

# **STEPHEN F. AUSTIN STATE UNIVERSITY**



## **ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE (ATCOFA)**

### **POLICY AND PROCEDURES MANUAL**

**UPDATED AUGUST 2022**

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# ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE (ATCOFA)

## DEAN'S OFFICE PROCEDURES AND POLICIES FOR DAY-TO-DAY OPERATIONS

The following guidelines are intended to be a continual work-in-progress; i.e., the guidelines are revised and updated as policies change and job duties evolve in order to remain in compliance on a continuing basis.

University policies are available online at: <http://www.sfasu.edu/policies/>.

### ATCOFA DEAN'S OFFICE STAFF

The Dean of the Arthur Temple College of Forestry and Agriculture (ATCOFA), **HANS WILLIAMS**, serving as the chief executive officer of the College, carries the same title, status, and authority as administrators of the other five colleges. Working within established policies and procedures of the state and university, the Dean oversees program planning, annual salary enhancements, budgeting, and assessment of program effectiveness. In addition to the duties common to the other college deans, the ATCOFA Dean serves as the department chair for the Forestry faculty for annual evaluations, promotion, tenure and similar administrative activities. He is the Administrative-Technical Representative (A-TR) for the McIntire-Stennis federal formula research program, and has administrative oversight of the Center for Applied Studies in Forestry (funded as a special item by the State Legislature). The Dean fosters faculty, staff, and student involvement in the College's planning and decision-making processes by encouraging participation in standing and ad hoc committees at both the academic unit and college levels.

Members of the ATCOFA Dean's Office Staff are:

Associate Dean, **MATTHEW MCBROOM**: Responsible for teaching programs, course proposals and revisions, and class schedules. Funding for this position is currently split 20% dean's office and 80% teaching funds. The Associate Dean shares department chair responsibilities with the Dean, serves as Graduate Program advisor, and maintains regular teaching duties.

Academic Advisors, **BRANDY BISHOP** and **SARA PHILLIPS**: Deal directly with students in recruiting, orientation, advising, developing and placing students in internships, and career counseling and placement. Brandy also leads recruiting efforts for the Forestry, Environmental Science, and Geospatial Science undergraduate programs.

Assistant to the Dean, **CHRISTEN MYLES**: Provides administrative assistance to the Dean and Associate Dean. Manages personnel and payroll issues related to faculty and staff; tracks and reports faculty data management and faculty workloads; coordinates the faculty promotion and tenure and staff performance review processes; coordinates the ATCOFA scholarship program, awards convocation, and other events; and assists with schedule of classes and other course registration needs. Manages course reporting requirements. The Assistant to the Dean works closely with the Agriculture Department Chair on college-wide issues.

Senior Program Associate, **PATTY McLEON**: Provides administrative assistance to the Associate Dean and the Director of the Division of Environmental Science. Assists with graduate student records and admissions; maintains Graduate Assistantship (GA) budgets and processes GA EPAFs; and coordinates the distance education processes for the Master of Science in Resource Interpretation program. Assists Accountant with purchasing duties, prepares semi-monthly payroll in TimeClock; processes travel requisitions and vouchers for faculty, staff, and students; manages the process for employing students; and maintains reservations, reporting, and billing for the Forestry vehicle fleet.

Accountant I, **BRANDI DEROUEN**: Serves as the business manager, as well as manages receivables, fiscal controls, and official reports, and exercises some budgetary authority.

Student Assistants: Serves as receptionist for the main office; provides general secretarial assistance for the faculty; processes book orders and deposits.

Academic Support Coordinator, **LES BALT**: Maintains vehicle fleet; oversees use, repairs, and maintenance of teaching and research equipment; and assists with ATCOFA property and equipment inventories.

Technology Coordinator, **JON GAUNTT**: Serves as the ATCOFA equipment manager; is responsible for installing, maintaining, upgrading, and operating hardware and software for the GIS laboratories; technical implementation, maintenance, and support of the College's internal hardware and software products; and providing training for faculty and staff, and assisting staff with computer-related problems. Assists with the installation, maintenance, upgrading, and operation of hardware and software comprising the GIS laboratories and the College's internal hardware and software products; provides training for faculty and staff; assists staff with computer-related problems; and maintains the ATCOFA website.

Outreach Coordinator, **SARAH FULLER**: Responsible for coordinating research, teaching, and outreach efforts. Responsible for coordinating, conducting, evaluating, and preparing reports and presentations detailing the findings and/or results of various research, teaching, and outreach/service activities; coordinating public relations efforts to promote the activities of the college through print and electronic media; and creating and implementing programs designed to improve college curriculum.

# ATCOFA DEAN'S OFFICE POLICIES AND PROCEDURES

## RECEPTION/MAIN OFFICE

The Student Assistants serve as receptionists for the main office (FO 103) representing the ATCOFA Dean's Office and the academic programs for forestry, environmental science, and geospatial science. They greet and direct visitors and students; answer the phone, direct calls or take messages; and schedule appointments for the advisors.

**MAIL** – The student assistants deliver outgoing mail to the SFA Post Office and pick up incoming mail each day at 3 p.m. and other times as needed. Outgoing mail requiring postage paid from university accounts is submitted with a card indicating the appropriate account numbers, and is required to be in an SFA envelope. Incoming mail is distributed to appropriate faculty mailboxes or staff offices. Deliveries to other campus offices and miscellaneous errands are routinely done during the "mail run."

**ASSIST ADVISORS** – The student assistants assist advisors by answering general registration questions, completing change of major and other routine forms, or scheduling an appointment with an advisor when necessary. They also assist advisors by:

- When final degree plans are received from the Graduation Office, students' names are added to the TV PowerPoint in the Walker Resource Room in the Forestry Building to notify students of their receipt and to prompt a meeting with an advisor to sign the form and complete the process. After the student meets with their advisor and signs the degree plan, the dean's approval is stamped and initialed by the staff assisting the student. The student receives a copy and the original is placed in the student's permanent file. (Final degree plans for Agriculture students are sent to the Agriculture Department.)
- Notification of internships and job announcements are posted on the Advising website, as well as on the jobs board in the hall outside the Walker resource room.
- Mail letters to admitted and prospective students when the list is received from the Office of Admissions. A brochure and curriculum sheet should be sent to each admitted and prospective student as well.
- The Assistant to the Dean assists with the Academic Status Letters each semester (Fall and Spring). The President's List, Dean's List, probation and suspension letters are mailed out, based on a WebFOCUS report. Advisors and along with the Associate Dean, review the probation and suspension lists and determine if any students should be granted special consideration. The Department Chair for Agriculture determines the status of Agriculture students on probation and suspension.

## ASSIST FACULTY AND OTHER STAFF

- Type correspondence and other materials needed by faculty members.
- Make copies for faculty members for classes and labs (in order to prioritize copy jobs, ask when the copies are needed).
- Assist the Senior Program Associate with checking out and scheduling vehicles for students and faculty.
- Sell books/videos as needed.
- Check the fax machine for incoming faxes and distribute to the appropriate person(s).
- Assist other staff as needed.

#### **ADDITIONAL RESPONSIBILITIES OF STAFF PERSONNEL**

- The Senior Program Associate and the Assistant to the Dean check Marketplace daily for orders; fulfill the orders and ship them. Marketplace processed the deposit of revenue automatically, so no deposit is needed.
- Send mail via UPS for departmental and personal use and charge to correct account.

#### **TEXTBOOK ORDERS, COURSE INFORMATION, CLASS ROSTERS, AND GRADE ENTRY**

- **TEXTBOOKS** – when the class schedule is available for each upcoming semester, send textbook request spreadsheet to professors for updates, then place textbook orders through the mySFA Book Adoption Process, by the due date given by the university bookstore.
- **COURSE INFORMATION** – A course syllabus and instructor CV must be posted on the SFA website by the seventh day after the first class day, as required by HB #2504, for all undergraduate courses. The Assistant to the Dean uploads the syllabi and monitors for compliance.
- **CLASS ROSTERS** – First class day rosters and Official Reporting Day (ORD) Rosters are distributed to faculty electronically by the Registrar's Office. The Assistant to the Dean monitors submission reports and reminds faculty about upcoming deadlines.
- **MIDTERM GRADES** – Instructors who teach 100-200 level courses, are required to submit midterm grades by the deadline established on the university calendar. The Assistant to the Dean runs a WebFOCUS report to verify that grades have been posted or to remind instructors of the upcoming deadline.
- **FINAL GRADES** – Instructors must enter final course grades at the end of each semester by the deadline established on the university calendar. The Assistant to the Dean runs a WebFOCUS report to verify that grades have been posted or to remind instructors of the upcoming deadline.

