

Faculty Handbook FAQ and Contact Information

All telephone and fax numbers are in the 606 area code. When calling from on-campus phones, only the last 5 digits of other campus numbers need to be dialed (i.e., 3-2035). To make a call off campus from a University phone, press “7” first.

Emergencies

How do I report an emergency on campus?

To report a fire or immediate medical emergency, call 911.

To report suspicious activity on campus, call University Police, 783-2035.

Full emergency contact information is available through the MSU web site. Open MSU home page → A-Z Index → Emergency Resources.

A full list of emergency information is available under the “What to do if...” link in the left-hand column (gray column). The University strongly recommends that individuals on campus sign up for this e2Campus alert system, which will distribute information through text messaging and email to registered recipients in the event of a campus-wide emergency. A campus-wide audio broadcast system is also available and tested regularly.

Emergency phones are widely available on campus. Watch for the kiosks with blue lights on top. For locations: MSU home page → A-Z Index → Police Department → Campus Safety (left-hand column) → Emergency Phone.

Non-emergency phone numbers for other relevant contacts are as follows:

Morehead city police	784-7511
County sheriff	784-5446
State police	784-4127
MSU Counseling and Health	783-2055
Sexual Assault (SART)	783-2055
Hospital (St. Claire)	783-6500
Domestic Violence Shelter	784-6880

What should I do if I am involved in a motor vehicle accident on campus?

Please contact University police immediately at 783-2035.

Questions about Accessing University Online Services

What is known as the MSU Portal and how do I access it?

Everything inside the MyMoreheadState login is considered the MSU portal.

To locate the MyMoreheadState login, open the MSU home page → Top Links (to right along the MSU web page masthead) → MyMoreheadState → log-in screen.

How do I activate my online account?

MSU home page → My Morehead State → Web Advisor.

A screen opens to reveal a blue box with a series of blue boxes in two columns. Scroll down to the second blue box in the left-hand column and find the link to activate your account. You will be asked to type in your ID number and create a PIN for your account.

How do I know what my MSU email address is?

When you first activate your account, your MSU email address should appear on the next screen right after successful activation. Most faculty and staff e-mail addresses are their first initial (dot) last name @ moreheadstate.edu, though there are exceptions.

How and when do I post midterm and final grades?

The Registrar's office will send out e-mails with the due dates for midterm and final grades as well as an instruction sheet (note especially instructions for the use of E, U, and I grades). Midterm grades are usually due right after the middle of the term; final grades are usually due on Tuesday after Finals Week. Midterm grades are **required** for undergraduates, but graduate students receive only final grades.

All grades are posted in WebAdvisor, inside the MyMoreheadState portal. Inside WebAdvisor, choose Faculty/Advisors → Faculty Information → Grading.

New employees must complete the Family Education and Privacy Act (FERPA) training or they will not be able to enter grades. The persistent link to the required training is at <http://www.moreheadstate.edu/ferpa/>. Your supervisor will need to sign for your access. Contact your department's ADS (Academic Department Specialist, who works in the department office) for more information.

Questions about Technological and Communications Systems

How do I address an issue with Blackboard?

Call Information Technology Help Line: 783-HELP (4357)
Your call will be forwarded to the Distance Education and Instructional Design Center or choose that option.

Visit the Distance Education and Instructional Design Center (DEID): 100 Camden-Carroll Library (first floor, west wing, Library Commons).

Contact a member of the DEID staff: Misty Hanks, 783-5415; Dave Flora, 783-9404; Xavier Scott, 783-5446; Jing Zhang, 783-9337.

Consult Blackboard tutorials/toolbox: MSU home page → Top Links → Blackboard (log-in) → “How to Use Blackboard” (left-hand column).

Where may I report technological problems on campus? (Non-Blackboard) (University equipment only)?

Technology Service Center, 111 Ginger Hall, 783-HELP (2357), tsc@moreheadstate.edu.

This is a walk-in center for technology help as well as the IT help line during normal business hours. For information about their services, see MSU home page → A-Z → Information Technology.

How may I make long-distance phone calls from a campus phone?

Long-distance service from any University telephone is only available if you have been issued a code number. Code numbers may be requested from your department or unit supervisor, and a list of instructions will accompany your code number.

Policies for the use of University phones may be found at the following link: MSU home page → A-Z Index → Academic Affairs → University Administrative Regulations → (Regulation 308 Telecommunications Resource Usage).

Questions about Accessing On-Campus Premises and Identifying Locations

Where can I find a list of abbreviations for buildings and locations on campus?

From the MSU home page, choose Map at the top (by A-Z) then choose Campus Buildings from the menu at left.

How do I find a colleague’s email address, on-campus location, or phone number?

MSU home page → Directory (very top of the screen).

How do I request keys and where may I access them?

Key requests may be made by contacting your department’s ADS (Academic Department Specialist, who works in the department office) or by filling out a key request form at the link below. Appropriate signatures are required.

MSU home page → A-Z Index → Police Department → Forms (left-hand column).

Keys are approved and issued through Facilities Management, located in the W. H. Rice Service Building 783-5267.

How can I have classrooms or buildings unlocked?

