency contact information changes, make sure your visit MySSU online to complete an update of your emergency contact record.

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

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

WBNS (Channel 10, Columbus)

WCMH (Channel 4, Columbus)

WLWT (Channel 5, Cincinnati)

WOWK (Channel 13, Charleston)

WSAZ (Channel 3, Huntington)

WSYX (Channel 6, Columbus)

Information Technologies

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
- SSUnet, the campus Wi-Fi network

Your username and email address are created using the first initial of your first name followed by your last name. For example, John Smith would be jsmith@shawnee.edu.

Accounts are created within 24 business hours of ITS receiving notification of employment

from Human Resources. For security reasons, to activate your account, we ask that you fill out the [IT Service Desk Web Form](#) and provide us an alternative email address. Your username and password can be provided to you using your alternative email address.

You will be required to set up Multi Factor Authentication for your account as well. Please have your mobile phone available when you activate your account

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. Virtual or telephone appointments with Peggy Whyte or either of our Blackboard Support Representatives are available.

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.

Blackboard Support Line:

The IT Service Desk provides for 24 x 7 Blackboard technical support through an off-campus support center. Calls placed outside of the IT Service Desk hours will be directed to this contacted support center.

Qualified staff will help with all of your Blackboard “How To” needs. The support line staff are able to view some course information in order to allow them to provide more personalized assistance. Please note, they are **NOT** able to change passwords, modify course content, or change course enrollment. You will need to contact ITS using the [IT Service Desk Form](#) or submit an email to ITService@shawnee.edu for those type of requests.

Blackboard Contact Information:

Get Help: Use our [IT Service Desk Web Form](#)

Email: ITService@shawnee.edu

Phone: (740) 351-3538

24x7 Phone: (740) 351-3682

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

SSUnet is the campus Wi-Fi network. All registered students, faculty, and staff can connect to SSUnet 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 SSUnet, follow the normal Wi-Fi connection process for your device, select SSUnet, 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 Bear Trax. Your login is your Bear Trax 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.

Audio-Visual Materials and Equipment

ITS provides audiovisual equipment and assistance in support of classroom instruction, events sponsored by the university, and many of the community related activities held on campus. ITS oversees and supports interactive videoconferencing via Collaborate and Microsoft Teams.

ITS offers audiovisual equipment for scheduled delivery to the classroom. To make an equipment reservation, please complete an [IT Support Form](#). Equipment requests are subject to availability and **reservations must be made at least 24 hours in advance**. ITS may assign equipment to a specific classroom or location on a Semester Loan. Equipment that is distributed on a Semester Loan shall be marked as such and should not be moved from its assigned location or classroom.

Reproduction requests for media need to be made at least 48 hours in advance of use. **ITS will not duplicate any copyrighted materials without proper authorization from the copyright holder.**

IT Service Desk Information

Please use our [IT Service Desk Web Form](#) when you need assistance. It allows us to provide remote assistance to those not on campus and also helps us promote social distancing,

The Service Desk hours are:

Monday	8:00 am - 5:00 pm
Tuesday	8:00 am - 5:00 pm
Wednesday	8:00 am - 5:00 pm
Thursday	8:00 am - 5:00 pm
Friday	9:00 am - 4:00 pm
Saturday	CLOSED
Sunday	CLOSED

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>

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

Loss or Theft of Campus Keys – Loss or theft of University keys must be reported

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

Maintenance Issues

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

Math Lab

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

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

Natatorium and Health Club

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

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

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

Parking Permit & Key Card

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

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

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

Professional Development Opportunities

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

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 Christina Baker, Director of the Teaching and Learning Center at cbaker@shawnee.edu at (740) 351-3739.

Student Code of Conduct

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

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

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

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

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

- Office of Residence Life

- Dean of Students
- Office of the Vice President for Student Affairs
- Department of Public Safety
- College Dean or Office of the Provost (for academic misconduct)

Student Success Center

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

Tutoring

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

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

Title IX

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

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

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students,

faculty, staff, and visitors to report 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>