

NAU POLITICAL SCIENCE DEPARTMENT  
**INSTRUCTOR'S GUIDE**

Welcome to the Department of Political Science teaching staff! This booklet contains information which we hope will answer many of your questions as you begin or continue work with the department. Please consult office staff if you would like further details, clarifications or updates. *Because websites change from time to time, they may vary from those listed in this guide, although we endeavor to keep them up-to-date.*

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## **I. ADMINISTRATIVE & INITIAL HIRING ISSUES**

**Access:** The department will authorize issuance of keys to your office space, Rm 221 (political science workroom), and the SBS building (or SBS West if your office is located here). Obtain keys from either the SBS Dean's office or Karin Ross in SBS West.

**Boxes:** A mailbox will be set up for you in SBS Room 221; this may occur after the semester begins.

**Emails:** Contact Information Technology Services (ITS) to obtain an NAU employee account. Human Resources must first input you into the system, then the system generates your account and you will appear in the NAU Directory. Call ITS at 523-1511 to obtain your password.

**Faculty Handbook:** Located at the Office of the Provost website. Provides extensive information on university services, NAU policies and Conditions of Faculty Service (benefits, specific instructional requirements, etc.; for full-time faculty, information on annual review, retention, promotion and tenure, etc.)

**NAU ID & Privileges:** To get an NAU ID, go to the NAU card office, first floor of the Union. You must present a photo ID and have an NAU employee ID number (seven digits) before you can get a card. Present the ID card at Cline Library to obtain check-out privileges.

**Office Hours and Contact Information:** NAU requires instructors to establish and post office hours, and provide them to the department office. The department suggests at least three to four hours each week, or at least two hours for instructors of only one class. Give your office hours to the office specialist at the start of the semester so that a notice can be put on your office door. Also provide your home address, telephone number, and instructions for release of that information (i.e., give to grad students, to colleagues only, or office use only, etc.). Part-time faculty and TA's generally share office space, so please schedule office hours accordingly and in consultation with the other office user(s).

**Office Space:** The College provides an office space for full-time faculty. See the administrative assistant about phone installation, voicemail, and furnishings. See the office specialist for a nameplate and office supplies. The department arranges shared office space for part-time faculty and graduate student instructors.

**Payroll:** The NAU Payroll office requires new employees to complete a New Hire Packet (New Hire Doc Wizard), available online at the Human Resources website. Payday is every other Friday. Most employees are paid by direct deposit. To view pay information, go to <http://green.ucc.nau.edu/louie> or <http://peoplesoft.nau.edu> and click on "Faculty/Staff Services" and "View Your Pay Statement." If you are receiving an actual check, it will be mailed to your designated mailing address and probably arrive the following Monday. You can also change your address online through LOUIE/Peoplesoft. (Note: For travel reimbursement, the check will be sent to your address, campus or home, based on your LOUIE address information, so please be sure it is accurate.)

**Record of Absence:** Benefit-eligible faculty should report absences due to illness on a Record of Absence (ROA) form, available online from the Human Resources webpage, under Forms Index, or

from the department's website under the "Internal Use" link. Give the form to the chair for his/her signature, then to the administrative assistant for reporting. Absence policies are detailed in appropriate policy manuals. (Note: An ROA must always be completed for business travel purposes to assure that insurance coverage is in force. In those instances, the ROA should go to the Office Specialist along with appropriate travel documentation.)

**Online Training:** All Faculty and Staff must complete Sexual Harassment Prevention Training within 30 days of hire. Go to the Affirmative Action webpage <http://home.nau.edu/diversity>.

**Parking Permit:** Obtain an employee Parking Permit at Parking Services, Centennial Bldg. (523-6623), or online at <http://home.nau.edu/parking>. You may opt to pay for it via payroll deduction or with a credit card. For those who are part-timers (teaching 6 hours or less), a reduced-fee parking permit is now an option. Contact Parking Services with any questions.

