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Introduction

On behalf of the faculty and staff of the Kate Tiedemann College of Business at USF St. Petersburg, we would like to take this opportunity to welcome you to our beautiful waterfront campus. We hope that you enjoy teaching here and look forward to helping you become a member of our College and academic community. We have prepared this packet of materials to help and guide you. Please do not hesitate to ask your respective unit heads or the Dean for any further help you might need. Please also feel free to let us know if there are additional materials that you would find helpful and believe should be included in the packet.

We hope that your transition to working in the Kate Tiedemann College of Business is smooth and wish you every success in your teaching endeavors.
# KTCOB - Contacts

<table>
<thead>
<tr>
<th>Details</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sri Sundaram, Dean</strong></td>
<td>873-4508, LPH 415, <a href="mailto:sundarams@mail.usf.edu">sundarams@mail.usf.edu</a></td>
</tr>
<tr>
<td><strong>Gary Patterson, Interim Associate Dean</strong>&lt;br&gt;(Economics, Entrepreneurship &amp; Finance)</td>
<td>873-4005, LPH 415D, <a href="mailto:pattersg@mail.usf.edu">pattersg@mail.usf.edu</a></td>
</tr>
<tr>
<td><strong>Daniel Marlin, Interim Associate Dean</strong>&lt;br&gt;(ISM, Global, Management &amp; Marketing)</td>
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</tr>
<tr>
<td><strong>Teresa Conover, Director, Program of Accountancy and MAcc Program</strong></td>
<td>873-4085, LPH 319E, <a href="mailto:tconover@usfsp.edu">tconover@usfsp.edu</a></td>
</tr>
<tr>
<td><strong>Eric Douthirt, Interim Assistant Director, Graduate &amp; Certificate Programs</strong></td>
<td>873-4412, LPH 122E, <a href="mailto:douthirt@usfsp.edu">douthirt@usfsp.edu</a></td>
</tr>
<tr>
<td><strong>Rebecca Harris, Graduate Student Advisor for MBA &amp; Certificate Programs</strong></td>
<td>873-4024, LPH 434, <a href="mailto:rharris@usfsp.edu">rharris@usfsp.edu</a></td>
</tr>
<tr>
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<td>873-4376, LPH 117K, <a href="mailto:kgross@usfsp.edu">kgross@usfsp.edu</a></td>
</tr>
</tbody>
</table>

## KTCOB - Staff Assistants

<table>
<thead>
<tr>
<th>Details</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Therese Wisoff – Executive Administrative Specialist to the Dean</strong></td>
<td>873-4700, LPH 415, <a href="mailto:twisoff@mail.usf.edu">twisoff@mail.usf.edu</a></td>
</tr>
<tr>
<td><strong>Joneen Maczis - Faculty Services Administrator</strong>&lt;br&gt;College Budget &amp; Human Resources Rep; FAIR liaison; Distance Learning Applications;</td>
<td>873-4791, LH 414D, <a href="mailto:jmaczis@usfsp.edu">jmaczis@usfsp.edu</a></td>
</tr>
<tr>
<td><strong>Felicia Johanson – Academic Services Administrator</strong>&lt;br&gt;Faculty credentialing for AACS &amp; SACS; Maintain faculty CVs and Syllabi, publications and AACS database; Faculty and adjunct orientation; Staff Directory;</td>
<td>873-4994, LPH 414B, <a href="mailto:feliciaj@usfsp.edu">feliciaj@usfsp.edu</a></td>
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<tr>
<td><strong>Angelica Scarbrough – Office Manager</strong>&lt;br&gt;Course Scheduling in BANNER; Textbook Adoptions; Travel; Faculty &amp; Unit Head Support</td>
<td>873-4992, LPH 416, <a href="mailto:amgonsal@usfsp.edu">amgonsal@usfsp.edu</a></td>
</tr>
<tr>
<td>MBA Office</td>
<td>Main # 873-4622</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Paolo Garcia - MBA Academic Program Specialist: MAcc, MBA &amp; Graduate Course Scheduling</td>
<td>873-4496</td>
</tr>
<tr>
<td>Michael Chupa - Graduate Program Recruiter</td>
<td>873-4749</td>
</tr>
<tr>
<td>Career Services/Internships</td>
<td></td>
</tr>
<tr>
<td>Brandon Hernandez - Career Advisor</td>
<td>873-4003</td>
</tr>
<tr>
<td>Communications/Marketing</td>
<td></td>
</tr>
<tr>
<td>Shannon Kalahar – Academic Program Specialist – Communications/Marketing</td>
<td>873-4257</td>
</tr>
</tbody>
</table>
# QUICK REFERENCE LIST

| Srídhára Sundarám, Déan  
| LPH 415A - 873-4154  
sundarams@mail.usf.edu | Gary A. Patte rrson, Senior Associate Déan  
| LPH 415D - 873-4005  
pattersg@mail.usf.edu | UNIT HEAD: ECO, ENT, FIN |
| Teresa Conover, Dir., Program of Accountancy & MAcc Program  
| 873-4085 -- LPH 319E  
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| MBA/Grad/Cert/Exec Program  
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douthirt@usfsp.edu | TBA -- Dir., Wealth Mgmt Program |
| Daniel Marlin  
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| LPH 423 -- 873-4946  
marlind@usfsp.edu | Karli Gross  
| Assis. Director of UG Programs  
| LPH 117K -- 873-4376  
kgross@mail.usf.edu | Edward Hoeppner, Coordinator  
| Sales Program  
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ehoeppner1@mail.usf.edu |

