College of Education New Faculty Orientation

August 21, 2023

Steve Zanskas, Ph.D., CRC, LPC Associate Dean & Professor Leigh Harrell-Williams, Ph.D. Dean's Faculty Fellow & Associate Professor Updated from Dr.'s Sue Lease & Sara Bridges (2016).



Introductions & Connections...

 In a word, how would you describe your past week in Memphis?







The College of Education



- The Dean's Office
- Departments/Offices
 - Counseling, Educational Psychology, & Research (CEPR)
 - Program areas: Counseling, Counseling Psychology, Educational Psychology & Research
 - Instruction & Curriculum Leadership (ICL)
 - Program areas: Applied Behavioral Analysis, Early Childhood Education, Elementary Education, Instructional Design & Technology, Literacy, Secondary Education, Special Education
 - Leadership (<u>LEAD</u>)
 - Program areas: Higher & Adult Education, Leadership & Policy Studies
 - Teacher Education Program and Clinical Practice (TOTECP)

The College of Education



- Centers
 - Center for Research in Education Policy (CREP)
 - Center for Rehabilitation and Employment Research (CRER)
 - Mid-South Access Center for Technology (<u>Mid-South ACT</u>)
 - Institute for Disability/UMID



"Innovation into action..."



• Vision

- Driven by a commitment to diversity, social justice and equity, the College of Education is a premier educational organization that engages in innovative and impactful research, teaching and service.
- Our Mission
 - The College of Education builds on a foundation of success in research, teaching and service by:
 - depth and breadth of knowledge
 - relevant and innovative research
 - culturally competent leaders and practitioners
 - with and providing services to diverse local, national and international partners to address real-world problems of practice
 - an environment where diversity, social justice and equity are paramount.

COE Core Values



- DIVERSITY
 - We recognize, include and embrace all individuals ensuring intercultural relationships.
- INCLUSION
 - We actively and intentionally commit to promoting equity and social justice in every endeavor.
- RESPECT
 - We value all people, recognizing that good ideas can come from anyone, anywhere, at any time.
- INNOVATION
 - We stay on the cutting edge by identifying new ways to embrace technology and solve problems.
- SERVICE
 - We utilize our skills and attributes to enhance our practices and expand our support to others.

COE Committees



Dean's Leadership Team COE Culture & Climate Committee COE Graduate Council COE Dean's Advisory Council COE Staff Advisory Council

COE Undergraduate Student Recruitment and Retention Committee COE Graduate Student Recruitment and Retention Committee COE Social Media and Marketing Taskforce

University Faculty Resources Website

https://www.memphis.edu/aa/resources/index.php

FACULTY RESOURCES

Home > Academic Affairs > Faculty Resources

Save the Date - August 23, 2023

> TEACHING RESOURCES **Faculty Resources**

> WORK-LIFE BALANCE

> PROFESSIONAL RESOURCES

> UNIVERSITY RESOURCES

CALENDARS

TAKE ACTION

FACULTY RESOURCES

FOLLOW UOFM ONLINE

in

FORMS

CONTACT US



Professional Resources >

- Annual Evaluations
- Calendar & Forms
- Faculty Handbook
- Promotion & Tenure Resources
- See Complete List of Professional Resources >



University Resources >

- Employee Resources
- Human Resources Information
- Professional Development

See Complete List of University Resources >



Teaching Resources >

Calendar

2023 New Faculty Orientation > 8:30 am - 1:00 pm | University Center

2023 General Faculty Meeting > 2:00 - 3:00 pm | University Center Ballroom

See Complete List of Teaching Resources >

Book Adoption / Libraries

Canvas

Syllabi Suggestions UM3d / umTech





Work Life Balance Resources >

- Campus Life & Resources
- Employee Perks
- Family & Childcare
- Health & Wellness

See Complete List of Work Life Balance Resources >



COE Faculty Resources Website



memphis.edu/education/faculty/faculty_resources.php

- Syllabus Template
- COE Applications
 - Faculty Research Grant
 - Faculty Travel Grant
 - Faculty Workload
 - Graduate Student Conference Grant
 - Professional Development Assignment Application

