

**Faculty Guide**  
**Department of Curriculum and Instruction**  
**Texas State University**

Welcome to our community! This guide is intended to provide the most essential information to help you get settled and get started in your role in our department. Whether you are teaching one class or many, we value your expertise and your willingness to share it with our students. Please don't hesitate to let us know how we can help you further. **Please go to the C&I Faculty Resources cite on our webpage for further information, forms, and website links**  
<http://www.education.txstate.edu/ci/resources/faculty-resources.html>

**Departmental Contacts**

**C&I Department Chair**

Dr. Nihat Polat ([polatn@txstate.edu](mailto:polatn@txstate.edu)) San Marcos campus, ED 3046, office: 512-245-2769

**C&I Associate Chair**

Dr. Glenna Billingsley ([gbillingsley@txstate.edu](mailto:gbillingsley@txstate.edu)) San Marcos campus, ED 3080, office: 512-245-3110

**C&I Departmental Fax Number—512-245-7911**

**C&I Staff—any of the staff will help you with just about anything, if possible, but specific duties follow:**

- Ms. Naomi Wilson ([naomiwilson@txstate.edu](mailto:naomiwilson@txstate.edu)) San Marcos campus, ED 3045, 512-245-2157:
  - Payroll, C&I faculty records, keys, inventory, office supervisor, student workers, budgets, PCR's, Polat appointments
- Ms. Judy Herrington ([jh70@txstate.edu](mailto:jh70@txstate.edu)) San Marcos campus, ED 3044, 512-245-2042:
  - Registration, course scheduling, room reservations, block placement, course overrides, student appeals, student contact person, Polat appointments
- Ms. Dowdy Kei-Lah R ([k\\_d175@txstate.edu](mailto:k_d175@txstate.edu)) San Marcos campus, ED 3044, 512-245-3701:
  - Reception, duplicating, supplies, textbooks, travel, Teacher Fellows, office moves, Polat appointments
- Ms. Dena Guerro ([d\\_g322@txstate.edu](mailto:d_g322@txstate.edu)) San Marcos campus, ASBN 410, 512-245-6839:
  - Doctoral program support, doctoral student travel, Polat appointments
- Ms. Diane Osborne ([do11@txstate.edu](mailto:do11@txstate.edu)) San Marcos campus, ED 3055, 512-245-3680:
  - External projects, reserve computer lab (ED 2120), Tomas Rivera Book Award, CTWP, nametags, Polat appointments
- Mr. Chris Bogner ([cdb127@txstate.edu](mailto:cdb127@txstate.edu)) San Marcos campus/DE: C&I technology support, development education support, inventory

## **Directions to Texas State University:**

**San Marcos**--you can find directions and campus maps at <http://www.maps.txstate.edu/>. Dr. Nihat Polat, Chair of the Department of Curriculum and Instruction has an office on the third floor, Room 3046, 512-245-2769.

For **accessible entrance**, enter on either the first, second, or fourth floors. For the first floor entrance, do not come all the way up the front steps. Just in front of the steps, there is a walkway to the right. It will take you around to an accessible entrance. Follow the hallway to the elevator. There are also accessible entrances on the 2<sup>nd</sup> and 4<sup>th</sup> floors.

**Round Rock**--you can find directions at <http://www.rrhec.txstate.edu/about/sites.html>. Dr. Cheryll Dennis is located on the fourth floor, ([cd22@txstate.edu](mailto:cd22@txstate.edu)) if you need assistance.

For **accessible entrance** on the Round Rock campus, enter on the east side of the building on the first floor. There is an elevator just inside that will take you to all floors.

**Parking:** Once your hiring packet is approved, you will be able to obtain a parking permit. You can obtain information about available parking for various permits, and procedures for obtaining a permit at <http://www.parking.txstate.edu/>. Parking information for the Round Rock Higher Education Center can be found at <http://www.rrhec.txstate.edu/about/sites/parking.html>.

If there is a delay in processing your hiring packet, you can obtain temporary parking permits —speak with Naomi.