<table>
<thead>
<tr>
<th>Campus Computing</th>
<th>IT Techs - USFSP</th>
<th>HELP DESK: 873-4357</th>
<th>BAY 226 – NetID Email</th>
</tr>
</thead>
</table>
| Help Desk  
| John Diaz  
| Gevan Peacock  
| Jeff Reisberg (Dir) | helpdesk@usfsp.edu  
| jdiaz@mail.usf.edu  
| gpeacock@mail.usf.edu  
| reisberg@mail.usf.edu | http://www.usfsp.edu/computing/  
| - For Guidance regarding  
| NET IDs (log on), email &  
| Bayboro Domain Accounts |
| Classroom Techs | A/V 873-4409 | For Classroom EMERGENCIES please use the telephone located  
| at the podium to summon POLICE;  
| To open locked classrooms call POLICE |
| CAMPUS POLICE | 727-873-4444 or  
| 727-873-4140 for emergencies |
| Academic Computing | Tpa 813-974-1222 | help@usf.edu | USF – Canvas NetID Email |
| DL/Instr Media | David Brodosi  
| 873-4126 | brodosi@nelson.usf.edu |
| Online Learning Svcs | Otis Wilder  
| 873-4226 | owilder@mail.usf.edu |
| DL/Instr Designer | Karla Kmetz Morris  
| 873-4474 | kmetz1@mail.usf.edu |
| COB DL Liaison | Gary Austin  
| 873-4404 | gaustin@mail.usf.edu |
| 4th Floor Administrative Offices – Lynn Pippinger Hall |
| Angelica Scarbrough, Office Manager  
| 873-4992 – amgonsal@usfsp.edu | Therese Wisoff, Ex. Adm. Assist to Dean  
| KTCOB – 4th Floor – Main Reception - 416  
| 873-4700 - twisoff@mail.usf.edu  
| KTCOB – 4th Floor – Dean’s Suite 415 | Joneen Maczis, Faculty Services Administrator  
| LPH 439 | jmaczis@usfsp.edu  
| 873-4791 | LPH 444 |
| Mail Room/Copier/Fax | 4th Floor - 418 | Scantron Machine #1  
| 4th Floor - 418 | 3rd Floor Accounting 319 |
| Shannon Kalahar, Communication & Marketing  
| LPH 117 G – 873-4257 – skalahar@mail.usf.edu | FAX: 727-873-4571 - 4th Floor – 418  
| Proctoring - Office staff is not available to proctor make-up exams; exams may be scheduled in one of the various small meeting rooms in LPH. |
| Graduate Recruiter - Mike Chupa - 873-4749  
| LPH122H - mchupa@mail.usf.edu | OFFICE OF UNDERGRADUATE PROGRAMS  
| Reception/Information: 873-4497  
| Career Advisor - Brandon Hernandez – 873-4003  
| paolo@usfsp.edu  
| 7/31/2017
DISCIPLINE ADMINISTRATORS – As of 8/7/17

<table>
<thead>
<tr>
<th>UNIT HEADS</th>
<th>Discipline</th>
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</table>
| Teresa L. Conover, Dir., Program of Accountancy & MAcc 873-4085 – LPH 319E – tconover@usfsp.edu | Accounting  
Business Law  
Tax  
MAcc |
| Gary A. Patterson, Senior Associate Dean 873-4005 – pattersg@mail.usf.edu | Economics  
Entrepreneurship  
Finance |
| Dan Marlin, Director of Assessment & Professor Of Management 873-4946 – marlind@mail.usf.edu | ISM  
GEB  
Global  
Management  
Marketing |

Faculty should coordinate textbook selection and have their syllabus approved by the appropriate Unit Head in advance of college deadlines.

KTCOB Website: [http://www.usfsp.edu/ktcob/](http://www.usfsp.edu/ktcob/)

KTCOB Faculty Directory: [http://www.usfsp.edu/ktcob/faculty-directory/](http://www.usfsp.edu/ktcob/faculty-directory/)
USFSP Kate Tiedemann College of Business Mission Statement

The mission of the Kate Tiedemann College of Business at USFSP is to prepare our graduates to be effective in their future management and leadership roles in a global environment. We strive for quality education, meaningful research, ethical awareness, intellectual and cultural diversity, and practical service to the community with a focus on sustainability and innovation in a stimulating environment.

Program of Accountancy Mission Statement

The mission of the Program of Accountancy in the Kate Tiedemann College of Business at USFSP is to provide an accounting education that prepares ethical and competent professionals for a diverse environment through classroom and interactive learning experiences, research, and service within a global economy. We strive to serve non-traditional and residential students and to continually enhance the quality of the program through faculty education, research and liaisons with external stakeholders.

Social Responsibility and Corporate Reporting (Program of Distinction)

The Program of Distinction in Social Responsibility and Corporate Reporting (SRCR) embraces the Kate Tiedemann College of Business (COB) mission, vision and values, and brings further definition and life to these concepts. The SRCR Program establishes ethical behavior as a foundation for all work and teaching in the COB, and reinforces this with activities which include faculty, students and outside communities. The SRCR Program emphasizes transparent financial reporting and effective corporate governance at its foundation, and looks beyond to consider all responsibilities to stakeholders, embracing corporate social responsibility, or “doing
the right thing.” The SRCR Program is fully integrated into the MBA Program and elsewhere embedded in the COB curriculum.

**MBA and MAcc Programs**

The MBA program at the Kate Tiedemann College of Business at USFSP provides students with competencies, skills, and knowledge that enable them to function as successful leaders and socially responsible citizens in today’s dynamic and global business environments.

USFSP Kate Tiedemann College of Business offers one of the most dynamic Master of Business Administration programs in the southeast. MBA Concentrations are: Corporate Social Responsibility, Finance, Forensic Accounting, International Business, Managing Knowledge Resources, Management, Marketing Strategies as well as programs focusing on a CPA/MBA and a Global MBA. Students can choose between a full time and part time schedule and between a traditional or fully online format.

In addition, Kate Tiedemann College of Business offers a Master of Accountancy (MAcc) as part of its graduate program.

**AACSB Accreditation**

The USFSP Kate Tiedemann College of Business is accredited by AACSB International – The Association to Advance Collegiate Schools of Business. AACSB International is the premier accrediting agency for bachelor’s, master’s, and doctoral degree programs in business administration and accounting, and as such is the most widely-recognized and sought-after endorsement of business schools. Less than 6 percent of business school programs worldwide meet the rigorous standards for AACSB accreditation and less than 1.5% are accredited in both business and accounting. The Kate Tiedemann College of Business is currently separately accredited in both business administration and accounting. Both programs have achieved reaccreditation as a result of AACSB’s peer review team site visit in Spring of 2013. This accreditation period is in effect through Spring of 2018.
GETTING STARTED – HUMAN RESOURCE PROCESSES & PROCEDURES

There are many steps required for new faculty to be “put into the system.” Please refer to the checklist below to satisfy these requirements.

