

Department of Geography and Planning Faculty Resources, Best Practices, and Onboarding Advice

(August 2024)



1. Teaching

How are classes assigned each semester?

Several factors must be taken into consideration when developing the course schedule. The Chair determines which classes must be offered, when, and by whom. This is a collaborative process that involves faculty interest and program needs. The university requires each Department to submit a list of classes offered during the upcoming semester several months before class registration for students. This includes the time, frequency/day(s) of the week, and the classroom location. The Chair will develop a list of courses with the University bulletin, that have typically been offered in that semester and ask faculty for their course and schedule preferences. Based on this information, the Chair will determine if there are any missing gaps in the proposed offerings or times and ask faculty to assist in filling in those gaps. Faculty are not guaranteed specific courses or times. However, we try to create course schedules that work for each faculty member. New faculty will be expected to teach the courses they were hired to offer.

Do I advise Geography and Planning majors on which classes to take each semester?

Yes. This is a faculty requirement, "In accordance with UNC Policy Manual, Policy 400.3.4, the standard teaching load for all full-time faculty members shall be 24 credit hours (or equivalent contact hours) per academic year, along with routinely expected faculty duties such as advising, committee work, and professional development." Faculty members must advise students on which courses to take each semester. Faculty are not expected to advise students during an Off-Campus Scholarly Assignment (OCSA) or a Family Medical Leave (FMLA). [See this ADVISING document for important notes.](#)

Steps for Advising Students for Class Registration:

Set up your student advising schedule using [Google Calendar](#) (see link for directions) and advise your students through in-person or Zoom meetings. Schedule 30 minutes on Zoom or in person and then add a follow-up meeting if students need more time.

1. Which classes are being offered? [Click here and search by discipline.](#)
2. Find your advisees = Go to <https://appalnet.appstate.edu/> + Click the Faculty Services tab + Advisor Menu + Term Selection + click on "Advisee Listing" (you'll see the student ALTERNATE PINS that you give the students to register).

If a student wants to change or add a major, minor, or a GIS certificate - they need to complete this [CAS form](#)

3. [Login to DEGREEWORKS](#) + take detailed notes during advising appointments! The Chair needs these detailed notes to make substitutions and answer questions from the College advising office.

- Ancillary Courses for General Geography students are typically fallthrough courses
- Internships may be required for Geography GIS concentration and Planning majors (depends on students' catalog year in Degreeworks software)
- Take DETAILED notes in Degreeworks for every student, including notes on internships, summer courses, and electives.

Email template to send to student advisees for scheduling:

"Hello Advisees! Please sign up for an advising time with me at (**Insert Google Calendar link here or post a sign-up sheet on your office door**)

We will meet at your sign-up time IN PERSON or through ZOOM. The Zoom Link is =
FACULTY ZOOM LINK HERE

Register as soon as you can on or after XYZ date. Please do not wait until classes are full!

1. BEFORE you meet with me, you should look at [Degreeworks](#) and plan to take classes that are the color red during XYZ Semester.
2. See the list of our Department [courses and course descriptions](#). "

What are the requirements for syllabi?

All faculty are expected to help the Chair and the Curriculum Committee by sharing course materials needed for assessment purposes (*e.g.*, syllabi, assignments, rubrics for grading, and example final projects)

New faculty are encouraged to request copies of Departmental colleagues' syllabi to see the variety of content and styles that different faculty have found valuable. Sample wording for these policies can be found on the Academic Affairs website:

<https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>

What language should I include in my syllabi?

A clear and detailed syllabus helps us all set expectations for a successful semester. Our Department faculty also experience emergencies each semester that require people to jump in to cover a class. A clear syllabus helps a great deal when these situations occur.