Part-time faculty may be eligible for reimbursement for their parking permits. Send your receipt to Naomi.

**Email, TRACS, Banner:** You will receive a TxState Username which you will use to set up your Texas State email account. THIS IS MANDATORY, but you can easily forward TxState email to any other email account you prefer to use (see the email toolkit at the bottom of the sign-in page). We use TxState email for all communication, and you will also need this username and the password you create to access TRACS, our online course management system.

You can access the TRACS system at <http://www.tracs.txstate.edu/>. Information about how to set up your course sites can be found in the TRACS index through the help button on the left. TRACS training is offered multiple times at the beginning and throughout every semester, and the online tutorials are excellent.

You will need your not your net ID and password to access the Banner system in order to (a) certify your roster and (b) submit your grades at the end of the semester. For instructions, go to <http://www.registrar.txstate.edu/faculty-staff/BannerClassRosters.html>.

### **Getting Ready to Teach**

**Obtaining your Class Roster:** Your roster will be available in your TRACS site once you set it up, but you can also get it through the Banner system. For instructions, go to <http://www.registrar.txstate.edu/faculty-staff/BannerClassRosters.html> .

**Syllabi:** All faculty must provide a syllabus for each course. If you are new, the Chair will provide samples for the class(es) you teach and connect you with someone who has taught the course who can help with questions. It is best that you follow, as closely as possible, the syllabus that was provided as a model to you. Courses are developed with required certification test and professional competencies in mind. They also reflect necessary knowledge required on various master's comprehensive exams. Please include all the elements you see in the sample syllabi, including C&I Attendance Policy, accommodations statement, and Honor Code statement.

**Duplicating Materials for Class:** We encourage you to post hand-outs in TRACS whenever possible. If you need hard copies, the most cost-effective choice is for you to send materials to Duplicating Services for reproduction.

In San Marcos, you may send your duplicating request electronically to Sheena at [scampbell@txstate.edu](mailto:scampbell@txstate.edu)

Be sure to include the following:

- Word or PDF attachment only
- # of copies needed
- # of pages (each printed side)
- One or Two-sided (2-sided preferred when possible)
- Date needed- Allow 3 business days for processing
- Special instructions (collated, stapled, hole punch, colored paper, etc.)

Not including the instructions or correct formats may delay processing. You may also drop off your hard copy using a request form located in ED 3044. You may use the copier in our mailroom (ED 3027) for copies. **See Naomi for an access code.** Please note that you can scan hard copies as a PDF sent to an email using the printer/copier in the mailroom.

In Round Rock, faculty are responsible for making their own copies in the workroom located in the faculty suite, Avery 464.

**Mailbox:** You will be assigned a mailbox in ED 3027 (SM) or Avery 461 (RR). If you need to leave information for the Chair, her administrative assistant, or other faculty, you can leave it in their mailboxes.

Adjunct faculty at Round Rock have an assigned mailbox in Avery 461. Students may drop off work in your mailbox by looking at the faculty list posted in the vestibule of the mailroom and dropping their documents through the slot labeled with the number that corresponds to your name on the posted list.

**Office and Phone:** Adjunct faculty office space at San Marcos is ED 3036 and at Round Rock in Avery 462. Conference room 464G is usually available for private conferences with students. If you anticipate making long distance calls on campus for university business, please contact Donya to get a long distance access code.

### **Teaching and Mandatory Actions Related to Teaching**

**Teaching Expectations:** As faculty in the Department of Curriculum and Instruction, you are expected to present a professional and accommodating demeanor. It is expected that you will meet all your classes and that you will prepare organized, engaging, and challenging courses. Other

expectations are specified in the Faculty Handbook available at:  
<http://www.txstate.edu/facultysenate/documents/faculty-handbook.html>.

**Safety Procedures:** Each classroom has an emergency information poster. Please be familiar with recommended actions for various types of emergency situations, including evacuation. Inform the office if this information is missing from your classroom.