**WEEKLY GIFT REPORT** – The Development Office emails a weekly gift report of donations that have been received for various accounts. The Assistant to the Dean forward the information to the student assistants so they can prepare thank you letters for the dean's signature to acknowledge these gifts. Office staff and student assistants working with gift reports sign Confidentiality Agreements to ensure confidentiality of donor information.

- Look under "description" and make sure it's for the college of FOR/SS/ENV, not a club or organization.
- If it's not a club or organization, check the Gift Report Excel spreadsheet for the donors' names, if it's a new person, add them into the sheet.
- Next write the month and year next to their name and how much they donated.
- If the donor has donated in the past, look at the TOTAL donation amount of all past donations; if it's under \$150 they are sent a post card and when it totals \$150 or more they are sent a book and a post card. For each additional \$150 they are sent another book on the list below. If they are a pledge donor they receive a letter and/or book at the first installment and a post card and/or book at the last installment. (Each time a post card is sent, it should be a different version)
- If this is their first time donating, they will receive a letter.
  - ❖ Revise address and salutation for each letter.
  - ❖ Place letterhead paper in the bypass tray of printer and print.



- On the spreadsheet type either “SB” (Send Book), “SL” (Send Letter), or “PC” (Post Card) depending on which one you sent. Books to be sent are: 1 – The Story of Forestry, 2 – Excelsior, Memoir of a Forester, 3 – The Southern Forest, 4 – Axes and Oxen.
- Once the donor has received all the books, they begin receiving only the post card.
- After printing the letter and/or preparing the post cards, attach them with a paper clip to the weekly gift reports and place it in the dean’s “To Be Signed” folder on the Assistant to the Dean’s desk.
- After the dean signs, prepare labels and envelopes for each letter, postcard, and/or book package. Charge postage to the Recruitment and Development account (ask accountant if unsure).
- Books and packaging materials (bubble envelopes) are stored in the cabinet in the Senior Program Associate’s office. If a letter/postcard is being sent with a book, place it in the package with the book.

#### ALUMNI DATABASE

- The Office of Development manages a centralized, campus-wide alumni database containing data for approximately 100,000 living alumni. Crystal Bays, Campaign Coordinator of Development, is the primary contact for the database system at this time. Individual colleges are unable to view the online alumni system, as all things to alumni should go through the Development Office.
- Updates to alumni information should be forwarded to Crystal (cbays@sfasu.edu) to be entered into the database. The alumni information update form on the ATCOFA website is linked to the Office of Development.
- The Office of Development uploads student information for each graduating class and subscribes to special services to receive obituary notifications and to clean/verify mailing lists every 90 days.
- Information concerning alumni job promotions should be forwarded to the Office of Development who will initiate a congratulatory letter from the university president.
- All alumni information should also be forwarded to Brandy Bishop (bbishop@sfasu.edu) as she handles the in house ATCOFA alumni list.

#### CONFERENCE ROOM RESERVATIONS

- **ROOM RESERVATIONS** – The Senior Program Associate and the Assistant to the Dean use the Astra Schedule system for room reservations. The system includes the capacity for the rooms as well as equipment availability. Courses are automatically uploaded into Astra Scheduler. The system allows employees to request a reservation for rooms in other areas of campus. Refer to the [Astra Schedule User Guide](#) for detailed procedures.
- **FORESTRY CONFERENCE ROOM, FO 105** – A desktop computer, projector, and screen are available; contact the ATCOFA technology team if technical assistance is requested. Seating capacity is approximately 25.
- **FORESTRY CONFERENCE CENTER, FO 117** – A microphone, desktop computer, projector, and screen are available; notify the ATCOFA technology team of all reservations including use of technical equipment. Various seating configurations are available – approximate seating capacity without tables, is 150 or 104 with tables. Contact the ATCOFA Equipment Manager about any special room arrangements. Student organizations must obtain approval from the Dean (an organization advisor and student officer must meet with the Dean). Parking arrangements must be considered for any large groups meeting during the academic term from 8am-5pm, Monday-Friday.

## **LOCKERS FOR FEMALE STUDENTS**

- Four lockers in the first floor women's restroom are available for use by female students. Requests for a locker should be submitted to the Assistant to the Dean and assignments are made on a first come, first served basis. If all lockers are in use, a student may be asked to share, but students may choose their locker mate.
- Students must sign an agreement and provide contact information. The agreement includes:
  - ❖ Renewal each semester and a reminder to clean out the locker at the end of each semester;
  - ❖ Must use the combination locks provided by the office and any outside locks will be removed;
  - ❖ No food should be left in lockers
  - ❖ The ATCOFA is not responsible for anything lost or stolen out of these lockers.

## HUMAN RESOURCES

### HIRING

- **FACULTY** – the Dean appoints an ad hoc Search Committee to develop a detailed job description and position announcement. All vacancies are posted with Human Resources (HR) through the [Careers at SFA](#) website and follow the established approval chain. Any published advertisements must be pre-approved by the Office of University Marketing Communication. Committee training, screening and interviews are held according to HR guidelines. The Search Committee, in consultation with the Dean, will develop interview activities. Recommendations for appointment and requests for faculty contracts are submitted to the Provost's office. The Assistant to the Dean originates a hiring EPAF (electronic personnel action form) when an offer has been approved and accepted. Reasons for non-selection of candidates are entered according to HR guidelines in order to close the search and the website posting.
- **STAFF** – All staff vacancies are posted with HR via Careers website. A Job Analysis Questionnaire is required for new positions or changes to an existing job description. The Dean appoints an ad hoc Search Committee to review applications, screen candidates, and conduct interviews. The Assistant to the Dean submits a hiring EPAF when an offer has been made and accepted. Reasons for non-selection of candidates are entered according to HR guidelines in order to close the search and the website posting.
- **CASUAL EMPLOYEES** – Non-student workers for temporary (maximum 90-working days) appointments. Each request must include the funding source, target start date, and hourly salary. Casual Employee positions are classified as non-exempt staff but do not have to be posted or advertised. The Senior Program Associate or the faculty member will send a Casual Employee Data Form and background check information sheet to the candidate. Confirmation of funding availability is confirmed from the accountant and an EPAF is submitted when the Data Form is received. The start date should be determined by consulting with HR about New Employee Orientation (NEO), usually only held on Mondays, and confirmation of a clear background check. Casual Employees working away from campus may be allowed to mail notarized copies of NEO paperwork to HR (confirm with HR). Upon receipt of the email notification that the EPAF has been applied, a request is emailed to Payroll ([tcp@sfasu.edu](mailto:tcp@sfasu.edu)) to add the new casual employee to TimeClockPlus (include intermediate supervisor (I-level) approver and overall (O-level) approvers). Notify supervisor that the new employee is approved to begin work on confirmed start date. Refer to the [Temporary Employment Policy](#) for more information.
- **GRADUATE ASSISTANTS (GA)** – Candidates for a graduate assistantship must have clear or provisional admission to a graduate program and can be hired as a Teaching Assistant (TA) or a Research Assistant (RA). The Graduate Admissions Specialist verifies the student's admission status and if eligible, has the student complete a background check form and a GA application form. HR notifies the Graduate Admissions Specialist when the background check is approved. The Associate Dean makes hiring decisions for Forestry assistantships and the Director of the Division of Environmental Science, determines hiring for Environmental Science assistantships.
  - ❖ **TEACHING ASSISTANTSHIPS:** Funding for teaching assistantships is awarded through the Graduate School and TAs are selected with recommendation from teaching faculty in consultation with the appropriate administrator.
  - ❖ **RESEARCH ASSISTANTSHIPS:** Faculty members will notify the Graduate Admissions Specialist if they have a student they would like to hire as an RA. If a student is hired on a grant (RA), the

Graduate Admissions Specialist confirms the availability of funds through the accountant. If a GA is paid from several accounts an EPAF with the correct salary and FTE percentages from each account a GA is being paid from, is submitted. *(ORSP guidelines are needed concerning GA salary ranges on externally-funded grant projects. ORSP has denied approval of an EPAF because the salary was “not appropriate,” but would not specify what is appropriate, even though the salary submitted is in accordance with the approved project budget.)*

- ❖ To maintain an assistantship, students must register for 6 credit hours during the fall and spring and 3 credit hours during the summer. The GA's enrollment is verified for the required credit hours and students are notified via email of any deficiencies
- ❖ If a GA is not a Texas resident, they are sent a copy of the student's EPAF to Admissions in order for the student to receive a waiver that allows him/her to pay in-state tuition rates. EPAFs are submitted each semester.