University policies to be included in syllabi

Current syllabi should also reflect the following policies and statements: Academic Integrity

Code, accommodations for students with disabilities, Attendance Policy, and the Statement on Student Engagement with Courses. <http://www.academicaffairs.appstate.edu/syllabi>

To help maintain teaching excellence across the Department, faculty should consider including these syllabi best practices:

- University of North Carolina – Chapel Hill: <https://curricula.unc.edu/syllabus-guidelines/>
- University of South Carolina: https://sc.edu/about/offices_and_divisions/cte/teaching_resources/syllabus_templates/docs/cte_syllabus_best_practices.pdf
- University of Texas – San Antonio: https://provost.utsa.edu/syllabi_instructions.html

1. Weekly schedule for all assignments, labs, presentations, quizzes, and exam dates ([dates may be “subject to change” but they should still be included](#))
2. Late assignment policy and a make-up exam policy (for example, perhaps you want to make late assignments due within one week and count as 50% of total possible points. Longer absences due to illness or other circumstances should be discussed with the instructor and the Dean of Students)
3. Attendance policy. A sign-in sheet for each class increases attendance by at least 50% because students are held accountable.

*Faculty can't recruit majors if students don't attend class. We *NEED* to increase our number of majors and recruitment to upper-level courses, so attendance is very important to our Department.*

4. Information on in-person office hours and provide a link to individual student appointments through Zoom online.

Can I provide email etiquette guidance to students?

Yes, you should provide an email structure example to your students in your syllabus and in class:

“Hello Professor XYZ,

My name is John Colkins, and I have been struggling to do well in the GHY 1012 - Global Change of the Biosphere course exams.

I have attended every lecture, but I am still having difficulties. I am not doing very well on exams right now, but I want to be successful in this class.

I would appreciate meeting with you next week to review my notes and discuss studying recommendations. I have class during your office hours, so please let me know what days and times work best for you to meet.

Thank you for your time, John Colkins”

What are the appropriate hours for conducting office hours?

Faculty should be cognizant of student availability and comfort level in meeting professors in their office. Therefore, the majority of office hours should be held during regular business hours (e.g., M-F, 8:00 am to 5:00 pm). ***For safety reasons, meet on campus or through Zoom for office hours and leave your office door open when you meet with students***

What are the expectations for being in the office or on campus?

An important aspect of your appointment is being available to students and your colleagues. The formula for office hours is detailed below, but beyond that, being on campus and in the Department contributes to your learning process about how the institution functions and to getting to know your students and your colleagues.

University policy requires 1.5 hours of office hours for every three-credit course. Thus, faculty should have a minimum of 4.5 hours of office hours per week for a regular term in which they teach 3 courses.

Formula for Office Hours:

- 1 three-hour block* of class per week = 1.5 Office Hours
- 2 three-hour block* of class per week = 3.0 Office Hours
- 3 three-hour block* of class per week = 4.5 Office Hours

*A three-hour block could be meets two or three times per week for 50 minutes or a 1 hour 15 minute time block on class days.

*A three-hour block could be a class that only meets one day per week for three hours.

How do I email my entire class?

The easiest way to email the entire class is via “Compose Course Message” function or through the “Announcements” function in the AsULearn course page for every class. The message will be sent out to registered students’ email and posted to the course page. If you want the message to be sent out immediately, be sure to click the “send without time delay” option at the bottom of the screen.

How do I handle student attendance in classes?

The class attendance policy is at the discretion of the instructor but is highly encouraged by the Department and the University to track student success. If attendance is counted towards a grade, it should be clearly noted in the syllabus. New faculty are encouraged to discuss examples of attendance policies with the Chair and Department faculty. Factors such as class size, level, and purpose will likely influence an instructor’s decision about attendance.

What do I do if I have to miss a class that I teach?

Professional courtesy requires that students are informed with as much notice as possible. However, if circumstances require a last-minute cancellation, students should be contacted via the AsULearn Announcements function or regular email to inform them of the cancellation as soon as possible. You should contact the Department administrative office and ask that they post a notice about the cancellation on the classroom door or whiteboard.

What is AsULearn and How do I access teaching software?