Departments normally issue keys to relevant classroom buildings if your office is located in the same building. These outside door keys also typically open classrooms within that building. If not, then inquire in department or business offices on the same floor as the locked classroom for a master classroom key. Oftentimes, faculty whose offices are located on those floors are willing to unlock classrooms as well. As a last resort, or after hours, contact the University police at 783-2035.

What if I lock my keys in my office?

During daytime hours: go to your department office to borrow the master key. If it is closed, go to the nearest open department or dean's office.
After hours: call the MSU Police, 783-2035. They may ask to see your ID.

What if I my University keys are lost or stolen?

Report the loss or theft immediately to University police at 783-2035.

How can I learn of weather delays and cancellations?

Usually, weather delays/cancellations are posted on the MSU home page in red bars at the top of the page. You can sign up for more detailed alerts (MSU home page → A-Z → Alerts (e2campus)) to your cell phone or e-mail.

Whom may I contact regarding student disability accommodations and the Americans With Disabilities Act?

Evangeline Day, MSU Disability Services Coordinator, 109-J Rowan County Board of Education Bldg. (western edge of campus, past Lappin Hall; Summer 2016 to Summer 2018) 783-5188 or e.day@moreheadstate.edu.

Where may I address questions regarding U.S. postal services and campus mail?

University Post Office, 004/007 Allie Young (temporary location May 2016-Summer 2018) 783-2816.

Where may I make copies on campus or have other documents and materials printed?

Document Services in 14 Allie Young Hall, 783-2032.

They do large printing orders, can make large color posters for conferences, etc. There are also copiers in most departments, for which you need a copy code provided by the department.

There are copiers in the library that take money from your MSU EagleCard ID. The EagleCard add-value station in the library is located on the first floor of the library.

Questions about Benefits, Parking, and other Employee Services

Where do I find information about MSU parking services and regulations?

MSU home page → A-Z Index → Police Department → Parking (in left-hand column)

Call: 783-2220; 100 Laughlin Building

Email: traffic@moreheadstate.edu.

What should I do if I receive a parking ticket on campus?

Parking tickets should be paid at the Parking Office, 100 Laughlin Building. If you have a parking pass that you forgot to put in the car, you can bring it to the office and they usually forgive the ticket.

Where may I address questions about payroll, including arranging for direct deposit?

Payroll office, 310 Howell-McDowell, 783-2145 (Fax: 783-5066).

Where should I direct questions about insurance coverage and other benefits?

Human Resources, 301 Howell-McDowell, 783-2097 (Fax 783-5028).

How do I arrange University travel to conferences, seminars, and workshops, etc.? How do I schedule and book University travel? How am I reimbursed for University travel?

Travel Coordinator: Amanda Jewell in Procurement Services, 783-2737, travel@moreheadstate.edu.

To set up a travel request, log in to MyMoreheadState → Employee Services → Procurement Services → Travel Services. This page has a PowerPoint and a video about how to do travel requests, as well as the link to the travel request form. There is also information on this page about covered expenses, mileage rates, etc.

Once you complete the travel, the Travel Expense Voucher (link on the same page) is what you fill out, print, and have signed to request reimbursement.

Where may I research external and internal funding sources for my research and pedagogical activities? How can I compete for internal funding for my research?

The Office of Research and Sponsored Programs handles all funding questions.

901 Ginger Hall, 783-2010, MSU home page → Top Links → Research.

This is the place to go for information on internal grants and summer fellowships as well as applying for any external grants, for human subjects research information and Internal Review Board (IRB) forms, etc.

How long may I check out books at the library?

Books in the main collection: 2 weeks (students), 9 weeks (faculty)

Recreational reading materials (1st floor): 2 weeks (all patrons)

CDs and DVDS: 1 week (all patrons)

Interlibrary loan items: as specified by the lending institution.

A valid MSU ID or community membership card is required to check out all materials.

What recreational activities are available on campus and how may I access them?

For general exercise, including swimming and various sports, the MSU Recreation and Wellness Center is available to all employees. Phone: 783-2083. For hours, services, and information: MSU home page → A-Z → Recreation and Wellness Center.

For date-based information about sports, music, and other events, choose the Calendar link from the MSU home page masthead. You can display by month or week as well as day, and choose at the left what types of events you would like listed.

Where may I purchase or rent academic regalia?

Regalia (gowns) can be rented or purchased from the MSU Bookstore (MSU home page → Top Links → Bookstore → Graduation → Faculty Gowns), 783-2081.

Questions about Dining on Campus

What are dining options on campus and where can I find dining and catering policies?

MSU home page → A-Z Index → Dining Services (Includes a link to a map of locations)

Dining facilities on campus are in flux until summer 2018 due to the renovation of ADUC (Adron Doran University Center). The two main dining locations on campus are located on the first floor of Alumni Tower (Beakers, Wing Span, P.O.D.--east end of campus) and Third Street Eats (behind Lappin Hall, west end of campus). During the 2016-2017 school year, a new dining facility will open on the top floors, south end, of the new parking facility, diagonally across from Alumni Tower and the Recreation Center

Catering policies and options may be consulted at MSU home page → A-Z Index → Catering.