➤ **STUDENT ASSISTANTS** – Faculty or staff members submit requests to hire students, providing a job description, funding source, and hourly rate of pay. Availability and correctness of funding accounts are verified with the accountant. The opening is then posted with HR through the Careers at SFA website. Upon notification from faculty/staff member of their hiring choice, an email message is sent to the student employee with instructions for completing paperwork at HR and the two required trainings – Advancing Students as Professionals (ASAP) Training and EEO Training. The Senior Program Associate submits a hire EPAF. The student submits a “GO” card issued from HR when all hiring requirements are met. When “GO” card and email notification that EPAF has been applied are received, a request is emailed to Payroll to add the new student employee to TimeClock (include I-level approver and O-level approvers). Notify supervisor that new employee is approved to begin work.

- ❖ If a student is already employed by SFA, an Additional Job Assignment EPAF is submitted to provide a different job task code assignment. Notification to Payroll to add this additional task code for the student in TimeClock is sent when notification is received that the EPAF has been applied.
- ❖ Student Assistant are allow to work up to 115 hours per month, but no more. The split of these hours are at the discretion of the supervisor.
- ❖ **WORK STUDY** – A department can only hire the number of students whose work study award can be met by their annual allotment. The students provide a printout of their Financial Aid Award. (Spreadsheet is used to track the department allocation and the student's award balances.) The EPAF for work study student employees includes an end date that automatically ends “assignment” per semester. After initial hiring setup, work study assignment may be reactivated each semester for the duration of the student's employment.

➤ **EPAF APPROVALS** – The EPAF approval chain is included in the online EPAF process. The EPAF originator should not approve an EPAF they have created. Employees should not originate or approve EPAFs that affects themselves or relatives. The Assistant to the Dean and the Accountant are both proxy approvers for the Dean and Associate Dean. The Accountant routinely approves EPAFs for student assistants and graduate students after verifying accurate funding; she maintains a spreadsheet with current workers, funds and PIs.

Note: A proxy approval does not eliminate a possible nepotism concern, so special care must be taken to prevent any overlapping origination or approval of EPAFs involving a family member of anyone in the approval chain.

#### CHANGE IN STATUS OR FUNDING SOURCE

- **FACULTY/STAFF** – the Assistant to the Dean submits EPAFs to change status or funding source for faculty and staff, including grant cost-share appointments when prompted by the accountant and/or The Office of Research and Sponsored Programs (ORSP). Faculty summer appointments not listed in the printed Summer Budget are submitted to HR via an EPAF Change Request Form and HR prepares the EPAFs. Faculty salary supplements (professorship stipends) are submitted to HR via an EPAF Origination Request Form.
- **GRADUATE ASSISTANTS** – the Senior Program Associate submits an EPAF if there is a change in funding source after verifying availability of funds with the accountant.
- **STUDENTS** – the Senior Program Associate or Assistant to the Dean EPAFs to change funding source or status.

#### ADDITIONAL COMPENSATION

- **POLICY** – Refer to the [Salary Supplements, Stipends, and Additional Compensation Policy](#) for more detailed information. Per policy, there are three types of additional compensation (definitions come straight from the policy):
  - ❖ **SALARY SUPPLEMENTS** – *means a payment that temporarily augments the base appointment salary*
  - ❖ **STIPENDS** – *means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in university policy*
  - ❖ **ADDITIONAL COMPENSATION** – *means a payment in addition to the IBS for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation or compensatory time, as appropriate*
- **CREATING REQUEST** – Requests for salary supplements, stipends, and additional compensation can be submitted through a help desk ticket.

#### TERMINATION

- **FACULTY/STAFF** – the Assistant to the Dean submits an EPAF upon notification of separation, termination or retirement. The Departmental Check-out Form is completed and submitted to HR with a copy to the employee's file.
  - ❖ A computer back-up should be made as soon as possible following notification of a faculty or staff member's resignation, transfer, or retirement.
  - ❖ EPAFs for casual employees include an end date that ends "assignment" but an "End Employment" EPAF is also needed when that person is no longer associated with the university in order to end access to email, internet, etc.
  - ❖ If casual employment ends before the original end date, contact HR so they can manually remove the end date from Banner in order to allow new end date to apply.

- **GRADUATE ASSISTANTS** – the Senior Program Associate submits an EPAF for termination of graduate assistants once they have completed four semesters as a teaching assistant or the grant that they are being paid from has expired.
- **STUDENTS** – The Senior Program Associate or Assistant to the Dean submits EPAF upon notification of separation or termination that ends the job assignment. An “End Employment” EPAF is required when the student no longer has active job assignments. The Senior Program Associate or Assistant to the Dean routinely reminds the faculty to notify her if a student will no longer be working on his/her project and will review the preliminary and final graduation lists in order to terminate individuals no longer eligible for student employment (WebFOCUS Report SRE240; report type Application or Final).

## PERFORMANCE EVALUATION

- **FACULTY EVALUATIONS** – Faculty complete the annual Faculty Activity Report (FAR) for the previous academic year. The Dean, acting as department head, meets with each faculty and completes administrative evaluations per the schedule of deadlines issued by the Provost’s office. Faculty are evaluated on information provided via their FAR, student course evaluations, and peer reviews. All faculty evaluations and rebuttals are made through the Digital Measures System.
  - ❖ Promotion and Tenure application/reviews are conducted during the same time period, according to ATCOFA Promotion and Tenure Guidelines. All P&T paperwork is submitted through the Digital Measures System.
- **STAFF PERFORMANCE REVIEWS** - Completed according to the schedule of deadlines issued by the Provost’s office. Supervisors meet individually with each staff member and complete the Performance Management Review packet. The Dean reviews staff performance reviews completed by supervisors within the College. Performance reviews completed by the Dean for his immediate staff are reviewed by the Provost. All performance reviews are submitted to HR with copies retained in each staff member’s file.

## OFFICES AND KEYS

- The Office Staff, in consultation with the Dean and/or Associate Dean, assist new employees with office assignment, telephone, long distance, business cards, mailbox, etc.
- Based on available office space, GAs and doctoral students are assigned office space. Priority is given to TAs so they will have an appropriate area to meet with students. The Associate Dean oversees GA office assignments.
- Keys for offices, labs, and classrooms in the Forestry complex are stored in a locked cabinet in the Assistant to the Dean’s office. Keys for GA offices are stored in the Senior Program Associate’s office. Faculty, staff, and GAs are issued keys to assigned buildings, offices, classrooms and labs. Students may check-out keys for other research or work areas with a permission slip signed by or an email from an associated faculty member. The Leslie Dale Computer Lab (FO 210) is controlled by a key-pad lock. PIN numbers are available from the Assistant to the Dean, for after-hour access. Key-pad codes can be updated by submitting a work request to the Lock Shop. The Assistant to the Dean maintains the control list and a card file of keys issued to students.

## EMPLOYEE TRAINING

- **NEW EMPLOYEE ORIENTATION (NEO)** – all new SFA employees must complete NEO. On-campus employees attend NEO sessions, normally held on Mondays that include completion of HR paperwork and benefits enrollment in the mornings and EEO training in the afternoon. Off-campus employees (usually Casual Employees who are not eligible for SFA benefits) may be allowed to submit HR paperwork via notarized hard copy forms and may be allowed to take an online version of EEO training.
- **MANDATORY UNIVERSITY RETRAINING** – EEO, P-Card, Property, Security Awareness, and various other trainings as required by university policy, are available for online retraining. SFA employees can access their past and future trainings via MyTraining on their mySFA. All staff and student assistants handling receipts must have Receipts training.
- **GRADUATE STUDENT ORIENTATION** - Held each fall semester to train graduate students in key areas including degree program planning, purchasing, vehicle use, travel, and payroll.
- **STUDENT EMPLOYEES** – HR provides two trainings for student employees: ASAP (Advancing Students as Professionals) and EEO training. Students may not begin working until required trainings are completed.
- **DEFENSIVE DRIVING AND VAN CERTIFICATION** – Drivers for Forestry labs, research, and/or official business are required to complete a defensive driving course every three years, available through the University Police Department or a private entity. Van drivers must also complete additional training and obtain Van Driver Certification.
- **THE MCINTIRE-STENNIS COOPERATIVE FORESTRY RESEARCH PROGRAM** - Requires Responsible Conduct of Research (RCR) compliance for all students working on McIntire-Stennis funded projects. Training to meet this requirement began with the fall 2014 semester and completion verification is submitted to ORSP.

## FACULTY DATA MANAGEMENT AND FACULTY WORKLOAD REPORTS

- Faculty Data Management information must be updated each semester. The Assistant to the Dean enters appointment percentages for the current term on the SZAFACU form in Internet Native Banner (INB) for all existing faculty members. New faculty members are entered using the “quickflow” SFAFACL. Specific instructions are provided in the Faculty Data Management User Guide and assistance is available in the Office of Institutional Research. The Faculty Data Management report is available on WebFOCUS report OIR600. Refer to the [Faculty Data Management Guide](#) for more information.
- Refer to the [Faculty Workload Policy](#) for more detailed information.
- Faculty Data Management and Faculty Workload adjustments must be entered by the Official Reporting Day (ORD) of each semester.