AsULearn is Appalachian State's online course management system (or LMS). Your courses are automatically set up for you on the AsULearn site before each semester and contain the class role and a blank slate for you to build. This system allows you to post readings and assignments, post students grades, give online exams or quizzes, email individual students or the entire class, as well as a variety of other functions. <https://its.appstate.edu/academic-technologies>

IT SUPPORT SERVICES (Accounts and Programs): LINK TO ALL TEACHING SOFTWARE = <https://support.appstate.edu/faculty-staff/accounts-programs>

How does the textbook rental process work?

For many of our graduate and undergraduate courses, textbooks are available via VitalSource. If an ebook version of your chosen text is not available, students will have to purchase a physical copy. For instructions on selecting books and adding VitalSource books to AsULearn, please visit the bookstore's [VitalSource](#) page.

What if I want to give exams or assignments online? Can I do this?

Many faculty choose to give quizzes or exams online using the AsULearn course management system. Assignments, such as papers or reports, can also be submitted online using the system. You can find a lot of advice about how to use AsULearn on the university's [Knowledge Base](#) page.

Do I have to give final exams and can I change the time?

The university policy is that all scheduled examination periods will meet at the given time assigned by the university. The instructor can determine how they will use that assigned time period; however, it is required that all scheduled exam periods will be met at the assigned time. The exam schedule can be found on the university's [Calendars and Schedules](#) page.

What do I do if I encounter an academic integrity issue or suspect a student of cheating/plagiarism?

Talk to the Department Chair. Procedures for dealing with disciplinary matters can be found in the university "[Academic Integrity Code](#)." You should discuss these issues with the Department chair. Reporting forms are available on the [Academic Integrity](#) site.

How do I provide references and reference lists guidelines?

We recommend providing students clear information regarding citation formatting and plagiarism in your syllabus and on writing essays.

From Dr. Kara Dempsey's syllabi:

Constructing full and accurate references is a critical part of writing at university level. The basic rule is, if in doubt – give a reference. Rather than footnotes or endnotes, the Association of American Geographers uses an in-text reference style (often called the Harvard system, see <http://libweb.anglia.ac.uk/referencing/harvard.htm>) and so this is the style that we will use in this course. All work to be graded must be accompanied by a list of references (this is not included as part of the page limit).

Failure to provide a full and accurate list of references is grounds for a grade adjustment. Failure to provide in-text references and a final list of source materials could be considered plagiarism and/or academic dishonesty. You must demonstrate the sources of your information. Also, you cannot copy/cut-and-paste directly from a web-site or whole sections of a newspaper or other published article. The vast majority of words in any essay must be your own.

How do I enter final grades? What is the procedure for incompletes?

Posting grades on an AsULearn course page is separate from the official university grade submission process. The university has firm deadlines for posting official student final grades. Final grades can be posted a number of ways. You can use the “Web for Faculty” system using AppalNet or Banner Self-Service (Faculty Portal). The process is quite simple, but it would be helpful to have a colleague show you the process for your first semester. Prior to the end of the semester, all instructors receive multiple email reminders about the deadline and process to submit final grades. *For large classes, there will be multiple pages to the student list.*

Incompletes are discouraged, please talk to the Chair if a student requests an incomplete. For additional information, go to this website

- <https://registrar.appstate.edu/faculty-staff/grading/last-date-attendanceactivity>

If I have a student who is having a personal or academic problem, where can I refer them?

The university has numerous means of identifying students that might struggle in a class. If you have concerns about a student's academic performance, or a personal problem, then you should go to the Early Intervention Team, the Office of Student Success referral guide, and the Office of the Dean of Students are listed below.

- Early Intervention Team <https://eit.appstate.edu/>
- Office of Student Success <https://studentsuccess.appstate.edu/faculty-staff/quick-referral-guide>
- Dean of Students <https://deanofstudents.appstate.edu/student-resources>

Is there academic support for non-native English-speaking students?

Yes. The AppELS (Appalachian State University English Language Studies) Institute offers academic support to non-native English-speaking Students (appels@appstate.edu)

Can I get a graduate assistant to assist me in grading and research?

Graduate assistants are available for faculty who need help teaching and grading course labs (Global Change, GIS, and Planning labs) as the first priority. If there are enough TAs, then they can help faculty with grading lecture courses. If you would like a graduate assistant for the semester, please contact the Graduate Program Director.