- (Provide two (2) official transcripts of any terminal degree and Master’s degree(s) conferred prior to receiving your Letter of Offer. Have your transcripts sent to

<table>
<thead>
<tr>
<th>Gary A. Patterson, Unit Head</th>
<th>Daniel Marlin, Unit Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>For: ECON, ENT &amp; FIN</td>
<td>For: ISM, GEB, Global, MAN &amp; MAR</td>
</tr>
<tr>
<td>Kate Tiedemann College of Business</td>
<td>Kate Tiedemann College of Business</td>
</tr>
<tr>
<td>USF St. Petersburg</td>
<td>USF St. Petersburg</td>
</tr>
<tr>
<td>140 7th Avenue South</td>
<td>140 7th Avenue South</td>
</tr>
<tr>
<td>St. Petersburg, FL 33701</td>
<td>St. Petersburg, FL 33701</td>
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</tbody>
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<tr>
<th>Teresa Conover, Director, Program of Accountancy, Macc &amp; Unit Head</th>
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<tr>
<td>Kate Tiedemann College of Business</td>
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<tr>
<td>140 7th Avenue South</td>
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<tr>
<td>St. Petersburg, FL 33701</td>
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- Sign your Letter of Offer from the Dean. Return the signed Letter of Offer and other requested paperwork to the Kate Tiedemann College of Business Human Resources Representative. Background checks are now mandatory for all new hires and are repeated for those part-time/adjunct faculty who do not teach consecutive semesters or have gaps in employment/teaching assignments (you will receive a link to the HireRight website to initiate the background check). In addition, letters of recommendation are required for all new hires and will be requested by the discipline specific Associate Dean and Director, Program of Accountancy. Please be prepared to submit contact information for your references.

- The College HR Representative will facilitate setting up an appointment with the Human Resources Office (Bayboro, 2nd floor, BAY 206) for you to complete all necessary in-take forms. You will receive a “New Hire Packet-Completion Guide” along with required forms many of which can be completed and submitted remotely or completed in-person. The “New Hire Packet” contains the following listed documents:
  
  a. New Employee Information Sheet
  b. Direct Deposit Authorization Form (bank account information required)
  c. Certification of Employability
  d. Employment Eligibility Verification – I-9 Form (see Appendix A for list of approved documents; Social Security Card will be verified)
  e. Form W-4
f. Demographic Data for OASIS

g. Notary Statement

h. Employment Acknowledgements

i. USF Policies and Procedures Relating to Employment

j. Public Information Exemption Questionnaire

k. Florida Retirement System (FRS) – Certification Form

l. New Employee Checklist

m. New Hire On-Boarding Guide

- Human Resources will schedule an On-Boarding/Orientation appointment which will also take place in BAY 206.

- Obtain a campus parking pass from the cashier’s office, Bayboro Hall – 1st floor. There are different levels of parking offered (Gold, Green) and faculty must pay for on-campus parking. Be sure to present your signed Letter of Offer to the cashier. You can also obtain a USFSP Photo ID in the Media Center on the 2nd floor of the Poynter Library. This is optional, but it can assist with certain employee benefits and provide access to the library.

- You will be notified when an Employee ID and U # are generated. Contact the IT Help Desk at 727-873-4357 or go to the Campus Computer webpage at [http://www.usfsp.edu/computing/](http://www.usfsp.edu/computing/) and have them walk you through the process of setting up your NET Id (log in), Bayboro Domain Account, and Email address. Familiarize yourself with the university portal – myUSF portal located at the top right corner of the USFSP home page ([http://www.usfsp.edu/home/](http://www.usfsp.edu/home/)) and log on to access CANVAS, GEMS Self-Service, E-Mail and other USF systems.

- Internal processes such as associating your email address to your course in CANVAS (the university’s online learning platform) are functions of Academic Computing in Tampa (813-974-1222). Once you have been issued an Employee ID and U#, the College Assistant will be able to enter your name in the Schedule of Classes in OASIS. This enables your course to appear in the list of courses you have access to in CANVAS.

- On-campus CANVAS training opportunities are offered periodically by Distance Learning and Instructional Media Services at the Nelson Poynter Library (Quick Reference List in this handbook).

It is strongly suggested that you preview CANVAS training materials before your first class as you will be required to take First Day Attendance through Canvas, and enter mid-term and final exams grades. Included here is a link to access the free site provided by CANVAS to assist you in getting familiar with CANVAS before you start working in your actual USFSP course.

[https://canvas.instructure.com/register_from_website?lead_source=Free_For_Teacher_Request](https://canvas.instructure.com/register_from_website?lead_source=Free_For_Teacher_Request)

- Prior to the beginning of classes, check your classroom and access to CANVAS to be sure passwords and equipment are working properly. Be sure you can access the software desired from your classroom computer and that the overhead projector works properly,
etc. For assistance, contact St. Pete’s Campus Computing help line (873-4357), AV/Media services (873-4409), and/or Tampa’s Academic Computing help line (813-974-1222). Note that ONLINE classes begin on Saturday before commencement of on-campus classes. Adjust your course schedule accordingly.

- To discuss classroom assignment issues or processes concerning student issues, contact the discipline specific Associate Dean, the Interim Director for Graduate, Certificate & Executive Programs for MBA/graduate issues or the Interim Program Director for the Program of Accountancy and/or MAcc.

**e-DISCLOSE**

All employees of the university system must comply with e-Disclose. USF System Policy 0-027 requires the following groups to complete the Florida Code of Ethics (FCOE) disclosure annually:

- All Faculty
- All Administrative Employees
- Staff Employees with a P-Card or FAST Access
- Temporary employees with a P-Card or FAST Access

To access the e-Disclose system log in through the myUSF portal and select the business systems tab. At the bottom of the tab you will select EDISCLOSE and follow the procedures to create your account and complete and submit your e-Disclose questionnaire.