## WORK TIME AND LEAVE REPORTING

### FACULTY AND EXEMPT STAFF

- Faculty and exempt staff are considered professional salaried employees who are paid monthly as detailed in the university budget or via EPAF. No formal time reporting is required. Annual faculty contracts are issued from the Provost's office and exempt staff receives appointment letters from the Provost or the Dean.
- **LEAVE TIME FOR FACULTY AND EXEMPT STAFF**
  - ❖ On or about the first of each month, the Assistant to the Dean emails a reminder to faculty and exempt staff to submit leave time online or email info to the Assistant to the Dean to be entered into Leave Report. The Assistant to the Dean maintains a electronic files with the Leave Records for faculty and exempt staff and completes and approves Leave Report online by 7<sup>th</sup> of each month. (The dean's leave is approved by the Provost.)
  - ❖ Guidelines for faculty regarding their use of sick leave for personal or family illness and for personal leave, can be found in the [Sick Leave Policy](#), under the Sick Leave Utilization for Faculty section.
- Compensatory time earned by exempt staff is recorded on a monthly report approved by the Dean and submitted to Payroll. Compensatory time taken by exempt staff is limited to 80 hours per fiscal year. (the dean's comp time report is approved by the Provost and forwarded to Payroll.)

### NON-EXEMPT STAFF

- Non-exempt staff in the Dean's Office submit work and leave time online in TimeClock via time sheet entries of total hours worked each day. The Assistant to the Dean enters O-level approvals for the Dean's Office staff according to the deadline schedule for semi-monthly payroll (following the 1<sup>st</sup> and 15<sup>th</sup> of each month). Non-exempt ATCOFA staff are not required to clock in and clock out. (The Accountant I approves the Assistant to the Dean's time.)
  - ❖ Staff members cannot approve their own work time or time for any family members. The Senior Program Associate and the Accountant are authorized as back-up approvers when primary approvers are not available.
- **LEAVE TIME FOR NON-EXEMPT STAFF**
  - ❖ Leave time should be requested online via mySFA Leave Request, TimeClock, or on a hard copy form and forwarded to The Assistant to the Dean or the immediate supervisor and then to The Assistant to the Dean. Effort is always made to accommodate leave requests, but consideration may be required in order to have sufficient staff available to conduct daily business. The Assistant to the Dean maintains a Staff Time Records spreadsheet and periodically compares her records with each staff member's personal record to verify accuracy. (The Assistant to the Dean's leave requests are submitted to and approved by the Dean.)
  - ❖ Overtime may be necessary during peak work periods or for special events; overtime necessary for special projects should be approved in advance. Time worked by non-exempt staff in excess of 40 hours in a workweek beginning on Saturday and ending on the following Friday is considered overtime and must be recorded in TimeClock. Overtime for non-exempt staff is compensated by allowing compensatory (comp) time off at the overtime rate of 1.5 hours off



for each hour worked over 40. Comp time off should be requested and approved in advance and is reported in TimeClock and recorded on The Assistant to the Dean's Staff Time Record spreadsheet. The university also has a provision for paying overtime when granting comp time is impractical.

#### **STUDENT AND CASUAL EMPLOYEES**

- Submit work time online in TimeClock using the clock in and clock out feature. The Senior Program Associate emails faculty and staff a reminder on the 1<sup>st</sup> and 16<sup>th</sup> of each month (as close as possible allowing for weekend dates) that time entries and approvals are due. Supervisors of student and casual employees enter I-level. The Senior Program Associate reviews the hours in the system checking for correct task codes, 20+ and 40+ issues, and missed punches.
- Student and casual employees working off campus with no access to TimeClock must submit their hours to their supervisor, who forwards the hours and their approval to The Senior Program Associate, who then enters time manually in TimeClock.
- Students and casual employees working out-of-state may be subject to that state's payroll taxes. ATCOFA office staff will notify the Payroll Department of out-of-state work and assist with reporting the necessary information.

## ACCOUNTING

The accountant serves as the business manager and handles day-to-day operations pertaining to fiscal matters. The accountant keeps the dean apprised of budgetary matters and account balances, including maintaining records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges which support and supplement the records in the Banner finance system.

**ONLINE RESOURCES** – University policies and procedures change frequently; the most up-to-date information is available on the website. The Accounting and Operations Department's (formerly the Controller's Office) website is an excellent resource for [accounting guidelines and procedures](#), including SFA expenditure guidelines for permissible use of university funds, guidelines for HEF spending, expenditure codes and a list of approved accounts for discretionary spending. [The Procurement and Property Services website](#) provides details for purchasing, P-card, contracting, and various tools to assist with securing goods and services.

**PURCHASING** – There are three key functions in the purchase process: requisition entry, requisition approval and receiving. Of these three functions, an employee may only be given access to handle two functions. The originator, approver, and receiver cannot be related to the employee receiving funds/goods on the requisition and special care must be taken to prevent nepotism concerns.

- Purchases/P-Card (\$5,000 and under) – A university procurement card (P-card) is used for purchases under \$5,000 and for items classified as “not controlled.” Examples of not controlled items and a list of controlled items are found on the Procurement and Property website. P-Card applications and questions should be directed to the P-Card Coordinator (468-4353). The accountant holds 2 of the primary P-Cards used for departmental purchases. The Senior Program Associate Clerk also has a card available for use by faculty, staff, and graduate students. The Assistant to the Dean and the Dean have individual cards. Each cardholder is responsible for submitting the monthly detail summary report and providing accurate receipts. The Assistant to the Dean completes detailing and maintains files for the dean's card.
- Faculty and staff may use the Accountant's, the Senior Program Associate's, or the Assistant to the Dean's P-Card for authorized local purchases. They must provide a tax-free receipt with a detailed list of items purchased. A graduate student must submit a permission slip with professor/PI approval and an account (FOP) for which to charge the purchase. The professor may email approval. The student must bring back a tax-free receipt with an itemization of the purchase.
- If items are not available locally, an online or telephone order may be placed using the same guidelines as local purchases. Tax exempt status must be established with all vendors.
- Notes from the Accountant Duties Desk Manual:
  - ❖ May not use local office supply stores to make purchases unless prior approval is granted from Pcard Coordinator. A HUB vendor should be used when possible. There is a Staples (Summus) government site that is used to purchase office supplies that are delivered next day.
  - ❖ Cameras, printers and projectors over \$500 should not be purchased on the P-Card. A requisition is required for those items.
  - ❖ To use Instructional Capital Funds on the P-Card, contact Accounts Payable for the vendor's state TINS number. If the vendor does not have a state TINS number, contact the vendor for a

W-9 form. When the W-9 is received, forward it to Accounts Payable and they will process a TINS number. When TINS number is available, email a HEF Approval Form found on the P-card site to the P-card Coordinator by approval. When the approved form is received, the purchase can be made. All approvals are kept with the purchasing information in case of a P-card audit.

- Monthly detailing is generally due by the 15<sup>th</sup> of each month and is entered via Concur platform. Each cardholder must have access to Concur for data entry. The monthly report with electronic receipts is submitted to the Dean for approval; physical credit card statements and receipts are kept by cardholder for audit.
  - ❖ The credit card statement balance and monthly report in Concur total must always match.
  - ❖ There is a process for dealing with unauthorized charges and/or disputed charges.
  - ❖ Keep paperwork from beginning of transaction to end of transaction for online purchases.
  - ❖ Hard copy files must be maintained according to document retention guidelines.
  - ❖ Each cardholder enters transactions into internal shadow spreadsheets, which are reconciled each month.
- Purchase Order/Requisition (over \$5,000)
  - ❖ Any purchase over \$5,000 must be made on a purchase requisition. Graduate students must submit a permission slip with professor/PI approval and FOP (or the professor emails approval).
  - ❖ Purchases over \$15,000 require three bids (students and PIs should work with the accountant to gather the bids). Bid information and other supporting documentation should be emailed to the appropriate buyer after entering the purchase requisition. If an item is only available from a specialized vendor, submit a Sole Source Justification form instead of the bids.
  - ❖ Miscellaneous information pertaining to requisitions:
    - Memberships paid from non-state accounts can be paid with P-Card; memberships paid from state accounts must be submitted on a requisition.
    - Promotional items purchased that include the SFA logo must be pre-approved by the Department of Intercollegiate Athletics and submitted on a purchase requisition.
    - HP currently holds the current state contract for computers. Any computer other than HP or a laptop different from SFA standard order must have Provost's approval prior to purchase requisition entry. The ATCOFA Technology Coordinator will provide specifications.
    - Partially signed contracts can be used as backup to enter a purchase requisition. Once fully executed contracts are received, they should be forwarded to purchasing so the PO can be finalized. Must email all contracts to [contracts@sfasu.edu](mailto:contracts@sfasu.edu) for proper routing and signatures.
    - When a purchase order is entered in the system and approved through SSB a copy is printed and entered on the internal shadow spreadsheet.
    - Each week, the accountant should check all requisitions to see if they have been converted into a purchase order. If they have not yet been converted, email buyer to check status.
    - Each week, the accountant should also check all purchase orders to confirm 2 items: 1) that the order has been received by the vendor and 2) if payment has occurred to vendor after receiving has been entered.
      - If the items have not been delivered and you have not heard from the vendor, follow up with point of contact.