I would like to teach a course in the summer. What is the process?

The university offers two sessions during the summer. The first usually runs from the end of May to the end of June and the second from the beginning of July through the beginning of August.

Our Department's goal is to offer one course for tenure-track faculty members each summer (the only way to do this equitably across Dept faculty). If faculty are interested in teaching a second summer course, then it will be revenue generated (fee by student).

The Department offers a number of courses during the two summer sessions, usually for introductory level or high-demand courses. Faculty are asked to submit their request for summer teaching when the Chair develops the summer schedule in October of the previous year. While not guaranteed, most faculty requesting summer teaching assignments find that they can be accommodated. Payment for these courses can be dependent on enrollment.

Study abroad courses may also be offered in the summer. They can be offered anytime between the end of the spring semester and beginning of the fall semester, but are generally aligned with either Summer Session I or II. Faculty interested in directing a program or teaching a study abroad course should consult with the Chair, the Office of International Education and Development, and those faculty who have done so before for advice.

How does the peer teaching observation process work?

The Faculty Peer Review of Teaching form can be found on our Department website (https://geo.appstate.edu/sites/default/files/faculty_peer_observation_form_template.pdf). Our current practice is that the Chair pairs faculty during the Spring semester with the goal of reviewing a peer's teaching and producing a record of that review. Each faculty member is required to provide the other faculty member (*e.g.*, the "viewer") access to each other's ASU Learn courses. The Faculty Visitor/Reviewer observes the class in-person or through ASU Learn or Zoom and produces 1-2 pages of text in response to the set of questions provided by the Department chair (narrative, notes, bullet points, etc.) describing the class lecture or lab (in person, synchronous online, or asynchronous online). The roles of roles of Faculty Visitor/Reviewer and the Faculty Who is Being Observed are then switched. Both faculty meet in-person or through Zoom for a conversation following each other's

observation review. The conversation is essential because it provides opportunities for colleagues to share expertise, pose/respond to questions, and engage in dialogue to advance practice. Note that this is currently referred to as the Peer Teaching Evaluation in the faculty handbook.

How are student evaluations of faculty instruction conducted? What are best practices for increasing completion rates?

Formal student evaluations are being conducted online through the university system. Instructors are not to be present in the room when this is conducted if time is given to complete evaluations during class. It is important to remind students to complete their evaluations in the classroom and through email reminders.

2. Research

What is CITI Training and is it required?

CITI (Collaborative Institutional Training Initiative) is required to be taken by all members of a research team who obtain informed consent, interacts with subjects, or has access to private, identifiable information. Training and further information can be found on the website of the Office of Research Protections

<https://researchprotections.appstate.edu/human-subjects/irb-training>

If you have already completed CITI training at another institution (and it has not expired), you do not have to retake it upon coming to Appalachian State. You must affiliate your training with ASU to allow the Office of Research Protections to view your training, instructions for which can be found here:

<https://researchprotections.appstate.edu/sites/researchprotections.appstate.edu/files/How%20to%20Affiliate%20CITI%20Training%20with%20Another%20Institution.pdf>

How does the IRB system work at ASU?

The Office of Research Protections (ORP) houses the IRB and is the best place to start for detailed information on procedures and requirements for submitting research proposals

<https://researchprotections.appstate.edu/>

A short FAQ guide is available here:

<https://researchprotections.appstate.edu/human-subjects-irb/irb-resources>

Guidelines for human subjects research can be found here:

<https://researchprotections.appstate.edu/human-subjects-irb/irb-policies-and-guidelines>

You can access the IRBIS to submit forms online for approval after logging in with your

ASU credentials here: <https://appstate.cayuse.com/rs/irb>

For a walkthrough of getting started with IRBIS, see this presentation after logging in with your ASU credentials:

<https://drive.google.com/file/d/1T1EQURnSpx7ETWvTR8W2DnnCeWXu-nkx/view>

The board meeting schedule and deadline for submissions can be found on the ORP page <https://researchprotections.appstate.edu/human-subjects/irb-meetings-membership>

What type of support is provided for undergrad and grad student research?