## II. COURSE-RELATED MATTERS

### **MATERIALS – Course readings, syllabi, tests and textbooks:**

**Readings:** The department budget will generally accommodate producing copies of class handouts of a few pages; consult the administrative assistant about your specific materials. For greater quantities plan to use one of the following alternatives:

Course Pack: Consult the NAU Bookstore or other copy service for their requirements.

Electronic Reserve with Cline Library: Work with Cline to get reserves into the Vista shell.

Individual Copying: Faculty leave materials in 221 so each student can copy the packet for his/her own use –

Place materials on top of north bookcase, labeled clearly with course name, number, and instructor. Include instructions and/or a check-out log if desired. Note that department staff do not monitor check-in and check-out of readings. Each student pays for his/her copy at a public copy center or the SBS Dean's Office. The political science department does not provide a pay-per-copy service.

**Syllabi:** Use NAU's approved syllabus format, available online and from the department office. State the semester *and year* on the syllabus. Provide 1 copy for office files. Include sheet of required University policies (Safe Working and Learning, disabilities, research with human subjects, contact hours) available from the office and on the web. Upper division (300- and 400-level) courses may reference the policies and their web location instead of attaching them. Policies stated in syllabus text must mesh with these policies (e.g., you cannot state that you will accommodate disabilities in a way that conflicts with NAU's policy of referring students to Disability Support Services for accommodations.)

Incorporate important university dates (first day of instruction, holidays, midsemester, drop deadline, reading week, finals, commencement) in your syllabi. Find the academic schedule online (on Registrar's website) or from the department office.

Any Liberal Studies course must include certain elements every time it is taught. If your course is Liberal Studies, obtain template wording from the office for required elements in the syllabus.

### **Tests – Make-up:**

Place make-up tests in the Test Drawer, "Make-up Tests" file. Tests left anywhere else cause confusion and may be overlooked.

With each test include student's name and instructions (time allowed, where to put completed test, what students may have with them, etc.). Instruct students to arrive long enough before closing time to complete and turn in the test.

**The person who authorizes a make-up test must arrange a testing location;** check with the Dean's office for an empty classroom. Please avoid using Rooms 221 or 224 as testing locations as there tends to be a lot of traffic and activity.

### **Tests – Scheduling:**

Mid-semester grades & Drop deadline: Sufficient assessment must occur by mid-semester, around the eighth week, for instructors to report midterm grades in 100- and 200-level classes. All students need sufficient grading feedback to evaluate their success in the course by the mid-semester Drop Deadline so that they can drop the course if appropriate. See Registration

Schedule, online at the Registrar's page or from the office, for mid-semester grade and drop deadline dates.

**Reading Week:** Major tests (excludes quizzes) cannot be scheduled in this week.

**Finals:** Schedule finals ONLY at the time designated by the University; the schedule is online on the Registrar's page. Take-home finals will be due at the time scheduled for the final exam. Finals cannot be shifted into Reading Week. Time variations are not permitted even if instructor and students agree to it. See Faculty Handbook, Sec. 5.3.12.

### **Tests – Security:**

Standard work basket procedures are not used for tests. Complete 2 work requests, one to put in the basket and a duplicate to attach to the test. Place tests in the Test Drawer (marked as \*) in Room 224, in the appropriate hanging file ("To Be Copied"). Complete tests go in the front of the Test Drawer for the instructor to pick up. *Make advance arrangements for classes at 8:00 am or after 5:00 pm, since Room 224 is only open during regular office hours.*

Do NOT place tests in the work basket for typing, editing, or duplication.

***If a graduate assistant will handle test processing, make him/her aware of these procedures.***

Department staff and student workers are trained to use security measures in handling tests (typing, editing, duplicating, discarding). Discuss concerns about test security with the administrative assistant.

**NOTE:** If a department student worker enrolls in your course, advise the administrative assistant and give tests for the course directly to her for confidential handling.