**VIOLENCE AGAINST WOMEN ACT (VAWA)**

All employees must participate in training which has been developed to meet the criteria of the federal law known as the Violence Against Women Act (VAWA). This training is being developed in an online format and will be offered by the USF System. At time of hire, you will be advised how to accomplish VAWA training.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

You can find a summary of FERPA provided by the Family Policy Compliance Office, U. S. Department of Education at [http://www.usfsp.edu/dos/socat/for-students/](http://www.usfsp.edu/dos/socat/for-students/). FERPA is a Federal law that protects the privacy of student education records. Faculty should become familiar with this law.

**FACULTY ANNUAL REVIEWS and QUALIFICATIONS**

**Annual Review**

A review of each faculty member’s performance occurs in early spring. The review covers work accomplished during the previous calendar year (Spring, Summer & Fall). The guidelines and forms are located online. You are encouraged to review them well before the submission
deadline so that you are familiar with the materials that you are required to collate and submit.

Annual reports are submitted through the FAIR (Faculty Academic Information Reporting) system which can be accessed logging in from the myUSF portal.

In addition, you will prepare an Annual Review binder for submission to the KTCOB’s Annual Review and Awards Committee (ARAC). Each year you will receive an email from the Chairman of ARAC with detailed guidelines, instructions and required documentation for inclusion in your binder along with scheduled deadlines and due dates.

**Qualifications**

The University is accredited by the Southern Association of Colleges and Schools (SACS) [http://www.sacs.org/](http://www.sacs.org/), and our College is separately accredited by The Association to Advance Collegiate Schools of Business (AACSB) [http://www.aacsb.edu/](http://www.aacsb.edu/). Faculty must maintain their qualification status in accordance with guidelines promulgated by: SACS, AACSB and Faculty Qualification Standards endorsed and adopted by the Kate Tiedemann College of Business faculty. The College is required to maintain a record of faculty qualifications and achievements for accreditation purposes. For AACSB purposes, the College uses a web-based software tracking system to maintain a 5-year rolling 5-year cycle of faculty productivity. This system assists with SACS reporting as well.

**CURRICULUM VITAE**

A Curriculum Vitae or Resume will be requested at time of hire and then once a year in the fall and will be evaluated for academic and/or professional qualifications.
You can update your CV outside the regular submission cycle at any time. This will provide the College with the most up-to-date information and enable significant achievements to be celebrated!

**EXIT PROCEDURE**

If your appointment has ended and you will not return to USFSP, you should contact the Human Resources Department to schedule an Exit Interview and discuss insurance coverage/COBRA benefits, retirement and/or supplemental retirement accounts, donation of sick leave (if sick leave is not paid out) and provide up to date contact information (address, phone, etc.) so that you will receive your W-2.

In addition, contact the College (KTCOB’s) Human Resource Representative to arrange an audit of your leave records for the applicable payout (whatever is appropriate for your position). You should also arrange to return any USFSP property in your possession, such as laptop computers, keys, access cards, p-cards, etc. The College Human Resource Representative will assist you with your exit inquiries.

**USFSP TRAVEL POLICIES AND PROCEDURES**

All travel rules and regulations can be found at [http://www.usf.edu/business-finance/controller/payment-services/travel.aspx](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx). The University’s Travel Department is facilitated by an electronic submission system in FAST. As of July 1, 2007, all Florida public universities are required to adhere to statutory requirements for reimbursements. Please familiarize yourself with the travel policies. Contact a College administrative assistant/travel delegate for up to date information. The travel delegate’s role is to assist you with travel processes, procedures and systems.

*With proper approval and documentation*, travel expenses that result in a benefit to the state are covered by the state. First, prepare the KTCOB Pre-Travel Authorization Request (TAR) indicating the purpose and destination of your proposed travel along with estimated cost associated with your travel. Complete the TAR worksheet and *always* secure advance signature authorization and approval from the college’s unit heads. Once the pre-authorization approval is secured, your online (electronic) Travel Authorization (TAR) can be entered into the Archivum Travel Module System by a KTCOB travel delegate and cycle through the online system approval process.

Travel on University business must be authorized in advance and travelers are not to make commitments to travel or incur travel expenses without first obtaining the appropriate approvals. With the exception of mileage-only submissions, USF travel policy requires that a Travel Authorization must be submitted and approved in Archivum before any travel occurs and before an Expense Report can be submitted. The completed Travel Authorization is the traveler’s permission to incur expenses and to travel, and is an estimate of what a specific trip will cost.
For mileage expenses only, or mileage with incidentals, prior approval is still required but may be documented and filed at the department level; an electronic Travel Authorization is not required. Please note: travel to a conference or convention will require a Travel Authorization even if mileage is the only expense being claimed for the trip. A Travel Authorization in advance of travel to a conference or convention is explicitly required by Florida Statute.

You should become familiar with the KTCOB travel funds policy currently in effect which states the level and amount of support provided by the college for faculty travel. Reimbursement will be based on the stated level of support.

Expense Reports are filed in the University’s electronic online Travel Module and should be submitted within 30 days of the last date of travel by your College travel delegate. Reports submitted more than 60 days after the last day of travel require a dean or director level approval. If dean or director approval is required, the signed approval should be included with the Receipt Package submitted to the travel department. Expense Reports for travelers submitted over 6 months from the last date of travel WILL NOT be processed.

Some expenses can be paid directly to the vendor prior to travel, but after securing the appropriate approvals and authorizations. Most expenses are reimbursed after travel with proper documentation. We provide the following overview of the travel process.

**Before Travel**

Expenses should never be incurred until your TAR has been approved both in advance by the Unit Heads and in the online electronic Travel system. Fees and expenses can be paid directly by the traveler and submitted for reimbursement in the proscribed time period once travel has concluded. Fees and expenses can also be paid using a KTCOB p-card (department credit card).