The Office of Student Research (OSR) is the best place to start for information on support (financial and otherwise) for student research. They provide listings and links to ongoing research opportunities for students <https://osr.appstate.edu/>

Faculty can apply for Undergraduate Research Assistantships (URAs), which provide up to \$2,000 over two semesters to support students working with faculty on research. Applications are generally due the semester before the grant begins:

<https://osr.appstate.edu/faculty/overview-undergraduate-research-assistantship-ura-program>

Faculty should apply for the Graduate Research Assistant Mentoring Program (GRAM). A GRAM Award is designed to provide research-active faculty with the opportunity to mentor talented graduate students through collaborative work on the faculty member's research projects. Awards will be considered internal grants, with the faculty member as PI. Students will be paid \$14,000 per academic year for a commitment of 20 hours per week.

<https://graduate.appstate.edu/faculty/faculty-awards-and-funding/gram-program>

Where can I find information on internal and external funding opportunities?

The Office of Grants, Resources, and Services is tasked with helping faculty find grants, internal and external, that suit their needs <https://grs.appstate.edu/>

Some of the most popular grants are University Research Council (URC) grants, designed to help faculty get started so you can get your project ready for larger external grants. Faculty can apply for fall or spring review for awards of up to \$5,000: <https://orsp.appstate.edu/find-funding/apply-internal-grants/university-research-council/urc-grants>

The College of Arts and Sciences (CAS) also awards grants to support faculty teaching, research, and engagement and improve the student experience. Visit the CAS website for more information on specific awards and application deadlines:

<https://cas.appstate.edu/faculty-staff/grants-research>

The Office of Sponsored Programs is responsible for assisting with your grant application. These are the people that manage your grant and review your application.

<https://sp.appstate.edu/>

Finally, you can visit the two sites below to access a grants database with information on external grants around the world and a listing of internal grant funding at ASU:

Grant Databases: <https://grs.appstate.edu/find-funding/search-funding-databases> Internal

Funding Opportunities: <https://grs.appstate.edu/find-funding/internal-grants>

3. Service

What types of professional development opportunities are offered by the University?

See the Center for Excellence in Teaching and Learning for Student Success website for a list of training and to sign up: <https://cetlss.appstate.edu/>

4. Travel

How do I get travel approved in advance?

Before you plan or reserve any travel, talk to the Department Administrative Assistant (currently, Ms. Shelley Wainscott-Wallin).

**Note: Travel policies are subject to change. Please speak with the Departmental administration to ensure you follow the most up-to-date policies. [University Travel Manual](#)*

Travel requests should be submitted eight weeks (2 months) before the date of departure. Relevant forms can be found in the Travel and Reimbursement Guidelines section on the Department website: <https://geo.appstate.edu/faculty-staff/forms-documents>

The travel request allows you to apply for reimbursement – if you don't fill it out, you are not eligible for reimbursement through the University. Even if you do not intend to seek travel reimbursement, you must complete a travel authorization to retain health insurance coverage during travel. Please note the costs you provide on the travel authorization are estimates. They do not have to be exact. You are encouraged to overestimate expenses. It is not a problem if your travel is under budget, but additional forms must be completed for travel that exceeds the approved travel costs.

Distance Ed- Travelers must have a Blanket Travel in place before travel- use the Questionnaire on ASULearn. Day travelers are not eligible for meals. DE instructors will also receive an additional pay stipend through a contract from AA.

If you are traveling out of the country, you must complete international insurance forms and submit them with your travel authorization and travel justification before your departure. These forms are located on the Office of International Education and Development website: <https://international.appstate.edu/facultystaff-resources>.

What are the best practices if I travel with students for conferences, research, or study abroad courses?