**Textbooks:** Instructors can place textbook orders with the NAU Bookstore by calling 523-6672, through the Bookstore website, or email [nau@bkstr.com](mailto:nau@bkstr.com) or [1008txt@fhg.follett.com](mailto:1008txt@fhg.follett.com). For new faculty/instructors, it may be your responsibility to contact the Bookstore as they can only contact employees/instructors who are set up with NAU email accounts. Once you have taught for a semester, the Bookstore should email you with the appropriate order form in order to place your order for the next semester. The email should contain procedural information as well as the deadline for turning in your order form. Textbook ordering deadlines are typically April 1 for Fall classes, October 1 for Spring classes, and March 1 for Summer classes. The NAU Bookstore must share its list of requested texts with other Flagstaff booksellers. You may place your textbook order with a retailer other than the NAU Bookstore but you must advise the NAU Bookstore as well.

You must order your instructor desk copies directly from the publisher, (see enclosed example).

NAU Policy does not permit faculty to derive any profit from assigning their own textbooks in their classes. See Faculty Handbook, Sec. 4.18, for appropriate alternatives.

### **COURSE-RELATED POLICIES (note that there are numerous others in the Faculty Handbook):**

**Canceling a Class:** If illness or bad weather force cancellation of a class meeting, call the department office to have notices posted. If you know in advance you must miss a class session, make alternative arrangements when possible (substitute speaker, grad assistant showing a video, library research session, etc.). Advise the department office of your plans.

**Course Overrides:** The class instructor is the only person who can give an override allowing a student into a full class. Before signing overrides, make sure there is physical space in the classroom for extra students. You can authorize an increase in the cap instead of signing individual overrides; see the administrative assistant to do this.

**Institutional Excuse:** Instructors must honor institutional excuses as excused absences and make arrangements with the student for work missed. (Faculty Handbook Sec. 5.3.8)

**Unregistered students:** NAU does not permit unregistered students to attend a class. A student having problems registering or experiencing financial aid difficulties should go to the SBS Advising Center, or must obtain permission of the Associate Dean to continue attending class.

### **III. GRADES**

**LOUIE (PeopleSoft) Access:** All instructors must have access to PeopleSoft in order to submit grades, as well as advising tasks and other functions. Go to the NAU webpage, [home.nau.edu](http://home.nau.edu), and click on “LOUIE” on the right hand list of Quicklinks; choose “Faculty and Staff Tools.” The two options you need are: “Documentation, Tutorials, and LOUIE classes” and “LOUIE FERPA training and security request.” You must complete FERPA training and submit a security request in order to gain access to PeopleSoft; use the latter option to do this. The first option links to training on a variety of functions which you can complete according to your needs. (There is a link to FERPA training on that page as well but it does not include the security forms.) The direct link to the LOUIE Security and FERPA is <http://www4.nau.edu/louiesecurity>.

**Rosters:** You may access current rosters of your assigned classes through LOUIE once your FERPA training is complete. After logging into LOUIE, depending upon your status/access level, you should have 1 or 2 tabs to choose from – “Faculty/Advisor” and/or “Self-Service.” Both have a “Faculty Service” tab option/section. Once you are in the “Faculty Service” section, your semester schedule is visible, and there is an icon for “Class Roster” next to each course listed, which you should click on to access your roster(s). An alternate method for viewing rosters: go to LOUIE and select “Faculty and Staff Tools” (as you did for FERPA training) and “Class Rosters” is one of the options.

**Grades:** Follow the same path as above, and once you are in “Faculty Service” a Grade Roster icon will be displayed next to each of your courses in the schedule section when it comes time to enter grades. If it is too early/too late to enter grades, then the icon will not be displayed.

**Mid-semester grades:** Instructors of 100- and 200-level classes must report midterm grades online. Sufficient assessment should occur by mid-semester for this purpose. Instructors should receive an email explaining this online procedure prior to the mid-semester grading deadline.