**Campus Carry:** University policies are outlined here: <http://www.txstate.edu/campuscarry>

**HB 2504 --Posting of Undergraduate Syllabi (Mandatory):** The state of Texas requires, by law, that all syllabi for undergraduate courses be posted by the 4<sup>th</sup> day of class. You will receive instructions for this from the C&I offices. More information about HB 2504, see <http://hb2504.txstate.edu/info/info-faculty-staff>

**Verification of 12<sup>th</sup> Day Rosters (Mandatory):** You will receive notification via email when your class rosters must be verified for the Registrar's Office. This is a very important responsibility that helps ensure students are registered correctly and must be completed by each faculty member by the stated due date. All verification is done electronically. For instructions, see <http://www.registrar.txstate.edu/faculty-staff/BannerClassRosters.html> .

**Course Evaluations (Mandatory):** It is required that each faculty member have students complete course evaluations for their courses at the end of each semester. There is a separate set of evaluations that must be completed for all undergraduate courses as well for HB 2504 compliance. These evaluations are completed online. You'll receive instructions near the end of each semester from ITAC and from C&I. To improve response rates, consider:

- Providing class time to complete the evaluations at the beginning of one of your class periods
- Sending an email to your students asking them to complete the evaluation
- Discussing the format and content of the evaluations in class so that students understand why they are being asked to complete the evaluation

**Submitting grades (Mandatory):** Final grades are submitted electronically to the Registrar's Office: <http://www.registrar.txstate.edu/faculty-staff/FinalGradeSubmission.html> .

### **Classroom/Teaching Procedures**

1. If you have a student who has excessive absences or about whom you are concerned, please notify Dr.Polat immediately.
2. If you are going to be absent from class, please notify Dr. Polat or the administrative assistants as soon as possible. At RRHEC notify Dr. Dennis if you are going to be late or absent from class and copy Barbara Herdman, [bh02@txstate.edu](mailto:bh02@txstate.edu), who will place a sign on your classroom door.
3. If you cancel class, notify your students, the chairs, and/or administrative assistants as soon as possible.
4. Please become familiar with TxState services, such as the Counseling Center and Career Services, so you can advise students appropriately.

5. Please turn off lights and projectors (including ELMO bulb) and lock media cabinets when your class is finished.

**Classroom Technology:** Most classrooms on both campuses are equipped with a data projector and have a media cabinet with computer, VCR/DVD, and Elmo. Some rooms also have Promethean (“smart”) Boards. **Please request a media cabinet key if you do not have one.** Instructions for equipment are provided in the cart, and IT also provides training. There is also a number posted on the cabinet for you to call if equipment is malfunctioning.

**Miscellaneous:** Restrooms are located next to the elevator on each floor of the Education Building on the San Marcos campus. Restrooms are located on each floor of the Avery Building (RRHEC) near the center elevator.

You can obtain snacks and meals in The Den in San Marcos. Go to the fourth floor of the Education Building. Go out the glass doors and turn right. Follow the walkway across to the LBJ building. The Den is the first set of doors on your right. The Den closes at 6:30pm. At RRHEC, the snack bar, Avery 202, offers salads, sandwiches, smoothies and beverages.

Vending machines are located on the second floor of the Education Building in San Marcos just off the elevators in the hallway. At RRHEC, vending machines are located in Avery 202.

If you need to schedule a room for a special event at SM, contact Katie Collins at [cc90@txstate.edu](mailto:cc90@txstate.edu). At RRHEC, contact Barbara Herdman, [bh02@txstate.edu](mailto:bh02@txstate.edu).

**Campus Security:** If you have safety concerns or lock yourself out of the building, office, classroom etc., you should contact Campus Security. In San Marcos that number is 512-245-2890 during business hours, 512-245-2805 after business hours. Campus Security at Round Rock is located in Avery 250 and the phone number is 716-4911. We recommend that you program the appropriate number into your cell phone.

Please let us know if we can help you further...we know you'll enjoy teaching our wonderful students!