- If the items have been received, the receiving form has been submitted but payment has not occurred, email [accountspayable@sfasu.edu](mailto:accountspayable@sfasu.edu) to follow up on payment.

**RECEIVING** – Orders are delivered to the accountant’s office and checked for any damages and completion. After the accountant verifies the order and matches with the invoice, the paperwork is given to The Senior Program Associate so she can complete the electronic Receiving Form for Purchase Orders and forward confirmation email to the Accountant. The accountant forwards the message, along with any invoice received, to [accountspayable@sfasu.edu](mailto:accountspayable@sfasu.edu) to begin the payment process. See Appendix C for additional instructions and details related to Accounts Payable.

#### **IDTs VERSUS BUDGET TRANSFERS VERSUS COST TRANSFERS**

- All IDTs should be sent to the Controller’s Office. They handle items that are paying other departments for services or reimbursing other departments for costs they have already incurred. This form is found on the main SFA Faculty/Staff page under SFA Business Forms titled Inter-departmental Transfer Summary. Must have Dean or Associate Dean signature for processing.
- All Budget Transfers must go through the Director of the Budget Office. These are monies that are being transferred from one fund to another for purposes that cover account overages that **are not related to grant funds**. These can be done online if within a same fund but different organization number and under \$10,000. This form is found on the Self Service Banner (SSB) page under Finance then either Budget Transfer or Multiple Line Budget Transfer depending on how many transfers that will be involved. If the amount is over \$10,000 or is between more than one fund number a hard copy must be submitted to the Budget Office. This form can be found on the SFA Faculty/Staff page under Finance and Administration, Budget Office, Forms, “Banner Budget Transfer Form.”
- Cost Transfers are monies that are being transferred from one fund to another that are **grant related**. These must be submitted to ORSP with backup documentation. This form can be found on the Faculty/Staff page under Research and Sponsored Programs, Forms, “Cost Transfer Budget Request.”

**SPREADSHEETS** – Shadow spreadsheets are maintained on the accounting drive. Expenses are added to this account weekly. This is needed for accuracy since the banner system does not have up-to-date P-card expenditures or student encumbrances listed. The accountant balances accounts against the shadow spreadsheets on a monthly basis and provides updated balances to Dean.

**RECEIPTS AND DEPOSITS** – the Senior Program Associate, Assistant to the Dean, and Accountant are authorized to collect receipts and maintain receipt books. Student assistants working in the ATCOFA office complete online “Receipts Training” and “Payment Card Training” and are given on-the-job training on how to handle receipts appropriately. Additional staff members may be authorized to collect receipts for special events with appropriate training and completion of online training.

- Deposits are made daily of any funds received prior to the 3 p.m. mail run; funds received after 3 p.m. are deposited the following morning. (The Business Office will not accept deposits after 4 p.m.) Prepared deposits are placed in a locked money bag, then locked in a cabinet in The Senior Program Associate’s office to be delivered to the Business Office by the student worker or staff member making the mail run. A Departmental Deposit Slip is completed on Marketplace by either the Senior Program Associate or the Assistant to the Dean. That deposit slip is then printed and put with the receipt to go to the Business Office.

- **Overages and Shortages** – In the event of an overage or shortage in a deposit, it will be reported immediately to the dean. Significant amounts will be immediately reported to the controller's office. If there appears to be a growing pattern or anything unusual or abnormal about the overages and shortages, that information must be disclosed immediately.
- In the event of a loss, a report will be made immediately to the dean who will initiate an investigation. The dean will contact the controller's office and the university police department.
- The assistant to the dean deposits funds received for scholarships. Deposits for scholarship funds must include a gift transmittal form. These forms along with copies of the check, envelope and receipt are sent with the deposit to the business office. They in turn send it on to the Development Office for acknowledgement. The following applies to the Scholarship Deposits:
  - ❖ **GIFT FORM WITH LETTER** – this letter can be located on the accounting drive titled Gift Transmittal Form. This letter is attached to the deposit when there is no recipient listed on the information that is sent from the donor. It shows to be a donation for a Forestry Scholarship.
  - ❖ **GIFT FORM NO LETTER**- this letter can be located on the accounting drive titled GT Form-No Letter. This letter is attached to the deposit when there is a specific recipient listed on the information that is sent from the donor (i.e. on the letter or check).

## TRAVEL

- **REQUESTS** – Upon receipt of travel requests from department personnel, student groups or organizations, The Senior Program Associate creates a travel request in Concur from information provided on the request form. Request information is entered on a spreadsheet in numeric order for tracking, and on a list to check for approval. The Assistant to the Dean serves as backup for travel request entries and handles travel issues when The Senior Program Associate is unavailable.
- **ADVANCE TRAVEL** – If advance travel funds are requested, it is noted on the request. The advance amount (50% of out of pocket expenses) and the date to issue (Thursday before the trip) are also noted.
- **GROUP TRAVEL** – Noted on the request when a group of non-employee students travel. (100% advance is allowed.)
  - ❖ **AIRFARE BILLING** – When a request has completed the approval chain, the traveler contacts International Tours Travel Agency for the booked ticket price. An Airfare Billing Form is completed and submitted for signatures to the Dean and the Travel Office, and then faxed to International Tours for direct billing purposes. Airfare tickets can also be purchased directly from the Concur website.
  - ❖ **BLANKET TRAVEL** – Used when job duties require numerous repetitive trips for the same purpose using the same funding source. Noted on the requisition and the quantity and unit price fields are reversed from that for regular travel.
- **VOUCHERS** – Travelers submit vouchers after the trip is completed. The Senior Program Associate verifies correct reference and FOP numbers, dates and times, allowable claims and amounts, and proper receipts and documentation. A copy given to the accountant and a copy retained for her files. The original voucher and documents are sent to the Travel Office. The amount of the voucher and date sent to Travel is recorded on a spreadsheet. Travel vouchers should be submitted within 15 days from the ending date of the trip.

- **EXPENSE REPORT** – When the faculty/staff person returns from their trip, they give all needed receipts to the Senior Program Associate. An Expense Report is then submitted on Concur, which issues the reimbursement.
- **DEAN'S TRAVEL** – The Assistant to the Dean submits travel requests and travel vouchers for the Dean's travel in a similar manner to Concur.

**GRANTS/RESEARCH** – The accountant maintains files and records required for grant projects, but anyone interested in submitting a grant proposal must consult with ORSP before submitting a grant application. The dean requires review by the accountant and confirmation of ORSP involvement before he will sign a Proposal Clearance Form. The accountant also:

- Provides documentation and works closely with Letitia Hamilton to provide all information required for invoicing outside agencies for grant funds due the university. Invoices may be required monthly or quarterly, depending on the grant agreement.
- Tracks cost share with coordination of the PI of each grant;
- Maintains a file on each grant with original paperwork, expenditures and cost share documentation;
- Monitors McIntire-Stennis projects, assists with PI grant submissions, and submits yearly progress reports;
- Monitors timely completion of effort report certification, as required by ORSP. ORSP distributed the following guidelines on Sep. 23, 2013:
  - ❖ Effort reports are considered legal documents because the individual (or his/her supervisor) attests to the accuracy of the effort spent on activities. All reports and expenditures are auditable.
  - ❖ Individuals who certify effort are also subject to the False Claims Act:
  - ❖ *An individual who is found to have violated this act can be subjected to civil penalties of not less than \$5,000 nor more than \$10,000 for each violation; to criminal sanctions, if the violation was willful, of imprisonment for up to five years and fines up to \$25,000.*
  - ❖ When an EPAF is submitted, you are designating the employee's job commitments. For externally-funded federal and state awards, non-hourly employees must also certify effort reports to verify the work performed was related to the funding sources designated on the effort report.
  - ❖ Thus, an individual who is paid 100% from grants cannot be assigned other department or university duties. Likewise, a graduate student working 50% on grant A and 50% on grant B cannot be allowed to run errands for grant C.
  - ❖ If an individual is responsible for general department and/or university duties in addition to grant duties, the person must be paid from both the grant and departmental funds. The effort report will reflect this division of duties.