1. Undergrad students are in a different power/status position than grad students and faculty. Therefore, they should keep hotel rooms or tents private from grad students or faculty. There should also be an in-person research or trip discussion about sexual harassment and power differences before research trips and study abroad trip/field experience courses (see [Best Instructional Practices For Outdoor Laboratories: Reducing Sexual Harassment Risk](#)). This is necessary for a safe learning environment and should be required for all research, study abroad, and field courses. Faculty should also not share rooms/tents with graduate students. Faculty with budget concerns should speak to the Chair about different Department and College funding options to ensure a safe learning environment.
2. Male and female undergrad students should not share hotel rooms or tents with anyone of a different gender. If a student is sick or needs to go home, they should have their own hotel room and have a trip leader (grad student or faculty member) stay in a room/tent next to them to check on them when needed.
3. Students need to bring a credit card for emergency reasons. It is unacceptable to allow undergrad or graduate students to travel without a credit card. If there is an emergency, they must be able to pay their return airfare (and seek reimbursement later).

When do I get reimbursed for business travel? What items are reimbursable?

You have two (2) weeks to turn in all receipts for travel reimbursement after you from business travel. You can get reimbursed for business travel related to your work for Appalachian State University and the Department. Examples of reimbursable travel types include but are not limited to professional conferences or workshops, field research, invited speaking engagements, and professional development and training opportunities. Before traveling, you must work with your Department administrative assistant to complete the necessary paperwork for your funding reimbursement. Reimbursable items include meals (daily per diem), lodging, travel (airfare, train, vehicle mileage, etc.), and conference or workshop registration fees. <https://controller.appstate.edu/Departments/travel-business-expense-reimbursement/travel-subsistence>

What is required in the way of receipts and documentation to get reimbursed?

Please turn in all receipts and documentation to the Department Administrative Assistant, Ms. Wainscott-Wallin. Again, you have two (2) weeks to do so.

For your travel to remain non-taxable, the Controller's Office must receive all reimbursement

documents (receipts and signed forms) from the Department within 30 days of completing it. Receipts must be originals showing a zero balance and include the last four digits of your credit card number, OR you must complete a missing/incomplete receipt affidavit. This includes taxi and conference fee receipts.

Lodging reimbursement requires an original hotel receipt with a zero balance. Airfare reimbursements require that you submit your boarding passes. If no boarding pass was used, submit your flight details from your reservation confirmation email and the flight receipt with a zero balance.

5. Administrative Issues

How do I get a Professional Headshot/Photo? University Communications offers professional headshots each semester in 143U Anne Belk Hall. For more information, visit uc.appstate.edu/services/photography.

Where do you go to get an ID card?

The AppCard Office, part of Appalachian Food Services, is responsible for issuing all AppCards. The office can be found on the second floor of the Bookstore in the Plemmons Student Union. They are open Monday – Friday from 8:00 am – 4:30 pm and can be reached via phone at 828-262-6141. Their website is <https://appcard.appstate.edu/>

All AppCards require a photograph. Photographs are made in the AppCard Office or can be submitted online if they meet specific requirements: <https://appcard.appstate.edu/appcard-photos>

General AppCard information for faculty and staff can be found at <https://appcard.appstate.edu/faculty-staff>. AppCards are issued to all faculty and staff on their first day of employment. Employees must present an [AppCard \(Photo ID\) Request Form](#) from the Office of Human Resource Services or the AppCard Office, and employment will be verified. New employees are issued the AppCard at no additional charge.

Where do I get a parking permit?

Parking registration is online via the Employee tab in Appalnet. The procedure is detailed on the Parking & Transportation website:

<https://parking.appstate.edu/faculty-staff-parking>

Your license plate will be your permit. Faculty and staff may register more than one vehicle; however, only one vehicle may be parked on campus at any given time. When registering for parking, ensure that all license plate numbers are accurate for cars that will be parked on campus. Registered license plates must be visible to the driving path to be scanned. Those who wish to back into and/or pull-through parking spaces must purchase a front vanity plate—the cost is \$15.

Information on where faculty are allowed to park with permits can be found at <https://parking.appstate.edu/student-faculty-staff-parking>

What are the parking rules?