#### **Grading:**

Grade rosters specify the type of grade (letter or pass/fail) for the course.

Students who do not attend or complete the work for a class must receive an F or whatever grade they have earned. During the first weeks of the semester, faculty may administratively drop students who do not attend. See the Registrar’s calendar for specific deadline.

**Incomplete (I):** Give an “I” to let a student complete coursework after the semester ends. Instructor and student fill out an Incomplete Agreement stating terms for satisfying the incomplete **within one year**. The office retains the form for attachment to a grade change form when it is submitted. After a year an undergraduate “I” becomes an “F” and a graduate “I” becomes permanent.

**In Progress (IP):** An IP is used when work by nature extends beyond a single semester AND the particular course allows that grading option. To the department’s knowledge, this includes only POS 485 and 685 Research, and POS 597 Reading for Comps.

Course & Title	Grading Option
POS 408 & 608 Field Work Experience	Pass/Fail only
POS 485 & 685 Research	Pass/Fail <i>or</i> Graded (one option per section)
POS 497 & 697 Independent Study	Pass/Fail <i>or</i> Graded (one option per section)
POS 597 Reading for Comps	Pass/Fail only

For all the above, students must complete a Directed Studies or Internship form approved by instructor, advisor, and department chair. Refer students to the office for forms and enrollment permission number.

**Grade Changes:** To change a student's grade or replace I or IP with a grade, obtain a Grade Change form from the office. On the form "Class #" means the course sequence number (4 digits) and the Subject/Cat # is the course number (e.g. POS 120). An Incomplete Agreement must be attached when changing a grade from an I. Once signed by the chair, the form is forwarded to the Associate Dean who sends it on to the Registrar. NAU policy allows one year to finish an incomplete; if it has been more than a year, you must justify the delay. Students may not do additional extra credit work to improve a grade unless the same option is available to all students in the course; any such extra credit options must be outlined in the syllabus or addenda distributed during the semester.

**Release of Grade Information:** If you want to post grades, assign each student a unique number or word which no one else can associate with the student. Students who want their final grades can give you a self-addressed envelope. The office does not release grade information to students. DO NOT post grades using students' names or any part of their social security or ID numbers; it is a violation of FERPA and against NAU policy.

**Grade Inquiries and Appeals:** Instructors who will not be on campus for a period of time (leave the department, graduate, go on sabbatical or other leave, do not teach in a particular semester) must provide contact information and instructions on how they will handle any incompletes, grade appeals or changes, and other issues relating to their course(s). You may be able to leave your grade book with the office and authorize the chair to address certain grade issues. Details of the appeal procedure appear in the Student Handbook and in the Faculty Handbook, Sec. 5.3.9.

## **IV. OFFICE PROCEDURES – PROCESSING WORK**

### **Jobs that Staff/Student Workers will Process:**

Office staff generally do these tasks – photocopy, address envelopes, print from a disk, keyboard, scan, fax, run errands, extract information from supplies materials, mail merge, edit, limited internet research, other tasks as time and skill permit.

Certain tasks are within capabilities of some staff but not others. Work requiring extensive time and/or monopolizing one or more student workers must be discussed with the administrative assistant; it will be done on a “time available” basis. For copyright and cost reasons, the department will NOT copy entire/near-entire books; if you believe there is no alternative, explain the circumstances to the administrative assistant.

**Work Request Procedures:** Fill in a Work Request form, attach to work materials (e.g. originals to copy), and put in the work basket in Rm 221. Completed work will be placed in your mailbox. (Exception: see “Tests.”) Include clear, complete instructions and good quality originals, or a disk/flash drive from which workers can print an original.

