

Geography and Planning

Best Practices and FAQ (Nov. 2022)



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1. Explanation of Department Expectations, Organization, and Evaluation

Department Representation Expectations

Are we expected to participate in Department events and University ceremonies?

Yes. It is very rewarding as a professor to see students—especially, but not exclusively, the ones you taught—receive the degrees they worked so hard to earn. It really means a lot to the students (and their families) to be able to shake hands with the professors they know at a Department award receptions and graduation.

A graduation ceremony also reminds (and reinforces) everyone in attendance how valued and valuable the college or university is as an institution. That's a really enjoyable—and important—thing to remember.

Faculty and graduate student attendance is expected at each job candidate talk and Speaker Series presentation.

Faculty are strongly encouraged to participate in one or more of these events each year:

1. October App State Open House for high school students deciding on colleges
2. Department Orientation events for incoming undergrad or grad students
3. December College Graduation (Regalia can be [rented](#) from the university)
4. December and May Department Grad Student Hooding Ceremony and Graduation Reception for Undergrad and Grad Students (usually held 2 hours before the graduation ceremony)
5. May College Graduation (Regalia can be [rented](#) from the university)

Attendance is strongly encouraged at three Department Events:

1. Department Welcome Picnic for Grad Students on the Sunday before classes start each August. The picnic is catered and is located at [Valle Crucis Community Park](#) from 4-6pm.
2. Holiday Bake-Off Competition is on Reading Day in December from 11:00am-12:30pm and is located in a Department room.
3. Spring Department Student Scholarship Awards Ceremony

Where can I find the faculty handbook?

The Faculty Handbook is updated annually to incorporate changes approved by the Appalachian State University Board of Trustees. Previous versions of the Handbook are archived in Academic Affairs. (<https://facultyhandbook.appstate.edu/>)

How do faculty meetings operate? When are they held?

Department faculty meetings are required attendance and are generally held once a month on a Thursday afternoon from 3:30pm-5:00pm. Faculty should leave their schedules open on Tuesdays and Thursdays between 3:30pm-5:00pm to meet for Department Faculty Meetings, Search Committees, Speaker Series, Job Candidate Talks, Curriculum Meetings, or Grad Program/Admissions Meetings.

The Faculty Meeting agenda is prepared by the Chair and shared with the faculty prior to the meeting. Meetings deal with Department business; curricular changes, Departmental policies, and any other matters concerning the mission of the Department. All full-time faculty members are eligible to participate, except on promotion and tenure decisions. Only tenured faculty are permitted to vote on those matters.

How does the Department value collegiality?

- Collegiality is a core value of our Department
- Treat every student, faculty, and staff member with respect
- A good colleague is someone who adds value to the Department in ways that go beyond the specified requirements of their job. [See this Inside Higher Ed article.](#)
- Departments function well when faculty equitably complete tasks that include developing curricula, supervising students' research, helping other faculty improve their teaching or research skills, advising student clubs, and positively representing the Department at campus events.
- The value of collegiality provided by colleagues is so important that our Department rewards individuals by recognizing them in faculty annual reviews, in P&T and Merit discussions, and through College and University Award nominations.
- Collegiality requires respect by everyone and is expected through all verbal and written communication in our Department.

How does the Department value Diversity, Equity, and Inclusion (DEI)?

- All faculty members are expected to contribute to the teaching mission of the Department. Faculty members should strive to implement the [College of Arts & Sciences Teaching Excellence Policy](#) by exhibiting professional expertise, using sound instructional strategies, and promoting inclusive student-centered learning environments.
- The Department Promotion and Tenure document states that the minimum teaching expectations are to "Create an inclusive environment in the classroom where all students are valued."
- The Department recognizes that women and minority faculty members typically have a disproportionate burden of "invisible service" that is essential in making the academy more inclusive and in caring for students.
- The Department offers [scholarships](#) for students from underrepresented groups
- The Department developed a [Statement on Black Lives Matter, Diversity, and Inclusion](#)