**Lodging:** Lodging will be reimbursed based on the itemized hotel receipt at the single occupancy rate. Requests for reimbursement at rates that exceed $200 per night must include justification for the additional expense, as well as the approval of the department head or above, unless traveler is using the conference hotel and a pre-arranged conferenced rate. Any amount that exceeds the maximum that cannot be justified is the responsibility of the traveler. Rate comparisons should be obtained and included in your justification documentation. See Travel Compliance Form at: [http://www.usf.edu/business-finance/controller/payment-services/travel.aspx](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx) under the Forms heading. The Travel Compliance document also includes policy on foreign lodging.

**Airfare:** Provide comparable flight cost data (screen shots and/or print outs of comparable flights with other carriers that match the traveler’s itinerary if the total airfare exceeds: $500 for North America (including Puerto Rico and US Virgin Islands) and $1,250 for International Flights (excludes Canada, Mexico, Puerto Rico and US Virgin Islands). See Travel Compliance Form at: [http://www.usf.edu/business-finance/controller/payment-services/travel.aspx](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx) under the Forms heading.
**During Travel**

Proper documentation is required for reimbursement. The traveler must obtain receipts for any expenses that he/she wishes to be reimbursed. This includes expenses such as cab fare, parking, tolls, train/bus tickets, lodging, checked baggage, boarding passes, etc.

Food receipts are **not** necessary. Domestic travelers will be paid meal allowances pursuant to FS112.061 (6) (a-c) as follows: Breakfast $6, Lunch $11, and Dinner $19. Meals for first and last days of domestic travel are based on times of departure and return. On first and last days, travel must begin before 6 am and extend past 8 am to qualify for breakfast; begin before Noon and extend past 2 pm to qualify for lunch; and begin before 6 pm and extend past 8 pm to qualify for dinner. Meals included in registration and conference fees are deducted.

Be sure to obtain a conference program and daily agenda for attendance verification. If not included within the program, obtain a daily schedule that shows what meals are available to conference attendees. Meals provided at a conference will be deducted from the daily meal allowance (continental breakfast, lunch or dinners) whether you partake or not. Receptions are not considered meals per se and are not deducted.

Deviation from the published statutory meal allowances is not allowed without prior approval from the USF Finance Council. Under no circumstances may the meal allowance claimed exceed the published state rates.

There is currently no meal or flat-per-diem reimbursement for one day travel not involving an overnight stay.

Travel to Non-contiguous (Hawaii and Alaska) and U S Possession (Puerto Rico and the Virgin Islands) destinations will be paid meal allowances pursuant to FS112.06(6)(a-c) in the same manner and under the same rates as domestic travel.

Foreign-per-diem amounts vary by location. These amounts are consistent with those published by the State Department. A College travel delegate can obtain the most current allowances for you. The same rule applies here as with hotel accommodations. Any amount that exceeds the per diem allowance based on the State Department schedule will be the responsibility of the traveler. Foreign travel also requires receipts and exchange rates for each receipt. Credit card and bank statements are a good source for this information for items charged, however, the University Travel Department requires that a currency converter, such as Oanda, be used with each and every receipt.

**After Travel**

Submit all receipts and documentation to justify and/or substantiate reimbursement to a College travel delegate. The USF Travel Department requires the College to maintain your original receipts for five (5) years. A College travel delegate will access the approved TAR in the Travel system, convert it to an Expense Report and update and itemize all reimbursable expenses. Once you have signed the Expense Report (TER) it will be submitted electronically for
approval. Once approved by the Unit Heads, the Expense Report and the Receipts Package will then be submitted to the Tampa Travel Office for reconciliation and payment. Reimbursements are deposited to your checking account. Again, travel reports should be submitted within 30 calendar days of last date of travel. Reports submitted more than 60 calendar days after the last day of travel require a dean or director level approval. Expense Reports submitted over 6 months from the last day of travel will not be processed.

If personal time was included during travel, include a detailed itinerary of official beginning and end of business (including day and time). Also, when planning this type of travel provide rate comparisons for the cost of airfare covering only the days required to attend the business related travel. This will be used to determine the amount of reimbursement should the inclusion of personal time affect the cost of your travel. Of course, lodging would be covered for only the portion of the travel designated as business related.

**USF Foundation Funded Travel**

It is important for faculty to understand that travel funded by the USF Foundation is processed differently and while Foundation travel policies may, in some cases, be the same as those administered by the USF Travel Department, there are many instances where the Foundation not only requires additional documentation, but also relies on different rules. For instance, mileage and domestic meal allowance reimbursement rates are the same, however, for international meal allowance reimbursement, the Foundation starts the international rate at the time you arrive at your international destination not at the time your originating flight departs as we are used to with the USF Travel Department.

The most important policy to adhere to is to maintain original receipts as they will be submitted with your travel expense report packet to the Foundation for auditing and payment. Secondly, any expense charged to a personal debit or credit card must be accompanied by your debit or credit card bank statement showing the expense posted to your account. The statement must display your name or, at a minimum, the last 4 digits of the debit or credit card used to match to the original receipt.

If your travel is USF Foundation funded, be sure to get clarification from your travel delegate regarding what rules apply, interpretation of those rules, and what documentation is required. **A word of caution:** In some instances, it will be necessary to obtain pre-approval of your planned travel from the Foundation.

**REQUISITIONS AND PURCHASES**

Ask the KTCOB budget officer or a College Administrative Assistant regarding the requisition or purchase of office supplies or other items. These individuals can provide information as to how requests are processed and orders placed. All business associated purchases should be pre-approved using the appropriate requisition form.
CANVAS

CANVAS is the university’s direct online course link between you and your students. You will use CANVAS to manage your courses. You should post your syllabus on CANVAS, post course materials, supplemental reading assignments, and most importantly, take first day attendance and post grades in CANVAS, including mid-term grades for 1000, 2000 & 3000 level courses. There are many tools within CANVAS that can be utilized to facilitate communication between and among student groups and between you and your students.

Technical assistance for CANVAS is provided by Academic Computing in Tampa (813-974-1222). It is strongly suggested that you avail yourself of the on-campus training opportunities through Instructional Media Services at the Nelson Poynter Library before your first class.