#### **MISCELLANEOUS ACCOUNTING RESPONSIBILITIES**

- The Copier Company we are currently using emails monthly meter reading requests for the three copiers being leased from them (two are located in main office and one in the GIS lab). The readings can be printed directly from the copiers (log-in, click on settings, system settings, then print)

- Physical Plant charges are downloaded from the AIM system (<https://aim.sfasu.edu/fmax/login? t=https%3A%2F%2Faim.sfasu.edu%2Ffmax%2Fscreen%2FWORKDESK>). Once logged in click on PPD Customer Invoice and enter FOP information. Enter start date and end date. You'll need to do this for each FOP that has a charge from Physical Plant. From there, verify or enter charge into the shadow spreadsheet.
- eShipGlobal – When shipping items, we use eShipGlobal to generate shipping tags. You must have an account to generate the shipping tags – email buyer to gain access to platform. When creating the shipping tag, you will enter in the FOP to be charged with no spaces.

## PROPERTY

### INVENTORY CONTROL

- The Technology Coordinator (TC) is the ATCOFA Equipment Manager Designee for technical equipment defined under University Policy C-42 as capital or controlled equipment.
  - ❖ The TC updates and maintains property records for college technical equipment.
  - ❖ The TC conducts annual technical property inventory audits.
  - ❖ The TC provides a clearing house for college-level monthly transactions of technical property inventory and coordinates with the University Property Manager on spot-check audits.
  - ❖ The TC coordinates with University Inventory Control on incoming technical equipment for proper tagging, location and custodian recording, location and custodian changes, and all issues related to University Inventory Policy.
  - ❖ The TC maintains a work order system to track technical equipment repairs, technical equipment moves, technical equipment transfers, and technical equipment surplus. The work order system is to track technical support within the College. The Assistant Systems Administrator or the Technical Coordinator collects information in person or via the telephone from faculty, staff, or graduate students that pertain to computer or other technology repairs or needs. Information collected includes equipment or repair location, contact person, phone number, email address, office room number, SFA property tag number, description of equipment, date and time created, and discussion of repair issue or technical need. The work order system is updated with comments associated with the repair or need and is closed when the work is completed. The work order system provides a record of work performed and can be queried for SFA property tag numbers during property audits or when a need arises to review previous repair or need requests.

### PROPERTY MANAGEMENT

- The TC provides education to faculty, staff, and graduate students once per semester on University property rules including definition of negligence, reasonable care of state equipment, technical equipment check out procedures, and procedures for reporting stolen or missing equipment.
  - ❖ Additional college-level steps for reporting stolen equipment are provided, including obtaining a police report from the jurisdiction where the offense occurred.
  - ❖ Additional reminders of college-level reasonable care responsibilities are also provided including not leaving technical equipment unattended in hotel rooms and/or left visible in vehicles.
- The Assistant to the Dean assists the TC on working with faculty and staff to properly complete the University's annual *Removal of Property from Campus Request* form by providing the SFA property tag number, the property's inventory description, the date the equipment was purchased, and the equipment's inventory value. The TC tracks the equipment for spot-check inventory audits. If the equipment is located off-site and cannot be made available to be physically inspected, a picture with the date and time stamped on it is collected and sent to Property Services.



- The Property Inventory and Management policy was updated in January 2014. Effective immediately for any property reported missing the department will be subject to the following fines and requirements:
  - ❖ Department Fines
    - \$1000 – for two items valued at \$500 or more each, reported missing in the same fiscal year
    - \$2500 – for three to five items of any value reported missing in the same fiscal year
    - \$5000 – for more than five items of any value reported missing in the same fiscal year
    - In the following fiscal year if additional property is reported missing the above fines will double
    - If missing property is found within 30 days of the fine's being assessed, the value of the equipment will be refunded up to a maximum of \$500 per item, but never exceeding the amount of the original fine.
  - ❖ Training – Within 30 days of notification of a fine, all employees identified by the property office will be required to complete property training. Failure to complete the training within 30 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department.
  - ❖ Department Property Control Plan – Within 60 days of notification of a fine the equipment manager will be required to prepare a detailed department property control plan using the template provided by the property office. Failure to complete the plan within 60 days will result in all ordering (requisition and p-card) being shut down for the entire department.
  - ❖ Individual Employee Negligence – This information has not changed, but as a reminder, all university employees are liable for SFA property that they use. A determination of negligence will result in one or more employees being held liable to replace property or reimburse the university the determined value of property.

## GIS SERVERS

- The TC functions as the ATCOFA GIS System Administrator and is responsible for installing, maintaining, upgrading, and operating hardware and software for the GIS laboratories.
- The TC sets up and manages student user accounts.
- The TC coordinates with faculty on GIS instructional needs and requirements.
- The TC provides training for faculty and students on use of GIS laboratory equipment.
- The TC is responsible for the annual server Risk Assessment report and is responsible for the University required Disaster Recovery Plan.

**VEHICLES** – The ATCOFA transportation fleet includes 34 vehicles (17 pickups, 14 vans, and 3 SUVs). ATCOFA vehicles are used for teaching, research, and outreach activities, with teaching activities generally having priority for vehicle use.

- Vehicle Reservations – The Senior Program Associate maintains the Vehicle Log Check-out Book in her office, FO 103-D. Reservations are made by submitting a Vehicle Requisition Form, sending a request by email, or in person or by phone; requests must include dates, times, and FOP for mileage charges (or purpose of use to determine FOP for mileage charges).
- Vehicle Use – Only drivers with an SFA Approved Driver Certificate may drive ATCOFA vehicles. Keys are stored in the key cabinet in The Senior Program Associate's office and returned to the office after the trip, or if after office hours, left in the drop box located in the foyer. A log is also maintained to record when and to whom keys are issued.

- Mileage Log – Drivers are responsible for completing the mileage log that is located in each vehicle to record the date, odometer reading, number of passengers, destination/purpose, and driver's name for each trip.
- Monthly Mileage Report – Mileage logs are collected from all the vehicles at the beginning of each month by the Support Services Coordinator or his assistant. The original logs are retained and copies are provided for The Senior Program Associate so that she can prepare mileage and fuel reports. The information from the logs is entered on a spreadsheet to calculate total mileage and mileage charges to FOPs to be billed. The mileage report totals are submitted to the Controller's Office where the appropriate charges are billed via Inter-department Transfer (IDT). Each charge is then entered into the appropriate shadow spreadsheet that the accountant reconciles each month
- Monthly Fuel Report – The Senior Program Associate receives the monthly fuel statements for the fuel cards issued to ATCOFA via email from Accounts Payable. She separates and totals the charges for each vehicle/card and assigns the appropriate FOP. The totals for each FOP are entered on a spreadsheet to track the balances on the yearly PO encumbrances for each FOP and then recorded on Monthly Fuel Report. Receiving forms are submitted in Banner for the monthly charges to the Environmental Science PO and the Forestry PO. The report sheet is then signed by the Dean and sent to Accounts Payable in the Controller's Office for IDT purposes. The Fuel Charges are then entered into the appropriate shadow spreadsheet that the accountant reconciles each month.

**MERCHANDISE AND CONSUMABLE INVENTORY** – The ATCOFA has a large inventory of books and videos authored by faculty that are available for sale on the SFA MarketPlace and from the ATCOFA office. (Receipts and deposit procedures are discussed in accounting section.) Procedures for merchandise and consumable inventory were developed by the Controller's Office and initiated in August 2014. ATCOFA submitted an inventory certification according to the new procedures in September 2014.