**Work Turnaround:** Office turnaround policy estimates **1 – 2 days** for simple copying and routine work, and **3 days** for work requests of moderate length or complexity. Staff coverage in the academic year is usually good and work is normally processed by the requested completion day/time. **But** when workload is heavy or coverage insufficient, turnaround will be longer. Highest priority is given to tests and materials for classes with the soonest meeting dates/times. Expect long, complex jobs (e.g. manuscripts, mail merges) and work with low priority (e.g. non-critical mass mailings) to take **more than 3 days**. Turnaround time is at department discretion, and processing will be on a time-available basis. If you have a specific need regarding your work request, discuss it with the administrative assistant.

**Photocopy:** All copies must be for University business. To make copies of work-related materials on SBS machines (Rm 204), get the copier access code from the office specialist. You may give the code to your graduate assistant, but he/she may only use it to make copies on your behalf or for tasks you assign to him/her directly. See *annual copy policy* for full copying guidelines. Moderation is requested.

**Copies at Cline Library:** You or your GA (copying on your behalf) can use copy cards at Cline Library for course-related copies, and research materials within limitations. The department has purchased a few copy cards that may be checked out from our office (room 224). The value of the cards is limited, so please monitor your expenses so that the card does not run out in the middle of a copy job. (A log is provided for each card in order to track expenses.) The office specialist can add to the value of the department cards as needed, however the users should be responsible for communicating to her when it is time.

Copies run at \$0.10 per page for black & white copies, and \$0.50 per page for color copies. You may use your Mountain Campus Express (NAU ID) card to pay for copies, or you may purchase your own copy card from a machine in the Cline copy room. However, the department will not pick up these costs on your behalf.

## **V. RESOURCES AVAILABLE**

### **Audiovisual Equipment:**

Built-in VCR/monitor in each classroom in SBS building. See the Dean's office for technical support.

SBS electronic and computer equipment (e.g. laptop computers, Proxima projector, video camera) is available for check-out through John Cencioso; call 699-8765 (cell) or 3-5017 (desk) for further details. NOTE: Only FACULTY may check out equipment; do not ask your GA to do it, they will be refused.

Miscellaneous department equipment: video camera, 35mm, digital & Polaroid cameras; cassette player; cassette recorder for dictation and recording interviews. Check out through the office specialist.

**Computer/Printer:** The college/department provides each full-time faculty member a computer and printer in his/her office. Depending on the request, other equipment may be provided as well; consult office staff. A computer and printer in an office space will be available for part-time instructors and TA's if possible. Any instructor may use the common computer(s) and laser printer in Room 221, however printing should not be excessive or for personal use. Please avoid using the computer and printer at the student workers' desk. Use the computer(s) by the window in 221.

### **Costs Absorbed by the Department:**

Copies on SBS machines (see IV. Office Procedures)

Copies at Cline Library (see IV. Office Procedures)

Long distance calls from NAU office lines (full-time faculty ONLY)

Office phones of full-time faculty have domestic and international long distance dialing capability. Excessive/disproportionate long distance charges may trigger limits on future charges and/or request for reimbursement. Other instructors should consult the administrative assistant to arrange for long distance calling.

NAU policy requires documentation that all long-distance calls are for NAU-related purposes. Charge all personal calls to a calling card or phone card. If you make an emergency personal call, advise the administrative assistant and arrange to reimburse NAU.

Charges for directory assistance are high. Use a directory or internet lookup when possible.

Postage for standard metered mail for University purposes. Discuss special or larger mailings (multiple pieces, oversized items, more than one foreign package, etc.) in advance with the office specialist to determine the most cost-effective mailing method and whether the department will absorb the cost.

FedEx shipping in limited amounts, using the department's account number, standard next day.

Standard office supplies and grade books stocked in the department.

Other supplies and expenses not named above may be provided at department expense but must be pre-authorized by department administration. Expenses not from the named source above (e.g. off-campus copies, business calls from a home phone) are NOT covered unless they are pre-approved. Faculty who incur excessive, unjustified or unauthorized expenses may have to reimburse part or all of these costs. The department imposes spending restrictions and policies it

deems appropriate for a healthy budget. Some spending authorizations listed above are restricted or unavailable after June 1, due to fiscal year end (June 30).