COURSE SYLLABI

An electronic copy of the approved Kate Tiedemann College of Business syllabus template may be obtained from the College Administrative Assistant and is an accreditation requirement.

Course syllabi are collected by the College every semester for accreditation purposes. Syllabi should be reviewed by the discipline specific Unit Heads (p. 8). Once reviewed and finalized, submit syllabi electronically to the College Administrative Assistant at least one (1) week before the term begins. Syllabi should also be posted on CANVAS. It is necessary to submit syllabi for each course you teach, but not necessary to submit an individual syllabus for different sections of the same course unless there are significant differences from one section to another.

Each course and syllabus must include, at a minimum, the objectives listed in the master course description (see the College Administrative Assistant for the Generic Syllabi (adopted 2017) for the particular course. Faculty may include additional objectives at their own discretion. Faculty should contact the discipline specific Unit Heads to determine if they need to provide an assessment of student outcomes for AACS and SACS, for Gen Ed, and for Assurance of Learning measurements. All faculty teaching courses that utilize student performance data for assessment are required to work with the undergraduate and graduate committees to determine what data are needed and report such data in a timely manner.

OFFICE HOURS AND MAKE-UP EXAMS

You must designate hours during which you will be available for office conference with your students. These hours must be on regularly scheduled class days, and must be adequate to ensure students have reasonable access to you. You should include your office hours in your syllabus and post them at your office, if you have been assigned an office. In addition, please provide your up to date office hours to the College Administrative Assistant.

Increasingly, students confer with faculty by e-mail. You should balance your expectations in this regard with the amount of scheduled and unscheduled time you allocate to office hours.
a minimum, you are expected to offer 1 hour per class section per week for consultation in your office. You should encourage students to make appointments to see you.

Make-up exams are to be scheduled and proctored by faculty. Faculty should avail themselves of the several open cubicles on the 3d and 4th floors of LPH. College administrative staff are not available to proctor exams.

ACADEMIC CALENDAR

The University System Registrar’s Event Calendar can be found at: http://www.usfsp.edu/academic-calendar/. This calendar contains important benchmark dates, drop/add dates, as well as holiday observance and University closings. You can also access information about semester designated reading days and USFSP Final Exam schedules through this link.

DESIGNATED READING DAYS

The USF System academic calendar has been adjusted to accommodate reading days before commencement of final exams each semester. The purpose of these designated reading days is for students to prepare for final exams and projects. Instructors may not schedule due dates/deadlines for assignments nor schedule a regular class or exam during these days. However, faculty may offer review sessions during the regularly scheduled class time if they are designated as optional.

GRADING EXPECTATIONS

While we do not have explicit guidelines, grade inflation has become a matter of concern in recent times. With that in mind, we do expect that grades are applied with rigor and fairness.
COURSE TEXTBOOK REQUISITIONS

Book Order Due Dates – designated by the Campus Bookstore (Barnes & Noble):
- Spring Term: October 15
- Summer Term: March 15
- Fall Term: April 15

Submitting Course Textbook Requisitions

Textbook orders are coordinated and managed for the College by Administrative Assistants working on the undergraduate and graduate level course schedules and will be separated accordingly. Official book order forms are distributed to faculty mailboxes or emailed. Faculty delivering courses online will receive their book order requests electronically. Pursuant to Florida Legislature HB 603, effective July 1, 2008 and updated pursuant to HB 7019 as of May 24, 2016, the University, through its on-campus bookstore, is required to post all book adoptions on its website 45 days prior to the first day of class of each term.

All textbook adoptions must be submitted in writing either on the order form or via e-mail. All textbook adoptions must include the following: **Title, author, edition, and ISBN number. In addition, please assure that bundled products are both useful and cost effective for students. If switching to a ‘new’ edition, please make every effort to assure that changes to the ‘new’ edition are substantive in nature.**

Return the textbook adoption information to the Administrative Assistant by the requested due date which is scheduled to allow ample time for the College to process the book orders in a timely manner. The information will then be submitted to the Campus Bookstore.

Use of Faculty-Authored Textbooks (Sec. 112.313, F.S.): A faculty member who is the author of a textbook, book, software, or collateral materials and who requires the use of that material in his or her course or courses, MUST inform the Provost if more than $500 is received in one year from the required use of the textbook in his or her class. The faculty member must certify that the required text is the only text that is uniquely suited for use in the author’s class. The number of students expected to enroll in the class for the year should be included. The above reporting requirements also apply when the faculty member assigning the materials is a relative of the author, a member of a teaching team of which the author is a member, or if the author is in a position to require the materials in any University course or program.

A list of KTCOB publisher representatives and contact information follows.
Faculty Desk/Review Copies

Faculty can review textbook materials before determining their use in the classroom. For your convenience, following is a listing of publisher contact information for the major textbook publishers:

Publisher Rep Information:

<table>
<thead>
<tr>
<th>Publisher Rep Information:</th>
<th>Pearson: Tracy Dybalski <a href="mailto:tracy.dybalski@pearson.com">tracy.dybalski@pearson.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>734-634-9872</td>
</tr>
<tr>
<td>Cengage/South-western:</td>
<td>Ashley Jones <a href="mailto:ashley.jones@cengage.com">ashley.jones@cengage.com</a></td>
</tr>
<tr>
<td></td>
<td>855-236-4243 ext 9203</td>
</tr>
<tr>
<td></td>
<td>Cell: 513-320-3538</td>
</tr>
<tr>
<td>McGraw-Hill/Irwin:</td>
<td>Jennifer Potter <a href="mailto:Jennifer.Potter@mheducation.com">Jennifer.Potter@mheducation.com</a></td>
</tr>
<tr>
<td></td>
<td>727-272-0369</td>
</tr>
<tr>
<td>Wiley:</td>
<td>Stacy Corso <a href="mailto:scorso@wiley.com">scorso@wiley.com</a></td>
</tr>
<tr>
<td></td>
<td>860-657-8641</td>
</tr>
<tr>
<td>Gleim:</td>
<td>Courtney Sefjack <a href="mailto:professor.relations@gleim.com">professor.relations@gleim.com</a></td>
</tr>
<tr>
<td></td>
<td>800-874-5346</td>
</tr>
<tr>
<td>CCH:</td>
<td>Patrick Cummings 888-802-3555</td>
</tr>
<tr>
<td>PRO-COPY:</td>
<td>Joan Statham <a href="mailto:joan@pro-copy.com">joan@pro-copy.com</a></td>
</tr>
<tr>
<td></td>
<td>813-503-3028</td>
</tr>
<tr>
<td>West Academic:</td>
<td>Peter Sohn, Esq. <a href="mailto:peter.sohn@westacademic.com">peter.sohn@westacademic.com</a></td>
</tr>
<tr>
<td></td>
<td>651-202-4800</td>
</tr>
<tr>
<td>MacMillan/St. Martin Press (MPS) – College Titles:</td>
<td>800-446-8923</td>
</tr>
</tbody>
</table>