## ACADEMIC AND STUDENT PROCEDURES

### ADVISING

- **ADVISING** – The Academic Advisor explains university policies to students and helps them to decide on classes to make progress toward graduation. The advisor issues appropriate substitutions for classes and waivers for class attributes such as prerequisites or co-requisites as approved by the faculty. The advisor discusses the degrees and career aspirations of students and helps them to choose the major and/or minor that fits them best and files major/ minor change petitions as needed.
- **ACADEMIC COUNSELING** – In the case that a student is having academic difficulties the Academic Advisor will reach out to the student. The advisor will discuss options such as peer mentoring or tutoring, and connect the student to the appropriate resource. If a student is in danger of academic probation or suspension the Academic Advisor explains the policies and options to the student. The Academic Advisor receives iCare reports from across campus. The advisor makes every attempt to contact the student through e-mail, phone, or professors, in order to offer that student support.
- **DEGREE AUDIT** – The Academic Advisor assist student and students who are members of ROTC in filling out a four-year degree plan. The plans have the projected course rotations that will ensure general and ROTC students graduate in the required time span. The advisor also completes Graduation audits during the specified time that consist of the degree plan, audit sheet, minor form, and substitutions in banner if applicable.
- **JOBS/INTERNSHIPS** – The Academic Advisor is the point person for employers and recruiters. The advisor books rooms for information sessions or interviews, and advertises the visits to students and faculty. The Student Assistants assists the advisor with the job and internship boards online by posting positions that are received through email or other means. In the case that a student is applying to a position, the Academic Advisor may help a student to edit his/her resume and cover letter and discuss interviewing skills.
- **ASSESSMENT** – The Academic Advisor helps with assessment by conducting surveys. The Academic Advisor asks her students to complete the advisor evaluation, which the advisor inputs in a data sheet for reporting purposes. The Academic Advisor also asks a series of questions during the advisement sessions based on recruiting and retention that are logged in a data sheet for reporting purposes.
- **REPORTING** – Throughout the semester the Academic Advisor will provide the data on enrollment, graduation, and projected field station attendance. This information is pulled from WebFOCUS. The Academic Advisor also retrieves specific data as requested by the faculty or staff. The Academic Advisor also completes the FAEIS (Food and Agriculture Education Information System) report each academic year, inputting employment, salary, and ethnicity information into the FAEIS online system in regards to recent graduates.
- **PROGRAMMING** – The Academic Advisor may speak in classes or conduct workshops as requested by the faculty/staff or as a need presents itself. The advisor is also in charge of the development and implementation of a Peer Mentoring Program. The advisor will serve as the point person for establishing contacts between mentors and mentees and overseeing their progress throughout the semester. The advisor will create social events to foster mentor-mentee success.
- **RECRUITING** – At times, the Academic Advisor will conduct school visits and put on presentations about the college and its majors for recruitment purposes. The Academic Advisor meets with prospective

students that visit campus. The advisor will discuss the intended major, give a short tour of the forestry building, and try to connect the student with a faculty member as appropriate. The Academic Advisor also helps with Showcase Saturday. In preparation, the advisor orders the tree seedlings as giveaways. The Student Assistants, gather the needed supplies and prepare bags for the seedlings. The Environmental Science department gathers a group to help prepare the seedlings for handing out. At Showcase Saturday, the advisor sets up/takes down the recruiting installation, talks with prospective students and their families, hands out materials, gathers contact information, and distributes trees. The advisor follows up with prospective students that show an interest in the majors of the college.

- **COMMITTEES** – The Academic Advisor is a member of the PAAC & CAPP committees. The advisor books the room for the meetings and makes refreshments available if needed. The advisor follows up on any concerns that are raised during the meeting on behalf of the Arthur Temple College of Forestry and Agriculture.

**CLASS SCHEDULES** – The Assistant to the Dean and the Director of Environmental Science review and prepare the academic class schedules for Forestry, Environmental Science, and Geospatial Science, according to the deadline schedule distributed by the Registrar's Office. The Assistant to the Dean enters the schedule details into Banner on SSASECT in INB. "Schedule Build" training is required to receive the required Banner access. See the [Procedures for Schedule Building](#). Training materials are located in the Banner Training/Student notebook located in The Assistant to the Dean's office.

**REGISTRATION** – Student registration is an online system accessed through each student's mySFA account. [Registration dates](#) are distributed by the Registrar's Office and specific details. After online registration closes, students must go to the Registrar's Office in order to drop a course or withdraw.

- **HOLDS/PERMITS** – Holds are placed on a student's account for various reasons including advising, probation/suspension, and pre-requisite requirements. Permits may be issued to override a hold or to allow registration for a course in which the student does not meet all requirements. The academic advisor or instructor will request permits to be entered. See [Procedures for Holds](#) and [Procedures for Permits](#), for more information.
- **INDEPENDENT STUDY/INTERNSHIP COURSES** – Independent study and internship courses are created for individual students or small groups of students not meeting minimum enrollment requirements for a lecture course. The instructor agreeing to direct an independent study or internship section must complete a *Request for Independent Study Course*, attach a syllabus, and submit the signed form for approval to the Associate Dean (Forestry and Geospatial Science) or the Director of Environmental Science. When the request has been approved, The Assistant to the Dean will create the special section in INB and email the student with registration information.
- **LATE REGISTRATION** - Official Reporting Day (ORD) for Fall/Spring semesters is 12<sup>th</sup> Class Day; for Summer Sessions – 4<sup>th</sup> Class Day. A list of [registration deadlines](#) is available on the Registrar's Office website.
  - ❖ Before ORD but after online registration closes, enter a "Special" permit and send student to Registrar's Office to complete registration. \$25 late registration fee.
  - ❖ After ORD – if an instructor agrees to allow a student to add or be reinstated in a class after ORD, students must complete the [Late Add or Course Reinstatement Request Form](#) found on the Business Office website (requires signatures from the student, instructor, department chair, and dean or associate dean). The Dean's Office should fax a copy of the completed form to the

Business Office (7213) and the Registrar's Office (7638). The student should immediately deliver the completed form to the Business Office (Austin Building, 2<sup>nd</sup> floor). A \$50 per credit hour late fee will be assessed. The university does not receive funding for students enrolled after ORD.

- **UNDER-ENROLLED CLASSES** – Organized classes must have minimum enrollment of ten for undergraduate classes and five for graduate. If an under-enrolled class meets one of the justification criteria provided by the Coordinating Board, the dean may request for the course to be taught without the requisite minimum enrollment. The associate dean and/or the department/division chair will submit the request to the associate provost for approval. If an under-enrolled class does not meet a justification requirement, the class will be canceled or converted to an independent study.
- **MISCELLANEOUS REGISTRATION INFO** - Labs held on Campbell Land – ATCOFA has a Land Entry Agreement with The Campbell Group/Crown Timber, LLC, which allows access to Campbell Group land for labs. The Assistant to the Dean emails a request at the beginning of each semester to Forestry faculty requesting dates and compartment numbers for labs that will be held on Campbell land. A summary request is emailed to Bill Stansfield followed by mailing signed Liability Release Forms signed by each student.

**SCHOLARSHIPS** – An annual Awards Convocation is held each spring to award scholarships to Forestry, Environmental Science, and Geospatial Science students. In the past five years, approximately \$100,000 was awarded each year. Agriculture holds a separate awards event.

- **SCHOLARSHIP APPLICATIONS** – scholarship applications are submitted online through the Office of Financial Aid's website and are due on Feb. 1 of each year. A hard-copy application form may also be accepted. The scholarship program is coordinated through the Financial Aid office. The staff verifies key information (student's major, test scores, GPA, etc.) and then opens access for departments to review the completed applications. The Assistant to the Dean downloads the applications submitted by Forestry, Environmental Science, and Geospatial Science majors and imports the data into various reports for the Scholarship Committee.
- **SCHOLARSHIP AWARDS AND AMOUNTS** – The Assistant to the Dean compiles a Dean's Information Sheet with funding available from development and endowment accounts (balances received from the accountant) in order to determine scholarship awards. The Alumni Association provides similar data for scholarships housed in their area. The Assistant to the Dean prepares a Scholarship Committee Information Sheet which lists each scholarship to be awarded, the amount of the award, and specific selection criteria.
- **SCHOLARSHIP SELECTIONS** – the Scholarship Committee, a standing committee appointed by the Dean, meets to discuss the applications and make scholarship selections. Selections must meet specific scholarship requirements which may include a specific major, minimum GPA, or a student's home residence.
- **SCHOLARSHIP ANNOUNCEMENTS** – after verifying selections with scholarship requirements, The Assistant to the Dean posts the scholarship recipient list and distributes email announcements. In order to receive a scholarship, currently enrolled students must attend the Awards Convocation and enroll full-time during the semester the scholarship is awarded. Excused absences and enrollment exception requests may be approved by the Scholarship Committee Chair. Incoming students are mailed a scholarship offer letter which includes a deadline for accepting the scholarship; a follow-up contact is attempted if

a response is not received by the deadline and the offer is considered withdrawn if an acceptance is not received.

- **SCHOLARSHIP DISBURSEMENT** – all scholarships are disbursed through the Financial Aid Office on a Scholarship Pre-Disbursement Form that includes the scholarship name and FOP, along with the recipient's name, CID, and amount to be disbursed for a specific semester. Scholarships are credited to the student's account. Prior to any disbursement, debt owed by the student to the university will be deducted from the scholarship.
  - ❖ Luminant (formerly TXU) frequently awards research fellowships to graduate students through their Environmental Research Program. The application and award are routed through ORSP and a FOP is assigned as a grant project. The project budget generally includes a fellowship stipend, tuition and fees, an insurance supplement, and research expenses. The stipend is paid through a GA EPAF submitted by the Graduate Admissions Specialist and the tuition, fees and insurance supplements are reimbursed via a Scholarship Disbursement Form prepared by The Assistant to the Dean upon receipt of the student's bill and insurance verification. The accountant maintains accounting for the project and assists the student with purchases and other expenses. Textbooks are approved expenses on a Luminant Fellowship and may be purchased by the student and reimbursed or paid with a P-Card and billed to the project.