**Fax:** The SBS Dean's office provides a fax machine (928-523-6777) for sending and receiving faxes. Cover sheets are available in 224 and the Dean's office. Recipients are notified of incoming faxes; pick them up from the Dean's office. (Sometimes the Dean's office will notify the department, in which case the fax will be placed in your mailbox.) Please use moderation in sending international faxes. The fax machine is not for personal use.

**Maps:** Room 221, next to the graduate student mailboxes. No check-out system is used; please return after each use and do NOT store in individual offices.

**Office Supplies:** Standard office supplies, stationery, and mailing supplies are located in the tan cabinets on the north wall in Room 221. If you do not find the item(s) you need, ask a student work or the office specialist. Please see the enclosed policy/procedure for cartridges.

**Research/Instructional Assistance:** Each fall, faculty provide input for the graduate committee's use in making graduate assistant assignments. Occasionally the department is able to hire a grader for an instructor with a large enrollment and no GA; see the administrative assistant or chair.

**Staff assistance:** Full-time department staff (Administrative Assistant and Office Specialist) work in Room 224. See Kara Stone, the office specialist, about office supplies, expenditures, financial matters including travel, undergraduate programs, and scheduling appointments with the chair. See Jeana Butler, the administrative assistant, about general office operations, student employees, and matters related to graduate programs.

**Travel funding:** Based on its fiscal year budget, the department provides some funding to assist full-time tenured and tenure-track faculty with travel expenses to conferences and for research. When funds are available full-time non-tenure-track faculty may receive moderate assistance. Limited funding is set aside for graduate student travel to conferences when the budget permits. See the office specialist BEFORE you travel, so she can provide travel forms and instructions for receiving reimbursements. Follow all instructions carefully to avoid delayed or denied claims. Travel information, forms, and links are available on the department website at [www.nau.edu/pos](http://www.nau.edu/pos) under the Internal Use link or go directly to <http://www4.nau.edu/sbs/pos/internal.asp>.

## **VI. WHERE TO FIND WHAT YOU NEED – A GUIDE TO THE DEPARTMENT OFFICES**

### **Main Office – Room 224**

Outgoing Mail: Box just inside 224, or directly in bins in SBS Copy/Mail Room 204

Test Drawer: Copies of tests are placed in the file cabinet drawer marked \*, for security purposes. (See “Test” section under II. Course-Related Materials.)

Will Call: An item to be picked up should be clearly labeled for the person who will call for it and put in the Will Call slots on the table/desk. Office staff will look in this location if asked for an item. Exception: make-up tests go in the Test Drawer; see “Tests.” Weekend course syllabi and first assignments should go in Will Call in a file folder marked with course name and number for enrolled students to pick up two weeks before the first class meeting.

### **Department Mailroom/Workroom – Room 221**

#### Mailboxes:

Faculty – on right as you enter. Large boxes = full-time faculty; smaller boxes above and directly below = part-time and graduate instructors. You will be assigned a box in this section.

Graduate Assistants – smaller boxes below faculty boxes.

Miscellaneous – wooden boxes on top (Pi Sigma, Model UN, additional people).

Graduate Students (non-GA/TA) – on left as you enter; listed alphabetically.

Maps: Next to Graduate Students’ boxes on the right.

Office supplies: North wall of Room 221, or consult department staff.

Workbasket and Work Requests: top shelf bookcase on north wall. Blank work request forms are on the same shelf.

## **VII. STUDENT INFORMATION**

### **Advising:**

Full-time faculty with an advising load may advise students and sign advising forms. They will be assigned to advisees on a random basis to equalize numbers among faculty. Part-time instructors and TA's may discuss options with students but should NOT sign advising forms or graduation applications.