PLEASE MAKE SURE TO CONTACT YOUR PUBLISHER REPRESENTATIVE TO:
1. Determine if there is a New or Updated Edition of Your Text;
2. Request the Correct or Updated ISBN for Your Text;
3. Request Instructor Editions and Instructor Materials for Your Text;
4. If you use a bundle, please conform to Fla. Law which says you must use ALL parts of the bundle;
5. Cost quoted by publisher is wholesale; add a minimum of 25-30% markup to estimate the bookstore price. Final cost of textbook is a factor to consider under Fla. Textbook Affordability Act.
6. Publisher Custom Text and/or Pro-Copy Packets: Start the process early so the product is ready in time.
FIRST DAY ATTENDANCE, GRADES and STUDENT EVALUATIONS

Students who do not attend the first class session should be automatically dropped from the course by the instructor. Faculty may consider not dropping a student if the student has given prior notification to the instructor or a staff member in the Kate Tiedemann College of Business and the instructor agrees to do so.

First Day Attendance
The USF System has a policy of mandatory first day attendance which is taken in CANVAS by selecting “First Day Attendance” from the left side menu once you have accessed your course.

e-Grades
Faculty are required to submit final grades for ALL students electronically. Additionally, mid-term grades are required for all 1000, 2000, and 3000 level courses: these provide important indicators to our Advisors and Administrators. e-Grades are submitted through e-Grades in CANVAS.

Change of Grades and Incomplete Grades
Change of Grades and Incomplete Grades are both submitted in the e-Grades module of CANVAS.

Student Evaluation of Teaching Instruction
Student evaluation is highly valued in the Kate Tiedemann College of Business as a means to encourage feedback that enables us to maintain and enhance our reputation for excellence in teaching. Evaluation of undergraduate classes with 10 or more students and graduate classes with 5 or more students is mandatory.

Evaluations are conducted online in the last few weeks of each semester. Students are notified via e-mail sent from the evaluation services department in Tampa. A link is provided to access the online evaluation survey. Students are able to enter comments as well. The online evaluation system emanates from USF Tampa and is handled 100% by Tampa. While faculty do not receive a notification, it is important that faculty encourage students to participate in the online evaluation process, and it is strongly suggested that faculty post reminders and/or send e-mails to students letting them know to expect the system notification about 10 days prior to final exam week. Evaluations and comments are then processed in Tampa and uploaded to the FAIR system.
STUDENT DISABILITY SERVICES

Faculty should become familiar with the University’s procedures and policies concerning students with disabilities. The following link to disability services may assist in this regard: http://www1.usfsp.edu/disability/index.htm

RECORD RETENTION AND DISPOSAL

Tests and exams, if not returned to the student, should be kept by the faculty member for one (1) year. The KTCOB arranges periodic shredding days so that faculty can dispose of stale materials. The College Administrative Assistant will inform the faculty when a shredding day is scheduled. It is the faculty member’s responsibility to comply with the policies and procedures regarding record retention and disposal.

KTCOB – ACADEMIC ADVISING

The Kate Tiedemann College of Business has four (4) academic advisors. Their offices are located in Davis Hall (DAV 134):

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Harding</td>
<td><a href="mailto:harding@stpt.usf.edu">harding@stpt.usf.edu</a></td>
<td>873-4029</td>
</tr>
<tr>
<td>P. Mack</td>
<td><a href="mailto:mackp@usfsp.edu">mackp@usfsp.edu</a></td>
<td>873-4726</td>
</tr>
<tr>
<td>Amanda Timmers</td>
<td><a href="mailto:atimmers@usfsp.edu">atimmers@usfsp.edu</a></td>
<td>873-4004</td>
</tr>
<tr>
<td>Tina Santoro</td>
<td><a href="mailto:tinasantoro@usfsp.edu">tinasantoro@usfsp.edu</a></td>
<td>873-4542</td>
</tr>
</tbody>
</table>

The link for USFSP, Academic Advising is: http://www.usfsp.edu/advising/

KTCOB CAREER SERVICES & INTERNSHIPS

The Kate Tiedemann College of Business has developed an in-house career services and internships office. The office is located in LPH 117.

The KTCOB Career Services & Internship office provides a variety of resources to help guide students through the career search process and provide support in the following areas:

- Searching for internships/job and coordinating for-credit internships
- Resume and cover letter writing
- Preparing for interviews
- Deciding between employment offers
- Exploring career paths within majors
- Transitioning between careers
- Developing networking strategies
Additionally, many of these topics can be incorporated into your curriculum. Please contact Karli Gross, Assistant Director, Career Management Services via phone 727-873-4376 or email kgross@usfsp.edu if you would like to request a visit to speak to your class about career and employment-related topics or develop career exploration materials. You may also contact Brandon Hernandez, Career Advisor at 873-4033 or email at brandon9@mail.usf.edu.

USFSP CAMPUS CAREER CENTER

USFSP’s campus Career Center helps students and alumni identify career goals and achieve career and life satisfaction.