Faculty and staff parking is available in numerous campus locations. Everyone must pay for and display a valid parking permit to park in campus lots after 5 pm, and on weekends, students, faculty, staff, and the public can park in any campus lot. When parking in university lots, license plates must be visible so that parking enforcement can check plates; otherwise, cars may be ticketed. Always be mindful of signage, as events and other circumstances can change, and some spaces remain restricted at all times. The university will send out reminder emails about restricted parking before football games – most open lots are restricted on game days and unavailable for faculty/staff parking.

Need help? Contact Parking & Traffic at 828-262-2878.

How do I get my office and computer set up for my arrival?

The Department Chair organizes the offices. Communicate your preference for your laptop computer to the Department Administrative Assistant. They can help you see what office supplies are available and what needs to be ordered. The Department Administrative Assistant will also help coordinate printing codes, business cards, a mailbox, and a phone connection.

What are the rules for start-up funds? What is the spending deadline?

Start-up funds are something you may have negotiated with the Chair and Dean. You administer these funds for travel, research, etc., but they cannot be used as supplemental salary. Any equipment purchased with start-up funds is university-owned and remains the university's property if you leave ASU. Please work with the Department Administrative Assistant to make purchases using your start-up funds. Although the spending deadline is negotiable, **most funds must be spent within the first one or two years of employment.** Confirm deadlines with the Chair and Department Administrative Assistant.

How do I purchase equipment for my course or research?

Ask the Department Administrative Assistant

What happens if I get sick or have a severe illness?

First and foremost, contact the Department Chair. The Department and university have resources to assist you. If you are sick or weather conditions prevent you from safely getting to/from campus for just one or two days, you should consider using AsULearn for a web-based assignment. For longer-term needs, the Chair will be a resource for coverage ideas. The ASU Office of Human Resources webpage has a list of “types of leave” as well as resources to assist you: <https://hr.appstate.edu/hr-services/leave-management>

For questions concerning your leave benefits, please get in touch with Carolyn Bosley at 828-262-6488 or bosleycm@appstate.edu.

How do I use the phone system and access voicemail?

Instructions on how to use your office phone can be found here: <https://phone.appstate.edu/>.

Basic dialing instructions are as follows:

- Directory Assistance: Dial 9 + 411
- Interoffice Calls: Dial the last 4-digit number.
- Local Calls: Dial 9 + 7-digit number.
- Note: Do not dial 9 + 1 to place a local call, as long-distance charges may be generated.
- Operator Assisted (collect or 3rd number calls): Dial 9 + 0.
- Toll-Free: Dial 9 + 1 + 8XX + 7-digit number.
- International calls: Only the front office phone can make international calls

Every voicemail you receive will automatically be sent to your ASU email. The VM light on your handset will show red when there is a message. Voicemail will only remain on your phone for ten days to ensure VM boxes don't fill up.

To reset the PIN for your voicemail, go to voicemail.appstate.edu on your computer and log in with your ASU username and password. Then click on the blue Settings tab, then the Passwords tab, and finally, Change PIN.

What's the difference between AsULearn and Appalnet?

[AsULearn](#) is the learning management system (LMS) for your course. It's where you can post your syllabus, other course materials, and an electronic dropbox for assignments, exams, and quizzes. AsULearn allows faculty to track and monitor online activity in the course.

[Appalnet](#) is the one-stop source for information and resources from the Appalachian State community. Faculty and staff have access to various resources, including account management, parking, and employee information. This is where you'll find out who's enrolled in your courses, advisees, and post final grades. It's also where you'll set up a direct deposit and find your W-4.

Are there recommendations for Communication and Social Media Accounts?

Yes, see (<https://uc.appstate.edu/strategy-planning/social-media/guidelines>)

Transparency

Honesty and openness are essential practices in social media. Do not make any claims—be sure your posts are truthful. If you make a mistake, admit it openly and quickly. If you aren't an authority on a subject that may be sensitive, send someone to the expert rather than responding yourself.

Protection

Members of the Appalachian State community are personally responsible for the content they publish online, whether in a blog, social media site, or any other form of

user-generated media. Do not disclose confidential information, including details or particulars covered by FERPA or HIPPA. Be mindful that what you publish will be public for a long time—protect your privacy.