Mentoring

UM

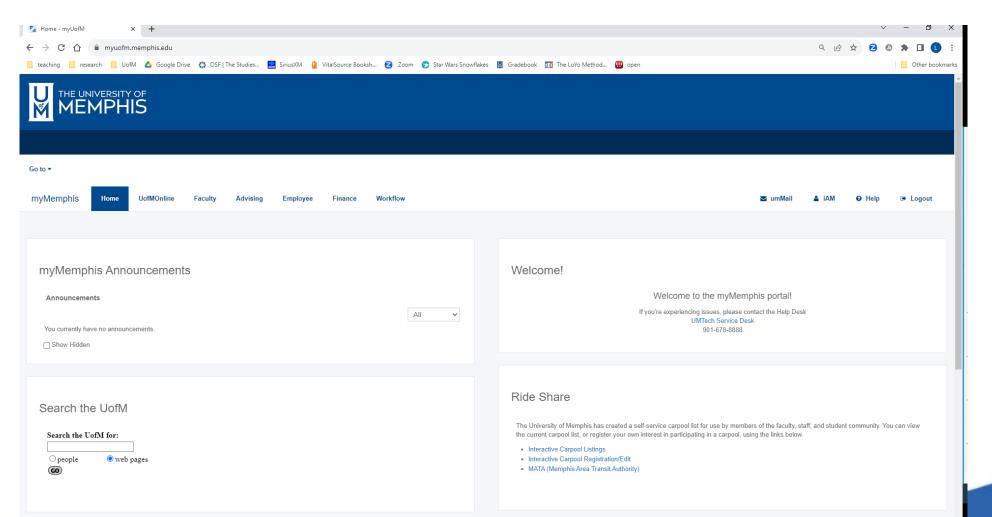
- <u>Mentoring Checklist</u>
- Formal & Informal Mentors
 - You can have both.
 - Use your mentors & other faculty.
 - Women+'s Mentorship Network
 - Don't be afraid to ask questions.

Suggested Meeting Schedule



- September November
 - Informal meetings, focus on teaching, developing research agenda
- December
 - Informal meeting, assist with faculty research grant if applying
- January
 - Review UoM CV format
 - Prepare for annual faculty evaluation. Discuss 3rd year review and T&P. Set up classroom visits.
- April
 - Process how the year went; develop plans for next year
- May August
 - Work on scholarly work

Accessing the myMemphis portal <u>myuofm.memphis.edu/</u>



U	
M	

UofMOnline Tab

myMemphis

UofMOnline

Faculty

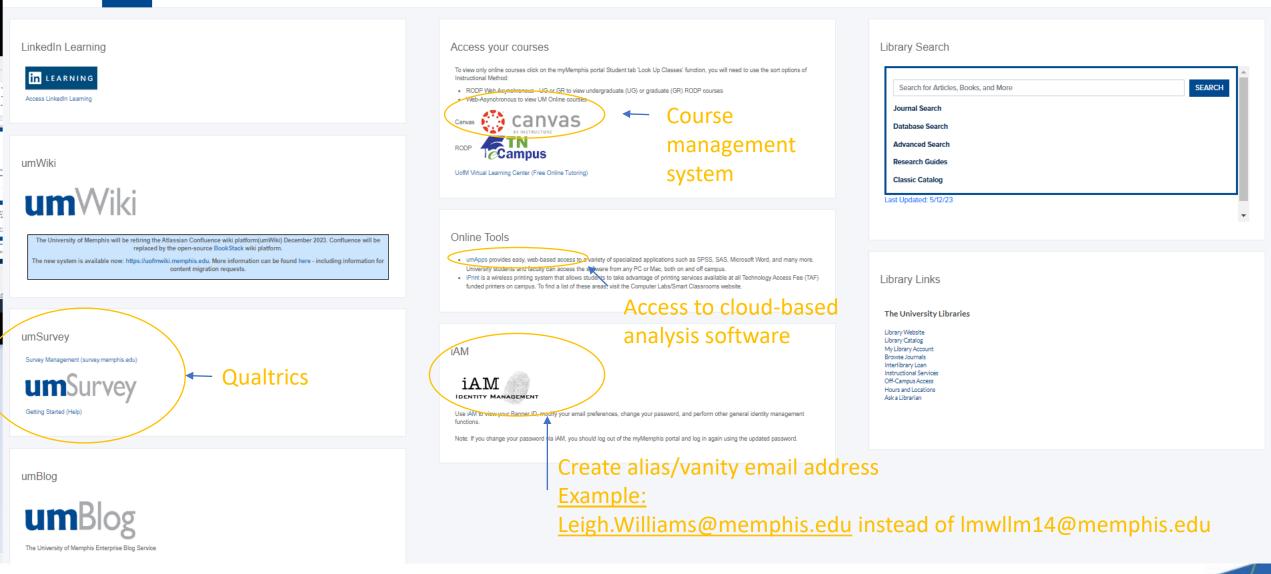
Advising

Employee

Finance

Workflow

Home



Faculty Tab – Part 1



Faculty Tab – Part 2

umDegree

can help!