To register, students must have an advising activation. Students with less than 30 completed NAU hours or a GPA under 2.5 need activation before they can register; certain majors or programs may also require activation every semester. Continuing students who do not fall under these conditions require an initial activation and then should remain activated continuously. To activate an advisee, make a note in the student's undergraduate file that he/she has been advised and may be activated; the student presents this to the administrative assistant or office specialist who will perform the activation. (The SBS Advising Center can also activate students as well as advise students about Study Abroad, transfer credit, liberal studies, etc.)

### **Release of Student Information:**

All NAU employees who have access to student information must comply with federal regulations regarding confidentiality (FERPA). To ensure confidentiality, the office avoids giving out student-related information (i.e., class schedules, address, telephone number) except for departmental use. The FERPA checklist indicates what information may be released to whom, and under what circumstances. FERPA training is available online.

Undergraduate student files: Files may be checked out by faculty and by the student (photo ID required), primarily for advising sessions or preparing graduation applications. Take only the manila file, not the hanging file, and leave a check-out marker noting the date and who removed it.

Graduate student files: Files are not given out to students. Discuss with the administrative assistant the departmental procedures for faculty access to graduate students' files.

### **Policies relating to Students:**

The Student Handbook includes current NAU policies on conduct, dishonesty, grade appeal, Safe Working and Learning Environment, etc. It is available online through the Student Life site or at <http://www4.nau.edu/stulife/handbook.htm>.

### **Teaching Assistant Mentoring:**

Graduate students responsible for teaching a class should see the chair and their faculty mentor prior to semester start for a review of their syllabus. The chair will ask each graduate student instructor to choose a faculty mentor who will work with them during the semester, visit their classroom at least twice, and write an evaluation of the student's teaching performance that is submitted to the chair and copied to the student.

### **Student Evaluations:**

Student Evaluations of all classroom instructors occur late each semester. They are available online through the Office of Academic Assessment. The web address is <http://www4.nau.edu/assessment/> and then students should select "Online Course Evaluations." (All students are notified via their NAU email

accounts and the link is provided in the email.) Evaluation results will be returned to the college sometime after the end of the semester evaluated; actual date varies. Quantitative results will be distributed to instructor boxes. If you would like your results mailed instead, leave a mailing address with the administrative assistant. Written comment sheets are kept on file in the department office. You may check out your file to read and/or copy, and return it to the office.)

### **Public Events:**

When making event arrangements involving money (e.g., speaker fee or expenses, room rental), confer with the administrative assistant in advance (2+ weeks). Give copies of your fliers publicizing events to office staff so we can post them and respond to inquiries. *This is especially important if you have listed the department number for inquiries!* If you advertise a public event such as a lecture, you must include this statement: “Persons with disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of someone in department office] at 928-523-3163. Requests should be made as early as possible to allow time to arrange the accommodation.”

## **VIII. WEBSITES**

**Faculty Handbook:** <http://www2.nau.edu/provost/doc/CLEAN.htm> or by clicking the link on the Provost’s home page, <http://home.nau.edu/provost>

**Human Resources:** <http://hr.nau.edu>

Payroll: Link on HR’s home page

**Syllabus format:** <http://jan.ucc.nau.edu/academicadmin/UCCForms.htm> (case sensitive)

**Registrar:** <http://home.nau.edu/registrar>

Academic Schedule and Enrollment calendar available under Calendars link

**PeopleSoft:** <http://green.ucc.nau.edu/louie> or <https://peoplesoft.nau.edu> - Log in required immediately to access

**Mid-semester grades:** Use PeopleSoft to input grades

Path: Self-Service (also, if available, Faculty/Advisor) > Faculty Center > Grade Roster

**FERPA:** <http://www4.nau.edu/ferpa> for guidelines and training – Log in required immediately to access

**LOUIE Security & FERPA Link:** <http://www4.nau.edu/louiesecurity>

**Bookstore:** [www.bookstore.nau.edu](http://www.bookstore.nau.edu)

**Political Science Department:** [www.nau.edu/pos](http://www.nau.edu/pos)