- Appalachian State University has Affinity groups:
 - a. AppUnidos (Hispanic Faculty and Staff Association; [App Unidos \(appunidos@appstate.edu\)](mailto:appunidos@appstate.edu))
 - b. Black Faculty and Staff Association (<https://bfsa.appstate.edu/>)
 - c. Queer and Trans Staff and Faculty ([QTSAF interest form](#))
 - d. Asian and Pacific Islander Caucus (tux@appstate.edu)
 - e. International Faculty and Staff Group (marshallkb@appstate.edu)
- DEI Learning Communities: Indigenous Appalachian, Faculty & Staff Women of Color Learning Community (EmpowHER), and Appalachian Advocates.
<https://diversity.appstate.edu/>

Respectful communication expectations for all faculty, staff, and students

- [If you feel angry or frustrated when you are writing an email, then do not send it.](#)
Aggressive and passive-aggressive communication is not respectful and not acceptable in our Department.
- Remember that emails leave a permanent record, even if you delete them.
- Ask yourself if you would be embarrassed if your colleagues, Chair, Dean, and Academic Affairs were to read the email. How would you feel if your email was posted on social media or published in a newspaper?
- Harassment includes communication or conduct (*e.g.*, verbal, physical, electronic, written, etc.) that creates a Hostile Environment. See policy link:
https://policy.appstate.edu/Discrimination_and_Harassment

Department Organization

Chair - If you have a question or problem, talk to the Chair first. The Chair acts as a buffer between the faculty and administration and they make strategic decisions to help faculty. There is a university chain of command faculty should follow. If a faculty member skips the Chair with a question or problem, the first question a Dean or Academic Affairs will ask is, "Have you spoken to your Chair?"

It is the specific responsibility of the Chair to:

- Participate in the development of University policies and be responsible for their communication and implementation at the Department level
- Communicate the needs of the Department (personnel, space, fiscal) to the appropriate administrative units
- Serve as an advocate for the Department and represent the Department in the University, the community, to appropriate external agencies, and at meetings of learned and professional societies
- Prepare an annual report to the chancellor in consultation with the faculty of the Department
- Provide leadership in the recruitment and appointment of faculty members

- Arrange effective and equitable distribution of faculty responsibilities, including:
 - Teaching duties and committee assignments within the Department
 - Evaluate and counsel with all Departmental faculty members concerning the performance of their duties during the Spring annual review
 - Encourage and support good teaching, scholarly activity, and professional development within the Department
- Initiate, in consultation with the appropriate faculty committee recommendations for appointment, reappointment, promotion, tenure, and dismissal in accordance with the University and college policy
- Endeavor to maintain faculty morale by reducing, resolving, or preventing conflicts
- Make salary recommendations in accordance with University and college guidelines
- Organize and coordinate the Departmental faculty and staff in developing, implementing and evaluating short and long-range Departmental goals, objectives, standards, and programs
- Work with the faculty to develop standards, curricula, and procedures, which provide adequate preparation of graduates for professional or further academic endeavor
- Provide for appropriate advisement of students majoring in the Department
- Provide leadership in supporting equality of opportunity and the protections available to members of the University community under all applicable laws
- Manage the Departmental resources, including the budget, in accordance with college and University guidelines
- Participate in planning capital improvements and maintenance of physical facilities;
- Endeavor to secure and maintain adequate supplies, materials, and equipment for the Department
- Supervise the Departmental support staff

Graduation Program Director - The Graduate Program Director's general responsibility is to work with the Departmental Chair, graduate faculty, and the graduate school to guide the Department toward its goals. The Graduate Program Director is the main liaison with the Graduate School and is responsible for ensuring that key tasks are completed on time. The Graduate Program Director receives a salary stipend and one Spring semester course release. The Graduate Program Director is responsible for:

- Leading the graduate program/admission committee to evaluate graduate applications
- Communicating with all graduate student applicants
- Managing graduate scholarships and graduate assistantship assignments
- Assessing the graduate program
- Advising incoming and current graduate students
- Completing and signing graduate paperwork and contracts
- Organizing graduate student orientations and graduation receptions

Honors Program Director – There is one director of the Departmental honors program. The director recruits students, ensures students are coded as honors students in Banner and

DegreeWorks, collects honors course contracts and other paperwork, and advises students on the Departmental honors process.

Department Personnel Committee (DPC) - The DPC will consider reappointment and non-reappointment of Instructors, Lecturers, and Graduate Faculty Membership.