Respect

Treat others with respect and inclusivity. Understand that others may have differing opinions from your own. Show proper consideration for the privacy of others. Be courteous towards our competitor schools and sister institutions. When posting under official university pages, know that you represent the entire Appalachian institution—students, faculty, staff, alums, friends, donors, etc.

Common Sense

Your main objective should be to provide worthwhile information and perspective with everything you post. Be mindful of the words you choose to convey your message. Social media is not the place for sarcasm, jokes, racial slurs, or distasteful comments. Participation in social media on behalf of Appalachian is not a right but an opportunity, so please treat it seriously and thoughtfully.

6. Pay and Benefits

How and when do I get paid?

Employees are paid once at the end of the month electronically via direct deposit. Your nine-month salary is broken up into equal installments over 12 months.

How does pay work the first time?

Plan for a lag in your first paycheck. Generally, new faculty receive a substantial paycheck for July, August, and September at the end of September.

Where is the Human Resources (HR) office?

The HR office is not on the main campus but at 330 University Hall Drive. University Hall Drive is off of 321/Blowing Rock Road, beside Staples. Go up a steep hill, and the building will be on your right.

Do I get paid for supervising internships or independent studies, etc.?

Sometimes, faculty members may earn additional pay by supervising undergraduate and graduate student summer internships or by teaching overload classes. Independent studies do not result in additional pay for faculty members.

Links to Department Internship forms and the Internship Inventory steps:

- <https://geo.appstate.edu/undergraduate-students/internships>
- <https://docs.google.com/document/d/1GoRHh7uufSazHYD6Xf9p7FKjpLoNspHzRa6pl4dtOuQ/edit?usp=sharing>

What health benefits are offered to faculty, and how do I sign up?

The state health insurance plan is offered to permanent, full-time, and three-quarters-time (employed for the entire year). Additional coverage is offered for several things, like vision, dental, optional disability, etc. New employees select coverage options at the beginning of the year. HR provides forms that must be turned in within 30 days of your hire date. Unless you have a qualifying life-changing event (birth/adoption, change in marital status, spouse's change in healthcare coverage, etc.), you must wait for the open enrollment period to make any changes to your benefit selections. Open enrollment occurs during October of each year, and you must complete new forms for any changes in coverage. Sometimes, if you choose enhanced benefits, you must complete the forms to keep that coverage. HR typically sends multiple emails and offers sessions to explain all changes and the actions you must take.

See <https://hr.appstate.edu/hr-services/benefits> page for more information, including on FMLA and parental leave.

The university also offers free counseling for faculty and staff. Counseling for Faculty and Staff (CFS) is located behind Staples at 400 University Hall and is open from 8 a.m. to 5 p.m. Monday through Friday. The phone number is 828-262-9451.

Information about the counseling services offered can be found at <https://ihhs.appstate.edu/clinical-services/counseling-faculty-and-staff-cfs/services>.

Schedule an appointment:

<https://ihhs.appstate.edu/clinical-services/counseling-faculty-and-staff-cfs/appointment-forms-information>

7. FAQ about Boone and the Local Community

What about Boone and the surrounding area should I know?

The Office of Relocation and Dual Career Assistance has compiled helpful information on all aspects of Boone and the surrounding areas: <https://rdca.appstate.edu/community-information>

You can also find a list of businesses that provide discounts to faculty and staff here: <https://hr.appstate.edu/employee-resources/appalachian-marketplace/employee-discount-program>

List of useful websites, Facebook pages, and groups:

- [National Weather Service](#) (local weather)
- [Watauga Online](#) (road conditions, weather, and local news – also on Facebook)
- [Watauga Democrat](#) (local news)
- Appalachian Classifieds (Facebook (FB))
- Watauga County Online Yard Sale (FB)
- Boone, NC Online Yard Sale (FB)

- Watauga County NC Pets Lost and Found (FB)
- [Children's Council of Watauga County](#) (resources for parents)
- [Watauga Compassionate Community Initiative](#) (resources for community support)