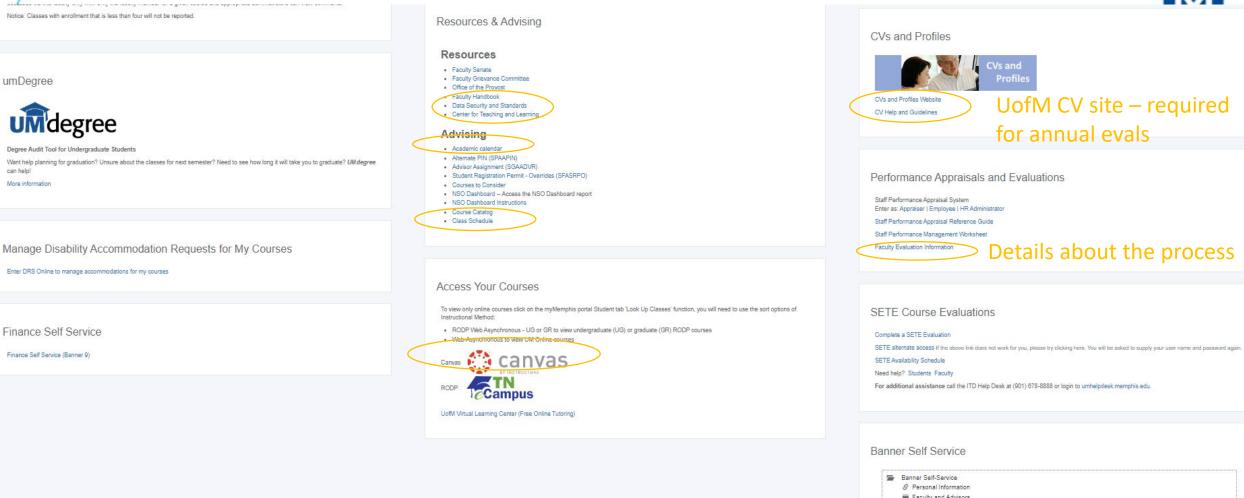
More information

Finance Self Service

Finance Self Service (Banner 9)

UM'degree





- Faculty and Advisors
- Employee
- Finance

Advising Tab

Workflow



Advisor Dashboard (Banner 9)

Advisor Dashboard (Banner 9)

Advising Forms

- Advising Information on your advisees, provides a list of your advisees with detailed student profiles.
- Alternate PIN (SPAAPIN)
- Student Registration Permit Overrides (SFASRPO)
- Advisor Assignment (SGAADVR)
- UMdegree
- -Degree Planning tool for advisors
 NSO Dashboard
- -Access the NSO Dashboard report NSO Dashboard Instructions
- Banner INB SSO(GUAGMNU)
- Advisor Roster
- Gredit by Exam/Course Validation

Banner Admin Pages

Admin Pages Navigation Documentation (PDF)

Navigation Tutorial (from vendor)

True Blue Life

The U of M is full of campus opportunities, information sharing, and educational and career support. As you journey through college, explore all of your possibilities here.



Navigate



Use Navigate to manage advising appointments, issue and manage alerts, for ad hoc reporting, and so much more!

Advising Student Profile

Please review the Advising Student Profile to access the following:

- Student Transcripts
- Concise Student Schedule
- View Student Grades
- Other advisor tools

Banner Self Service

- Banner Self-Service
 - Personal Information
 - Faculty and Advisors Employee
- Finance