Promotion & Tenure Committee (PTC) - The Departmental PTC makes recommendations regarding contract renewal for tenure-track faculty, Emeritus status, graduate faculty status for tenure-track and tenured faculty, the granting of permanent tenure, and promotion to tenure-track or tenured ranks.

Promotion, Tenure, Contracts, and Evaluations

Where do I find information on Department policies, regulations, and rules?

Departmental policies can be found on the Departmental website (<https://geo.appstate.edu/faculty-staff/forms-documents>). This contains information on promotion and tenure, travel, merit-based compensation, and Departmental forms.

How does the faculty annual review process work?

The Department Chair meets with all faculty each spring semester to provide an annual review. During this annual review process, each faculty member provides a self-assessment of their instruction, service, and research. The Chair sends the Faculty Annual Evaluation Form each Spring to provide faculty the opportunity to summarize their contributions over the previous calendar year in the areas of instruction, research, and service, their progress toward tenure, and goals for the next calendar year. The faculty annual performance evaluations will be conducted on a calendar year basis from January 1 to December 31. The rating system has three points: "exceeds expectations," "meets expectations," and "fails to meet expectations." The normal rating is "meets expectations." This rating describes a faculty member who performs the dimension of his or her job with skill, producing the results expected of a highly educated professional. The rating of "meets expectations" also describes a faculty member whose performance on a dimension is essentially comparable to the performance of a broad range of faculty members within the unit. "Exceeds expectations" should be reserved for faculty who had truly outstanding contributions in the evaluation year. Please review Faculty Handbook 4.3 for the statement on Evaluation of Faculty. The faculty member's self-evaluation should go beyond a list of accomplishments and provide reflections on strengths and areas for growth or improvement.

The Chair schedule and faculty member schedule a 1-hour individual meeting to discuss and provide feedback on their evaluation. The Chair also notes whether the faculty member exceeds, meets, or fails to meet expectations in each noted area. Following the meeting with the Department Chair, the faculty and chair both sign the annual evaluation and it is placed in your personnel file. If faculty disagree with the Chair's assessment, they can submit with

their annual review a 1-page response to the Chair's assessment.

How do the contracts work here? Why do I get a four-year contract but go up for review in my third year?

New faculty's initial appointment is typically to the rank of assistant professor for a probationary term of four academic years. Before the end of a faculty member's third year (typically January or February), they are evaluated by the Tenure and Promotion Committee on whether they are making significant progress toward tenure and promotion. If the Tenure and Promotion Committee vote fails, the faculty member has the option of completing the remaining fourth year of their contract and then their position is terminated.

If the Tenure and Promotion Committee's evaluation is positive, the faculty member is re-appointed for a second probationary term of three years. Faculty are again reviewed by the Tenure and Promotion committee in their 6th year. This assessment is for tenure and promotion. If the T&P vote is negative, the faculty member has the option of completing the remaining seventh year of their contract and then their position is terminated. Faculty who receive a positive vote are tenured and promoted to Associate Professor.

2. Teaching

How are classes assigned each semester?

There are several factors that must be taken into consideration when developing the course schedule. The Chair determines which classes need to 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 prior to class registration for students. This includes the time, frequency/day(s) of 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. Every faculty member is expected to 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 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.

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.

SUGGESTED LANGUAGE TO INCLUDE IN YOUR SYLLABI =

Class Attendance Policy: I will take attendance in class to track student success. It is the policy of Appalachian State University that class attendance is an important part of a student's educational experience. Students are expected to attend every meeting of their classes and are responsible for class attendance. Regardless of what reasons there may be for absence, students are accountable for all academic activities, and faculty may require special work or tests to make up for the missed class or classes.

Conduct:

The Code of Student Conduct is described at: studentconduct.appstate.edu

Students are bound by the Academic Integrity Code: academicintegrity.appstate.edu

The Honor Pledge (academicintegrity.appstate.edu/the-academic-integrity-code) is a cornerstone of the Appalachian State University Academic Integrity Code. No Appalachian student shall unfairly further their own academic performance.

1. Students will not lie, cheat or steal to gain academic advantage
2. Students will oppose every instance of academic dishonesty

Students attending Appalachian State University Pledge: "I Pledge on my honor that I have not violated the Appalachian State University Academic Integrity Code."

