UVU College of HUMANITIES & SOCIAL SCIENCES
UTAH VALLEY UNIVERSITY

Faculty Handbook and Resource Guide

June 2, 2021

Purpose: The purpose of this handbook/resource guide is to provide valuable information, links to policies and various entities within UVU, and CHSS processes and expectations.

Disclaimer: UVU policies take priority over the content in this manual. It is the employee's responsibility to be familiar with policy changes. Administration and other entities (such as Curriculum Office and Procurement) may change procedures at any time.

COVID-19 Information

Current announcements regarding operating conditions and key emergency contacts during COVID-19 are posted on the UVU Info web page.

General Expectations

Policy Manual

The UVU Policy Manual contains UVU policies that have gone through the policy development process and have been approved by the UVU Board of Trustees. Faculty are expected to refer to and comply with the UVU policies. Faculty should pay close attention to the 600-level academics policies.

Here is a list of UVU policy categories:
100	Governance, Organization, and General Information
200	Financial Affairs and Development
300	Human Resources
400	Facilities, Operations, and Information Technology
500	Student Affairs
600	**Academics**
700	Risk Management/Safety/Health

Faculty Rights and Responsibilities

UVU Policy 635 See the entire policy for information about faculty rights and professional responsibility. Section 5 states general faculty teaching, scholarship, and service expectations. In particular, course instruction, syllabus, office hours, and currency in field are core teaching expectations.
Faculty are expected to
- hold classes as scheduled and hold office hours
- conduct themselves with reasonable standards of professionalism and civility
- respond promptly to emails and other requests for action from supervisors, faculty peers, staff, and students
- attend department meetings, as well as applicable college and university meetings
- maintain teaching competence and obligations pertaining to course instruction
- provide adequate notice to students and the Department Chair for any cancellations
- administer final exams in accordance to days/times specified in the academic calendar

Email Guidelines

All faculty, including adjuncts, need to adhere to the established guidelines. Department chairs, administrative assistants, and others who work with adjunct faculty should inform adjuncts of these email guidelines.

Faculty must continually strive to meet, and even exceed, best practices in digital business continuity and security. On May 9, 2019, President's Council approved new email guidelines designed to initiate compliance with R840 and further UVU's commitment to these digital principles. These guidelines are currently being incorporated into applicable policies. These guidelines set forth the following standards, among others:
- UVU employees shall use their assigned uvu.edu email accounts when conducting university business (such as business conducted as part of one's duties on behalf of UVU) and shall not use non-UVU email accounts for university business.

- As a reminder, employees shall <u>not</u> use their uvu.edu email accounts (a) for a political purpose, (b) to advocate for or against a ballot proposition, or (c) to solicit a campaign contribution.

- UVU employees shall not auto-forward incoming messages to accounts outside the UVU email system.

- All electronic messages, accounts, and addresses associated with the University are the property of UVU. The University owns all messages, files, and documents located on university information resources, including those that are personal. All content located on university information resources may be subject to open records requests and may be accessed by the University in accordance with policy. For this reason, UVU employees shall have no expectation of privacy while using their assigned uvu.edu email accounts. UVU does not routinely inspect, monitor, or disclose electronic communications, files, or similar data, although it reserves the right to do so in situations such as authorized investigations or suspected policy violations.

- UVU is subject to open records laws such as the Government Records Access and Management Act (GRAMA). UVU's email guidelines are designed to assist with document preservation and records management. If you conduct UVU business through your personal email accounts, such emails may be subject to GRAMA. For this additional reason, only uvu.edu email accounts must be used for conducting UVU business.

Please incorporate these principles into your daily email practices. You are responsible for checking your UVU emails regularly for messages from your colleagues, students (where applicable), supervisors, HR, and other campus departments (and responding in timely manner). You are accountable for official notifications through UVU email.

Outlook Calendar

Faculty should use the Outlook Calendar to record their office hours, classes, meetings, etc. Faculty are responsible for keeping their calendars up-to-date. Employees around campus use the Outlook Scheduling Assistant feature to identify days and times other employees are available for meetings.

Faculty can setup Outlook (calendar and email) on their IOS or Android device.

Microsoft Teams

Faculty should download and use Microsoft Teams for participating in video conferencing. Faculty should use Microsoft Teams for courses indicated as live streaming. Teams is also used for a variety of campus meetings, conducting interviews for employee positions, etc.

IT Services provides information on accessing Microsoft Teams. Video training is available to learn about Microsoft Teams features.

Instructure Canvas

Canvas is the official Learning Management System (LMS) for UVU. Faculty should use Canvas to store course content, syllabi, assignments, quizzes, tests, announcements, etc.

The Office of Teaching and Learning (OTL) provides links for Canvas assistance (semester start checklist, training workshops, and Live Chat). An external Canvas Instructor Guide is a valuable resource for learning how to use Canvas features.

OTL Canvas Contact:

(801) 863-8255
Canvas_support@uvu.edu

Syllabus Requirements

Section 4.2 of UVU Policy 601 articulates faculty requirements for supplying a syllabus for each course they teach. The syllabus must contain: Instructor's name

- Office number
- UVU phone number
- UVU email address
- **Expected response time to emails is within 24 hours**

- Course description (CourseLeaf)
- Course outcomes
- Academic Honesty statement
- Accessibility Services Syllabus Statement
- Inclusion statement (strongly recommended)

In addition, each syllabus should articulate the attendance policy, description and weightings of course assessments (e.g., assignments, tests, quizzes, projects, presentations, etc.) and a grading scale. It is recommended to include the academic integrity statements to discuss cheating and plagiarism that are found in the Students' Rights and Responsibilities manual and in the UVU course catalog.

The Office of Teaching and Learning provides an inclusive syllabus checklist to help you ensure your syllabus contains the necessary information to help students succeed.

Office Hours

Section 5.1.2.5 of UVU Policy 635 requires that faculty establish and maintain regular office hours in accordance with college guidelines.

The College of Humanities and Social Sciences requires a minimum of five (5) stated, specific office hours per week. Office hours may be face-to-face, Teams chat, or other virtual methods. Faculty are encouraged to provide flexibility to meet with students who are unable to meet during stated office hours. Office hours should be posted in Canvas and on the bulletin boards outside faculty offices. Faculty are also expected to have a presence on campus.

Faculty Web Pages

Each faculty member has a professional web page. Faculty are responsible for keeping their web pages and Digital Measures portfolio up-to-date and professional as a member of the College of Humanities and Social Sciences. Information kept updated on Digital Measures portfolio provides automatically populated information for faculty professional web pages. Faculty may also request web space for research and scholarly works through the Office of Information Technology.