Services generally include:

- corporate information sessions
- networking activities
- seminars and forums on such topics as resume writing, interviewing and networking skills, and business etiquette
- internships
- in-class presentations

The College has partnered with the Career Center to expand these services including the annual Career Expo (a career fair held in early spring semester). Students and Alumni can submit their resumes and search career and internship opportunities posted by Employers on Recruit-a-Bull, USFSP’s web-based e-Recruiting program.

You may also view information on the USFSP Career Center web page at http://www.usfsp.edu/career/

ACADEMIC SUCCESS CENTER

When appropriate and to facilitate the success of our students, faculty may want to refer students to the Student Success Center for tutoring and extra help. The following link will assist in this regard: http://www.usfsp.edu/success/
FREQUENTLY ASKED QUESTIONS?

What should I do if I will not be able to attend class meetings or office hours?

Contact the Senior Associate Dean, Director, Program of Accountancy, Program Director, MBA, Unit Head or any of the College Assistants. A note will be posted on your office door and/or classroom doors immediately. If you are able, use CANVAS to post an Announcement to the students and – if you have time – use CANVAS to send out an e-mail message.

How can I find out about important dates?

The University system Registrar’s Event Calendar can be found at: http://www.usfsp.edu/academic-calendar/. This calendar contains important benchmark dates, drop/add dates, as well as holiday observance and University closings. You can also access the more comprehensive USF System Registrar’s Event Calendar using the link under “related calendars” on the same webpage.

I have a maintenance request. What do I do?

Report your maintenance issue to a College Assistant in order that a work request can be entered with the facilities maintenance department.

I need computer assistance. Who do I contact?

You may contact the College Assistant who can submit a service request, or you may contact the Campus Computing help line at 873-HELP (4357). Please visit their website for more information: http://www.usfsp.edu/computing/. You may also refer to the Quick Reference List in this handbook.

How do I assign an “Incomplete” grade for a course?

You and the student will fill out the “Incomplete Grade Contract Form” (undergraduate or graduate) available from the Registrar or College Administrative Assistant. The original form will be kept on-file with the Registrar, while a copy should be retained by the student and the instructor. The instructor will enter “I” accompanied by the grade A, B, C, D, or F that the student would earn if the contract requirement is NOT completed; the incomplete grade would be entered in the e-Grade system as IA, IB, IC, ID, or IF. When the student satisfactorily completes the required coursework, the instructor will access the course in the term the income grade was entered and simply change/enter the NEW final grade in the e-Grade system.
What do I do about undergraduate student problems and/or conflicts?

Faculty are encouraged to resolve student issues among themselves and the student. When student issues arise, inform an Associate Dean or Unit Head, as appropriate, immediately. If the student and faculty member do not resolve the issue, the student can make an appointment with the appropriate Associate Dean or Unit Head to discuss the matter further.

My Paycheck is directly deposited. Will I receive a pay stub?

Pay stubs are not printed for distribution. Payroll records are maintained through the GEMS Self-Serve system. The GEMS Self-Serve system can be accessed through the myUSF portal on the USFSP home page, by logging in and selecting the Business Systems tab.

How do I look up courses on OASIS/do a schedule search?

http://www.registrar.usf.edu/ssearch/staff/staff.php

What technology is available in the classroom, and how do I find out how to operate it?

Support and maintenance of our classroom technology is provided by the Campus Computing staff. They can be reached on 3-HELP (727-873-4357) or following this link
http://www.usfsp.edu/computing/

Guidance on the use of classroom technology can be found at
http://www.usfsp.edu/computing/standards-policies/classroom-lab-computers/
Also, classroom technology personnel may be contacted at 727-873-4409 (or ext 3-4409).

How do I book AV Resources?

Requests for audio-visual resources (projectors, TV/video etc) must be made at least 24 hours in advance completing a request located at: http://www.nelson.usf.edu/forms/imform.html

What is the Policy on Consensual Relationships?

The USF policy on consensual relationships can be found in the
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf
(Policy 1-022, revised 6/3/05)

Where can I find resources to get started with some research?

USF and USFSP provide substantial support for research. Use this link to the Nelson Poynter Library: http://www.nelson.usf.edu/
What are DESIGNATED READING DAYS?

The USF System academic calendar has been adjusted to accommodate reading days before commencement of final exams each semester. The purpose of these designated reading days is for students to prepare for final exams and projects. Instructors may not schedule due dates/deadlines for assignments nor schedule a regular class or exam during these days. However, faculty may offer review sessions during the regularly scheduled class time if they are designated as optional.

What is the policy on final examinations?

This is set out in the USFSP Faculty Handbook, as follows: The last six days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practica, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. (Policy 10-005).

What are the expectations about office hours?

You must designate hours during which you will be available for office conference with your students. These hours must be on regularly scheduled class days, and be adequate to ensure students have reasonable access to you. You should include your office hours in your syllabus and post them on your office door. In addition, please provide an up to date office hours to the College Administrative Assistant.

Increasingly, students confer with faculty by e-mail. You should balance your expectations in this regard with the amount of scheduled and unscheduled time you allocate to office hours. At a minimum, you are expected to offer 1 hour per class section per week for consultation in your office. You should encourage students to make appointments to see you.

What if I have an emergency (medical, safety, fire, security) while in the classroom or on campus?

Call the USFSP Police Department at 873-4140 and/or Dial 911. Classrooms are equipped with telephones and emergency procedures information is posted.

Installed at each classroom instructor podium is a “Duress” button. The button acts as a silent alarm and will alert campus police to immediately come to the classroom. This button should only be used in case of dire emergency.
Teaching Resources Recommended by the KTCOB Faculty Development Committee

Books


**Journals with articles on teaching**

- The Chronicle of Higher Education
- College Teaching
- Harvard Educational Review
- Journal of Accounting Education
- Journal of Education for Business
- Journal on Excellence in College Teaching
- Journal of Management Education
- Journal of Marketing Education
- New Directions for Teaching and Learning

**Websites on teaching**

[www.delaneykirk.com](http://www.delaneykirk.com) (tips on teaching and classroom management)

[http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm](http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm) (variety of teaching tips and class activities)