Employee Tab

myMemphis Home UofMOnline Faculty Advising Employee Finance Workflow		S umMail ▲ iAM
Banner Employee Dashboard Employee Portal Hists to Timeshars, Leave Reports & Approvals, Effort Certifications, Labor Redistributions, Employment and Benefits Details, and Personal Information ** Monthly leave report & effort certifications Access paystubs Time Leave Reporting Please use the "Employee Portal" link in the Banner Employee Dashboard" channel above.	Existing Requests Request (04/17/19)	WorkforUM WORKforUM MINING Site View 3 apply for UoM job postings Public
Banner 9 Web Time Entry Training Guides Non-Exempt Time Sheets Exempt Lave Reports Approving Time Sheets & Leave Reports Edison: State of Tennessee Benefits System	Faculty and Staff Giving Program Give through payroll deduction * Please use Internet Explorer to access this information. You will be unable to access this with Firefox or Chrome. Make a one-time or resurring gift To change your deduction, click here to email Gifts and Donor Relations.	New Employee Post-Orientation Tasks The following list of fasks, though intended for new employees, can also be used as needed by existing employees. ReviewUpdate Form W-4 E-Mail Account Setup Campus ID Card Complete Assigned Benefits & Beneficiary Tasks in State of TN Edison System Review Parking Information
Annual Enrollment for 2024 benefits is from Saturday, Oct. 1 - Friday, Oct. 14. Enrollment has ended for the 2023 enrollment period.	Employment Verifications	Review Payroll Information Complete Online Confidentiality Acknowledgement Complete Title VI Training Complete Discrimination & Harassment Prevention Training Complete ERRPA Tutorial Complete IT Security Awareness Training Workplace Safety Training (if not already completed)
Compensation Notifications Latest 2023 Salary Notification Salary notifications will be released on July 14 (staff & 12-month faculty), mid-August (teachers at campus schools), and mid-September 2023 (9-month faculty).	because Arrow and a service of the service and a service of the s	
Personal Information Update Addresses, Phones, Emails and Emergency Contacts Educational Benefits Program	Click on the Argos logo above, sign in, locate the Argos app, double click on it and follow the prompts. For a browser based experience, available only to execute reports, please locate the Argos Web Viewer app here, double click on it and follow the prompts. • Workspace app is the recommended mode for umApps.	TigerPark Appeal Citations: Allows users to appeal citations online. TigerPark requires the citation number and license plate number to appeal a citation. You have 15 days after the issuance of the citation to appeal online. After 15 days, you will no longer have access to online appeals. More Purchase Permits: Allows students to purchase priority, resident and evening parking permits online. Permits are restricted according to subclassification. All non-student parking must be handled in person in the Parking Services Office located at 120 Zach Curlin Parking Garage. More Please note: Only residents may purchase resident parking. Extor TimerPark

(Recommended). · If you prefer to use the Browser mode of umApps, to save a report to your Downloads folder select Save in the "Save to My Device"

Enter TigerPark

11

Employee Tab – Part 1a – Employee Portal



Employee Dashboard					
Williams, Leigh M. My Profile		Leave Balances as of 08/16/2023 Sick Leave in hours	12345		Full Leave Balance Information
Pay Information				*	My Activities
Latest Pay Stub: 07/31/2023	All Pay Stubs	Direct Deposit Information			Enter Leave Report
Earnings				^	Approve Time
Benefits				~	Approve Leave Report
Taxes				^	Electronic Personnel Action Forms (EPAF)
Job Summary				^	Labor Redistribution
Employee Summary				^	

Finance Tab

myMemphis Home UofMOnline Faculty Advising Employee Finance Workflow

Banner Reference Information

Finance Program Guide Online information for finance training and account information including FOAPAL lookup. HR Program Guide Online information for HR including training, position lookup, eContracts, and more.

University Data Standards

Banner Admin Pages

Admin Pages Navigation Documentation (PDF)

Navigation Tutorial (from vendor)

Banner ePrint

Banner Foundation Repository

Banner Finance Repository

ePrint Test (Banner Test Repositories)

Banner Student Repository
 Banner Financial Aid Repository

Banner HR Repository

Finance Test Repository
 Foundation Test Repository
 Financial Ald Test Repository
 HR Test Repository
 HR Test Repository
 Financial Advisor

Financial Advisor

Preferences

Banner Self Service

Banner Self-Service
 Personal Information
 Faculty and Advisors
 Employee
 Finance

Tigerbuy

Tigerbuy (Production)

More information related to Tigerbuy can be found on the Tigerbuy Web site. Tigerbuy (Test) Vendor Performance Evaluation - For departments to leave feedback on vendors.