Disabilities:

Appalachian State University is committed to non-discrimination on the basis of disability and is responsible for adhering to disability compliance requirements. The Office of Disability Resources (ODR) is the designated office at Appalachian for the promotion of equity, access, and civil rights on the basis of a disability. Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) in addition to other federal, state, and local civil rights laws related to disability, ODR works diligently to provide an inclusive experience and equal opportunity at Appalachian to individuals with disabilities. (828-262-3056 or odr.appstate.edu)

Food Insecurity:

The Department of Geography and Planning has a free Food Pantry in **327 Rankin Science West**. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students, 324 Plemmons Student Union, for a list of resources and support. The ASU Food Pantry and Free Store is also a free resource with pantry and personal care items, located in the Office of Sustainability on the bottom floor of East Hall. Furthermore, please seek assistance with the professor if you are comfortable doing so.

Public Sharing of Course Materials:

All course materials, including video, are subject to intellectual property protections under applicable law and regulation and are for the sole use of students enrolled in this class. Students do not have permission to copy or record materials except for personal use in the context of this class and students do not have permission to share any class materials, including videos, in any manner on any platform without the prior express

permission of the faculty member teaching this course.

Safe Learning Environment and Reporting Obligations:

Appalachian State University is committed to maintaining a safe learning environment for all students, regardless of sex, sexual orientation, gender, gender expression, and gender identity. To meet this commitment, and to comply with state and federal laws, all Appalachian faculty are required to formally report instances of interpersonal violence, such as sexual harassment, relationship violence, stalking, and retaliation, to the Office of Title IX Compliance. Those impacted by interpersonal violence will be provided support, resources, and applicable information. Please visit titleix.appstate.edu or call (828) 262-2144 for more information.

Statement on Black Lives Matter, Diversity, and Inclusion:

The faculty and staff of the Department of Geography and Planning at Appalachian State University strongly affirm that Black Lives Matter. We stand in solidarity with those seeking to change systemic racism, inequality, and discrimination. We are appalled and saddened by the recent killings of George Floyd, Ahmaud Arbery, Breonna Taylor, Nina Pop, Tony McDade, and many others. We support the statements released by the American Association of Geographers and American Planning Association that identify that these deaths are the product of racism, violence, and inequities and likewise support the demands for diversity, equity, and inclusion from the American Geophysical Union. Emphasizing human rights, enhancing diversity, promoting inclusion, and advocating for historically marginalized social groups are central to the disciplines of Geography and Planning. We affirm a commitment to resist and confront the devaluation of people of color by recognizing our role in creating and maintaining these systems.

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 really want to be successful in this class.

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

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, leave your office door open during office hours or 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 as well as 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. See Section 6.3.1 in the ASU Faculty Handbook for official policy on student 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. See Section 6.1.2.3 in the ASU Faculty Handbook for official policy on faculty absences from class.

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. You access the site from the App State homepage (<https://www.appstate.edu/>) by clicking on the tab for "AsULearn" at the top banner. There is an excellent faculty support tab available on the site and the university offers training regularly both online and in class. You can find a lot of advice about how to use AsULearn on the university's [Knowledge Base](#) page.

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. See Section 6.11 in the ASU Faculty Handbook for further information. 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?

Procedures for dealing with disciplinary matters can be found in the university “Academic Integrity Code” at https://policy.appstate.edu/Academic_Integrity_Code. Information is also available in Section 6.5 of the ASU Faculty Handbook. You should discuss these types of issues with the program director or 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.

An Illustration of How to Reference Source Material

Reginald Byron’s book *Irish America* contains the following sentence about St. Patrick’s Day:

While Irish immigrants, and their descendants, have formed a large part of Albany’s population since the mid-nineteenth century, the St. Patrick’s Day parade is a recent civic innovation dating only from 1951.

A student essay contains the following passage:

Since the mid-nineteenth century, Irish immigrants, and their families, have formed a large part of Albany’s population. The St. Patrick’s Day parade is a recent civic event dating only from 1951.