Aramark is the exclusive caterer on campus, and all food for activities on campus must be ordered through them unless a “Food Waiver” has been requested and approved by Bill Redwine in Auxiliary Services.

Where can I get a quick cup of coffee or other beverage on campus between classes?

Centrally located on the first floor of the Camden-Carroll Library (face the circulation desk and turn left), Java City provides a full range of coffees and teas and lighter refreshments. Starbucks (in the Third Street Eats complex, behind Lappin Hall) offers their full corporate menu, as well as packaged coffees and teas.

Off campus, the Bakery on Main and the Fuzzy Duck Coffee Shop are both within easy walking distance on Main Street just one block west of the University.

Questions about Teaching and Advising

How do I know when classes begin, the semester ends, finals are scheduled, etc.?

Academic Calendar: MSU home page → A-Z (at top) → Academic Calendar.

Whom may I contact to schedule a library instructional session for my classes?

Ray Bailey, Head of Instructional Services, Camden-Carroll Library
783-5106 or ra.bailey@moreheadstate.edu.

Sarah Mollette, Instruction & Outreach Librarian, Camden-Carroll Library
783-5110 or s.mollette@moreheadstate.edu.

Whom would I consult for questions and concerns about Distance Learning? (online, ITV, and satellite campuses)

Tina Stafford-Parsons, 783-2605, t.stafford@moreheadstate.edu.

For listings and contact information for satellite campuses, MSU home page → A-Z → Distance Education and Regional Campuses.

How do I order books for classes? Whom would I contact for information about Bookstore purchases and faculty services and benefits?

For questions, contact the Textbook and Course Material Buyer: Denise Hamrick, 783-2081, d.hamrick@moreheadstate.edu.

MSU home page → Top Links → Bookstore → Textbooks → Faculty has both the login for ordering books on-line and some frequently asked questions.

What information must be included in my syllabus?

Refer to MSU's syllabus check list at

<http://www.moreheadstate.edu/undergraduate/?terms=syllabus%20checklist>.

Where may I find academic advising and career development resources for students?

Some advising information, especially about general education classes and substitutions, can be found in the General Education area (MyMoreheadState → Academics → General Education). Most other information is in the Advising Central area (MyMoreheadState → Academics → Advising Central → Advisors Click Here). Career Services has a direct link on the MSU web site at <http://www.moreheadstate.edu/career/>.

What is an Area? How does it differ from a Major?

At MSU, an Area is a program of study that contains more hours than a Major. Students choosing an Area do not need to select a Minor as well; students

choosing a Major need to also complete a Minor in order to graduate. At some schools, a similar distinction is captured by the B.S. vs. B.A. terminology. See the MSU Catalog (MSU home page → Top Links → Catalog) for information about all of the Areas, Majors, and Minors offered at the university.

Where may I learn about general education assessment?

Log in to MyMoreheadState, the MSU portal. In the Academics drop-down menu, choose General Education. Then use the menu items at left to get various forms, listings of general education classes, student learning outcomes (SLOs), assessment requirements, etc.

How do I learn about committee service on campus?

For University service: MSU home page → A-Z Index → Standing and Advisory Committees.

Each year in the spring, the Faculty Senate distributes a questionnaire soliciting faculty service preferences on University committees for the coming year. Filling out this questionnaire at least ensures that one's interests and preferences are considered. Not all requests for committee service can be honored, however, since many standing committees have eligibility requirements, such as equitable representation by gender, rank, college, and department.

Department-level and college-level committee membership is determined by election or appointments within one's own unit. University committee appointees are notified via letter by late summer for service during the following school year.

What should I do if I suspect a student has committed plagiarism?

Individual departments may have established policies and procedures for dealing with suspected plagiarism. Please consult your immediate supervisor first for your department's procedure.

For infractions such as plagiarism, the University follows procedures established in the *Eagle Student Handbook*:

MSU home page → A-Z Index → Student Handbook → Eagle Student Handbook (left-hand gray column).

Within the handbook, the definition of Academic dishonesty is found on pg. 9. Procedures for reporting plagiarism are found in Appendix A, pg. 80.

Under what circumstances should I put a hold on or “block” a student's account?

Throughout the University, holds may be placed on students' accounts for financial, academic, and disciplinary reasons. Faculty may only place a hold on or block a student's ability to register for classes, and only if the faculty member has been assigned that student as an advisee. A block is typically placed on a student's ability to register in cases where departments wish to ensure the student has been updated and informed of all upcoming course offerings and/or advised regarding his or her progress towards achieving a degree.

How do I place a registration hold on an advisee, or remove one I have placed?

To place a registration hold on an advisee, please follow the sequence of links below:

MSU Home page → Top Links → My Moreheadstate → WebAdviser (icon) → Faculty/Advisors (a pull-down menu) → Faculty Member → Advisee Registration Hold.

Click on the box under the “Block” category beside the name of the student whose registration you wish to put a hold on and write in any explanatory notes in the field under the “Comments” column. Please note that students will be able to read any notes you place in the “Comments” field. To remove the hold, reverse the process by clicking on the check mark in the box under the “Block” column.