Approval Alerts

You have no documents pending approval

Finance Self Service

Finance Self Service (Banner 9)

Travel, Expense, and Vendor Payments

Vendor Payment Transmittal Form Chrome River Travel and Expense Chrome River Travel & Expense (ES) System

Pre-approval and post-travel reimbursement submissions



Annual Evaluation and Promotion & Tenure (P&T)

- Directions for Faculty Annual Evaluation
 - memphis.edu/aa/resources/faculty-evaluation.php
- Promotion & Tenure
 - University website: <u>memphis.edu/aa/resources/facres/tenurepromotion/index.php</u>
 - Promotion Timetables: <u>https://www.memphis.edu/aa/resources/facres/tenurepromotion/promotion-timetables.php</u>
 - COE website:

memphis.edu/education/faculty/faculty_resources.php

One Drive and Online courses



UM 3D Tech Training and Documentation
 memphis.edu/um3d/

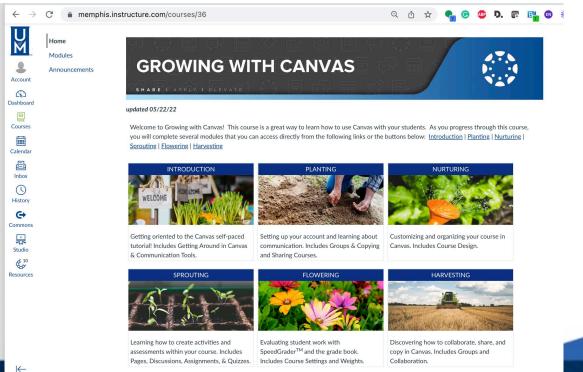
Canvas



- Access through your MyMemphis account -> UofMOnline tab
- UM3D training:

https://www.memphis.edu/um3d/canvas/faculty_canvas_basics/canvas_basics.p hp

- Minimum requirement:
 - Post course syllabus



Online Instruction Resources



- Faculty 2022 Summer Institute
 - <u>https://www.memphis.edu/um3d/summer_institute_2022.php</u>
- Going Online: Steps to Getting Started
 - <u>https://www.memphis.edu/um3d/goingonline.php</u>
- Consultation
 - https://appt.link/um3d

Procedures



- Faculty availability
- Reasonable response time to student emails?
- Complete FERPA tutorial: <u>FERPA</u>
- Teaching Tips: <u>unl.edu/gradstudies/current/teaching/first-3-weeks</u>

Procedures

- Record grades in Banner via myMemphis Faculty Tab
 - Grades are due on the Monday following graduation (at 10:00 am)
 - Grading submission instructions: <u>https://www.memphis.edu/registrar/faculty/selfserv/grading.php</u>
- Grade Changes via myMemphis Faculty Tab
 - Grade dispute, student finishes/doesn't finish incomplete, etc.



Procedures



• Attendance reporting in Banner

4. STOPPED ATTENDING AND NEVER ATTENDED REPORTING:

Due to Banner 8 Faculty Grading being decommissioned, the method of capturing non-attendance data has changed as of Summer 2023. This information is needed for Financial Aid purposes, reporting and for student outreach. For federal aid purposes, students are considered attending if there is ANY type of active engagement (submitting an assignment/discussion post/quiz etc. or being online for a synchronous meeting/webinar).

• WN Grade (Withdrawal for non-attendance): Entered before Census

For students who **never attended or stopped attending** during the start of the term, select a grade of '**WN**'. The Registrar's Office will be reviewing reports and if a student has ALL WN grades, we will administratively drop the student from all classes. Alternatively, if a student returns to class after a WN has been assigned, you can submit a Help Desk Ticket to have the WN removed, and the student will be reinstated.

• FN Grade (Failure due to non-attendance): Entered during Final Grading

Never attended: If a student never attended class, and they failed the class, select a grade of 'FN', and enter the date before the term began in the 'Last Attend Date' field to indicate they never attended.

Stopped attending: If a student attended class, but stopped attending during the term, resulting in failure, select a grade of 'FN' and enter the date (or approximate date) they stopped attending in the 'Last Attend Date' field.

Full Nar	ne	\$	ID	\$ Midterm Grade	\$ Final Grade	¢	Rolled©	Reported Attend	Last Attend Date	0
11	E // Jeline E		0///54	Not Gradable	Not Gradable			None		
1///	ana D		U//66	Not Gradable	Not Gradable		None			
\$11	av. Lynda M		0//69		WN	*		Yes		
11	12		J.1.1.37		FN	*		Stopped	06/01/2023	



Resources for students with additional needs

- Behavioral Intervention Team
 - <u>memphis.edu/bit/</u>
- Counseling Center
 - memphis.edu/counseling/
- Tiger Pantry
 - Memphis Campus
 - Lambuth Campus
- Disability Resources for Students (DRS)
 - memphis.edu/drs/
 - Students requesting accommodations in classes MUST have documentation from DRS.
 - DRS will send you an email with the ALLOWED student accommodations.