To submit this is unacceptable. All that this student has done is moved the first sentence around a little and changed “descendants” to “families” and “innovation” to “event.” No in-text reference is provided. It does not demonstrate to the instructor that the student

understands either the material or has referencing and writing skills. All it shows is that a student can look up a book and copy from that source. It could be considered plagiarism. Even though it is not exactly word-for-word, changing one or two words per sentence is inadequate. You must rephrase and discuss the source in your own words. Even if this student listed the title of the book at the end of their essay, there is still no in-text reference.

This is appropriate:

In the New York city of Albany, people of Irish background comprise a significant number of residents (Byron, 1999). The city's St. Patrick's Day parade, however, "is a recent civic innovation dating only from 1951" (Byron, 1999, p.240)

References

Byron, Reginald (1999) *Irish America*, Oxford University Press, Oxford.

Here the student has appropriately used quotation marks to indicate which exact words are taken directly from the source, has given in-text references for both the quotation and the other information gained from this source, and has provided a full and accurate reference at the end. You should utilize in-text references **throughout** your writing every time you utilize information from a source. The rule is, if in doubt, give the reference both in-text and at the end. When making a reference in your writing, please remember:

(a) Referencing a quotation (direct words) taken from a book or article

Either: "While Irish immigrants, and their descendants, have formed a large part of Albany's population since the mid-nineteenth century, the St. Patrick's Day parade," states Byron (1999: p.240) "is a recent civic innovation dating only from 1951."

Or: "While Irish immigrants, and their descendants, have formed a large part of Albany's population since the mid-nineteenth century, the St. Patrick's Day parade is a recent civic innovation dating only from 1951" (Byron, 1999, p.240).

(b) Referencing an idea or argument, but not a direct quotation of an author's words

Either: Byron (1999) argues that the St. Patrick's Day parade held in Albany is only around sixty years old.

Or: The St. Patrick's Day parade in Albany is actually quite new being only around sixty years old (Byron, 1999).

Reference Lists:

Reference lists must be in alphabetical order by author's last name. Items by the

same author must be in chronological order. Indent all but the first line of the citation.

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 that 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.

3. 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 of 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 members' 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, which are 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 grant money to support faculty teaching, research, and engagement, as well as to 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 providing assistance 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>

4. Service

What Department Committees do we have and how much time do they require? The listed time commitments are rough estimates for an academic year based on prior history.

1. Faculty Search Committee = 50 hours of service

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates to be a member of our Department during the next 1-30+ years. Search committee members are often the first faculty that a candidate will meet. A search committee is responsible for writing the job description and qualifications, recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists. Members are expected to participate fully and consistently in the entire process and to perform duties as assigned by the Search Chair. Search committees are under tight time constraints (*e.g.*, limited to the Fall semester to advertise, review 20-80+ job candidates, interview, and recommend final candidate).

2. Departmental Personnel Committee (DPC) = 5 hours of service
3. Promotion and Tenure Committee (PTC): All tenured faculty members = 5 hours of service in early November
4. Post-Tenure Review (PTR) Committee: Limited to three tenured faculty who may serve = 5 hours of service in early Spring
5. Curriculum & Gen Ed Committee (late October deadline for courses) = 5 hours of service
Committee meetings are held once or twice per semester, usually prior to a Department meeting. Proposals for course or degree changes are presented at the meeting and pass with a majority vote. If the item passes the curriculum committee, it will go to vote by the full Department. The curriculum committee also helps with course and degree assessments.
6. Graduate Program/Admissions Committee (year-round): 30 hours of service
7. Graduate Exam Committee (August-September): 10-15 hours of service
8. Speaker Committee: 5 hours of service
9. Honors and Awards Committee (10 hours during February)
10. Faculty Mentor for the Appalachian Geographical Society (monthly meetings) = 10 hours of service
11. Faculty Mentor for Student Planners Association (monthly meetings) = 10 hours of service
12. Faculty Senator (monthly 3+ hour meetings) = 50 hours of service

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

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

See the Center for Excellence in Teaching and Learning for Student Success (formerly CAE) website for a list of trainings and to sign-up: <https://cae.appstate.edu/>

5. 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 make sure you're following the most up-to-date policies. [University Travel Manual](#)*

Travel requests should be submitted 8 weeks (2 months) before the date of departure. Relevant forms can be found in the Travel and Reimbursement Guidelines section on the Department AsULearn page (GHY/PLN Faculty).