UofM Research Resources



- The Division of Research & Innovation has many links for information on sponsored and unsponsored research
 - <u>https://www.memphis.edu/research/</u>
 - Training Calendar
- The COE Dean's office has a research series:
- Sept 14 Memphis Shelby County Schools research staff. 11:30 1:00 p.m.
- October 5 Doing Research with University Schools. 11:30-1:00 p.m
- October 26 Education Initiatives meeting. 2:30 4:00 p.m.
- November 9 CREP presentation. 11:30 1:00 p.m.

COE Research Resources



- Pre-Grant Awards Coordinator
 - Janet Wiens
 - jawiens@memphis.edu
- Post Award Support
 - Office of Post Award Management (OPAM)
 - Tracy Williams, Business Officer CoE
 - twllms78@memphis.edu

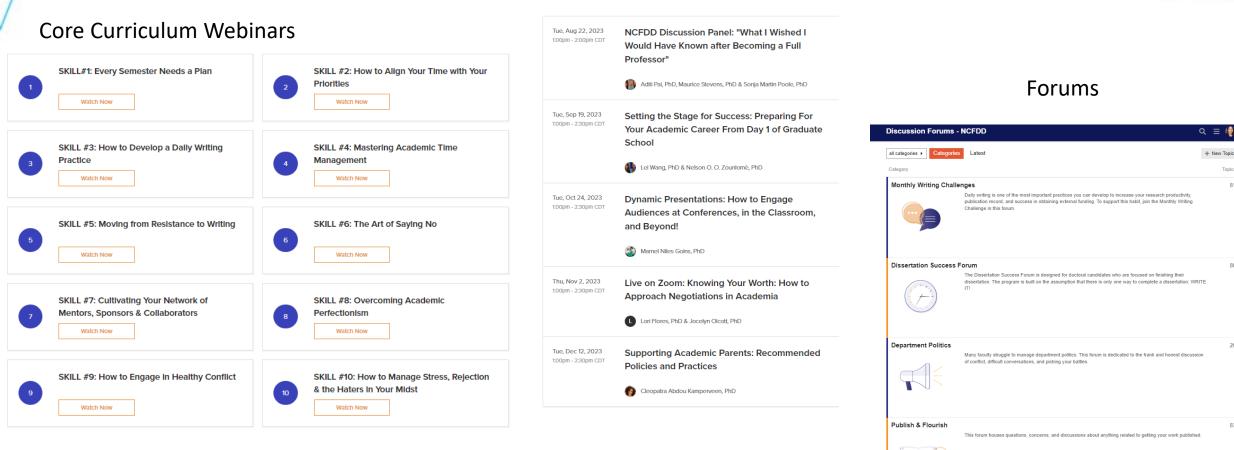
Faculty/Staff Writing Accountability Groups



- COE Writing Accountability/Feedback Group
 - 2 hours in-person or via Zoom each week (your choice each week)
 - Schedule prioritized around junior faculty
 - Host: Leigh Harrell-Williams
- Women+'s Mentorship Networking Weekly Writing Group
 - 1 hour via Zoom each week Tuesdays at 9am
 - Host: WMN+ Director Leah Windsor and/or other WMN+ Board members
 - **Zoom registration** required
- (external to university) National Center for Faculty Development and Diversity (NCFDD)
 - Monthly writing challenge forums
 - 2-week writing challenge (30-min per day) 10/9 10/22 Register by 10/4
 - Part of your FREE institutional NCFDD membership (more details next slide)

More on NCFDD

Upcoming Guest Webinars



Sign up here with your UofM email address:

https://www.facultydiversity.org/

(look for loewenberg-college-of-nursing-university-of-memphis)



+ New Topic

80

87

Other Helpful Resources

- New Faculty Information
 - <u>memphis.edu/hr/new.php</u>
- COE Faculty Resources
 - memphis.edu/education/faculty/faculty_resources.php
- COE Strategic Priorities (under revision)
 - memphis.edu/education/about/coestratplan.php
- University Resources
 - memphis.edu/aa/resources/facres/index.php
- Human Resources
 - HR Business Partners
 - <u>hrresources@memphis.edu</u>
 - 901.678.3753



Thank you for choosing the UofM & the College of Education!



Questions?