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 reimbursement for travel, 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 costs. 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 prior to travel- use the Questionnaire on ASULearn. Mileage reimbursement must be requested via the Business Mileage Log at the rate of \$.625 every 30 days (as of Aug. 2022). Day travelers are not eligible for meals. DE instructors will also receive an additional pay stipend in the form of a contract from AA.

If you are traveling out of the country, you must fill out international insurance forms to be submitted 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>. ****International Travel Plan Form** needs to be completed as well for COVID safety compliance.

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

1. Undergrad students are in a different power/status position than grad students and faculty. Therefore, they should not share hotel rooms or tents with 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. If faculty have budget concerns, they 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. Allowing undergrad or graduate students to travel without a credit card is unacceptable. If there is an emergency, they must be able to pay their return airfare (seek reimbursement later).

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

You can get reimbursed for business travel when it is 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. Prior to travel, you are required to work with your Department administrative assistant to complete the necessary paperwork for your funding reimbursement. Items that are reimbursable 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?

Provide all receipts and documentation to the Department Administrative Assistant, Ms. Wainscott-Wallin.

The Controller's office must receive all reimbursement documents (receipts and signed forms) within 30 days of completing your travel for it to remain non-taxable. Receipts must be originals that show a zero balance, must 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 in addition to the flight receipt with a zero balance.

6. 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 certain 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](#) available 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/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 5pm 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 for parking enforcement to 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 prior to football games about restricted parking – 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 setup for my arrival?

Communicate your preference for Mac v. PC to the front office. You can work with them to see what office supplies are available and what needs to be ordered. The front office will also help coordinate printing codes, business cards, phone connection and your Departmental website listing.

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

Start-up funds are something you may have negotiated with the Chairperson and Dean. These are funds you administer for office furniture, travel, research, etc., but they cannot be used as supplemental salary. Any equipment purchased with start-up funds is university-owned and remains the property of the university 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/or Department Administrative Assistant.

How do I purchase equipment for my course or research?

Ask the Chair and the Department Administrative Assistant

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

First and foremost, contact the Department Chair. The Department and university have resources to assist you. If you are sick or if 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 contact 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 and the 3rd floor conference 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 10 days to ensure VM boxes don't fill up.

To reset the PIN for your voicemail, on your computer, go to voicemail.appstate.edu and log in with your ASU username and password. Click on the blue Settings tab, then the Passwords tab, then 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 and other course materials, as well as 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 a broad range of resources including account management, parking, and employee information. This is where you'll find out who's enrolled in your courses, your advisees, and post final grades. It's also where you'll set up 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 candor are important practices in social media. Do not make any claims—be certain that your posts are entirely 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 on-line, 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 are representing the entire Appalachian institution—students, faculty, staff, alumni, friends, donors, etc.

Common Sense

With everything you post, your main objective should be to provide worthwhile information and perspective. 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.

7. 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 in equal installments over 12 months. See the Faculty Handbook Sections 8.1 and 8.2 for more information.

How does pay work the first time?

Plan for there to be a lag in your first paycheck. Generally, new faculty receive a very large paycheck for July, August, and September at the end of September. See the Faculty Handbook Section 8.1 for more information.

Where is the Human Resources (HR) office?

The HR office is not on the main campus, and is located at 330 University Hall Drive. University Hall Drive is off of 321/Blowing Rock Road, beside the 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.?

There are times when a faculty member may earn pay in addition to their salary by supervising undergraduate and graduate student summer internships, or by teaching overload classes. Independent studies do not result in additional pay for the faculty member.

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 are the health benefits 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 full year) employees. Additional coverage is offered for a number of things, like: vision, dental, optional disability, etc. New employees select coverage options at the beginning of the year. Forms are provided by HR and 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 need to 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 any enhanced benefits, you must also 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 8am-5pm Monday-Friday. Their 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>

8. 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 useful 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)
- Avery County NC Lost and Found Pets (FB)
- [Children's Council of Watauga County](#) (resources for parents)
- [Watauga Compassionate Community Initiative](#) (resiliency and local support services)