## ATCOFA AGRICULTURE OFFICE STAFF

In the Department of Agriculture, **JOEY BRAY**, serving as chair of the department, carries the same title, status, and authority as other chairs across campus. Working within established policies and procedures of the state and university, the Chair oversees program planning, annual salary enhancements, budgeting, curricular development, and assessment of program effectiveness. The Chair is also responsible for faculty and staff annual evaluations, promotion, tenure and similar administrative activities. He is the department's representative for the Agricultural Consortium of Texas (ACT) and the Non-land-grant Agricultural and Renewable Resource Universities (currently serving as board member of the latter). He also serves as director of SFA Gardens. The Chair provides leadership for faculty, staff, and student involvement in the Departmental planning and decision-making processes. In addition to the current duties, the current chair is responsible for all agricultural education activities including the oversight of all FFA activities held on campus that generally has about 4000 participants.

Members of the Agriculture Department's Office Staff are:

Academic Advisor, **EMILY PAYNE**. Serves as the primary advisor for all undergraduate students in the Agriculture Department and is the primary advisor for Agri-Ambassadors, the Departmental student recruitment group. She directs student summer orientations, which includes visiting with incoming freshman on their degree route while at SFA. She also works with current students to complete the Departmental portion of the process for graduation through evaluation, corrections and fulfillment of a complete final degree plan. Once a degree audit is conducted by Registrar's office and Emily receives confirmation of student's graduation status, she contacts them first by email, and then by phone if she does not get a response. Emily makes minor and major changes and does all course substitutions in Banner.

Graduate Program Advisor and Associate Chair, **DR. MICHAEL MAURER**: Provides administrative assistance to the Chair. Manages the graduate student records and admissions.

Receptionists and secretary to the Department Chair, **CYNTHIA BAIZE**: Serves as receptionist for the main office; provides general secretarial assistance for the faculty; completes travel requests and vouchers, and enters class schedules in Banner. This position also sends prospective and admitted letters to incoming students. She supervises front office student workers and is responsible for mail routing. She also enters FAIES data for the Department. She serves as backup to the Senior Program Associate.

Senior Program Associate III, **KIM ELLIOTT**: Serves as the business manager. Completes EPAF's as well as manages receivables, fiscal controls, and official reports, and exercises some budgetary authority. Maintains Graduate Assistantship (GA) budgets and processes GA EPAFs. She prepares semi-monthly payroll in TimeClock; also has authority to process travel requisitions and vouchers for faculty, staff, and students; manages the process for employing students; does P-card detailing for Beef Unit, Swine Unit, SFA Soil, Water and Forage Analysis Lab, Equine Unit, Departmental Unit, and SFA Gardens. Works directly with farm unit faculty directors and farm managers on budget issues. Maintains records of Departmental vehicles and works

with Chair and faculty, farm managers, and research associates to monitor and prepare annual Departmental Inventory report.

Technology Coordinator, **JON GAUNTT**: Housed at the College level and serves as the Departmental equipment manager; is responsible for installing, maintaining, upgrading, and operating hardware and software for faculty, CAD lab, student computer lab, Soil, Water, and Forage Analysis Lab, SFA Gardens, and wireless systems at the Walter Todd Agricultural Research Center. Assists with the installation, maintenance, upgrading, and operation of hardware and software. Housed at College level.



# AGRICULTURE'S OFFICE POLICIES AND PROCEDURES

## RECEPTION/MAIN OFFICE

The Secretary, serves as receptionist for the main office (AGR 101) representing the Chair of the Department of Agriculture's undergraduate academic majors in agribusiness, animal science, agricultural development, poultry science, agricultural engineering technology, horticulture, general agriculture, and the Master of Science in general agriculture. She supervises two student assistants who help with reception duties including: greeting and directing visitors and students; answering the phone, directing phone calls, and taking messages; and scheduling appointments for faculty, advisors and the department chair. The Secretary's calendar is synched with Chair's calendar.

**MAIL** – The student assistants deliver outgoing mail to the SFA Post Office and pick up incoming mail once each day generally around 2 p.m. depending on weather and need. The Soil, Water and Forage Testing Lab sends student workers from their office to pick up mail because it requires a vehicle due to shipments of soil for testing. Outgoing mail requiring postage paid from university accounts is submitted with a card indicating the appropriate account numbers. Incoming mail is distributed to appropriate faculty mailboxes or staff offices. Deliveries to other campus offices and miscellaneous errands are routinely done during the "mail run."

**ASSIST ADVISORS** – The Secretary assists students by removing academic holds and issuing permits in Banner when students bring a current advisors slip to the front office.

- Pulling files of students with advising appointments which are held in front office until academic advisor picks them up. During peak advising times, files for students with upcoming appointments are pulled and prepared the day before.
- Mail letters to admitted and prospective students when the list is received from the Office of Admissions.

## ASSIST FACULTY AND OTHER STAFF

- Type correspondence and other materials needed by faculty members.
- Make copies for faculty members for classes and labs (in order to prioritize copy jobs, ask when the copies are needed).
- Check the fax machine for incoming faxes and distribute to the appropriate person(s).
- Assist other staff as needed.
- Update alumni information as received in emails or other documentation.

## TEXTBOOK ORDERS, COURSE INFORMATION, CLASS ROSTERS, AND GRADE ENTRY

- **TEXTBOOKS** – when the class schedule is available for each upcoming semester, send textbook request forms to professors for updates, then place textbook orders according to the time schedule requested by the university bookstore.
- **COURSE INFORMATION** – A course syllabus and instructor CV must be posted on the SFA website by the seventh day after the first class day, as required by HB #2504, for all undergraduate courses. The Secretary uploads the syllabi and monitors for compliance.
- **CLASS ROSTERS**
  - ❖ **1<sup>ST</sup> CLASS DAY** – distribute to faculty a copy of their class rosters. Keep a copy in folder.
  - ❖ **ORD ROSTERS (12<sup>TH</sup> DAY)** – The Secretary ensures that attendance rosters are submitted by the due date provided by the Registrar's Office.
- **GRADES** – Instructors must enter course grades at the end of each semester by the deadline established on the university calendar.

- ❖ The Secretary verifies that grades have been posted and reminds the faculty of the upcoming deadline.

**WEEKLY GIFT REPORT** – The Development Office emails a weekly gift report of donations that have been received for various accounts. The Secretary and the student assistants prepare thank you letters for the Chair's signature to acknowledge these gifts.

- Look under "description" and make sure it's for the Agriculture Department or SFA Gardens, not a club or an organization.
- If it's not a club or organization, check the Excel spreadsheet for the donors' names, if it's a new person, add them into the sheet.

**ROOM RESERVATIONS** – A log of room availability and reservations are kept at the Secretary's desk.

## HUMAN RESOURCES

### HIRING

- **FACULTY** – the Chair appoints an ad hoc Search Committee to develop a detailed job description and position announcement. All vacancies are posted with Human Resources (HR) via PeopleAdmin and follow the established approval chain. Any published advertisements must be pre-approved by University Marketing Communications. Committee training, screening and interviews are held according to HR guidelines. Recommendations for appointment and requests for faculty contracts are submitted to the Provost's office. Agriculture's Senior Program Associate originates a hiring EPAF when an offer has been approved and accepted. Reasons for non-selection of candidates are entered according to HR guidelines in order to close the search and the PeopleAdmin posting.
- **STAFF** – All staff vacancies are posted with HR via PeopleAdmin. A Job Analysis Questionnaire is required for changes to an existing job description. The Chair appoints an ad hoc Search Committee to review applications, screen candidates, and conduct interviews. The Senior Program Associate submits a hiring EPAF when an offer has been made and accepted. Reasons for non-selection of candidates are entered according to HR guidelines in order to close the search and the PeopleAdmin posting.
- **CASUAL EMPLOYEES** – Faculty submit requests and justification to hire non-student workers for temporary (maximum 90-working days per HR policy) appointments. Each request must include the funding source, target start date, and hourly salary. Casual Employee positions do not have to be posted or advertised. The Senior Program Associate or the faculty member will send a Casual Employee Data Form and background check info to the candidate. The Senior Program Associate obtains confirmation of funding availability and submits EPAF when the Data Form is received. The actual start date is determined by consulting with HR for available New Employee Orientation (NEO), usually only held on Mondays, and confirmation of a clear background check. Casual Employees working away from campus may be allowed to mail notarized copies of NEO paperwork to HR. Upon receipt of email notification that EPAF has been applied, a request is emailed to Payroll to add the new casual employee to TimeClock (include I-level Intermediate supervisor approver and O-level Overall approvers). Notify supervisor that new employee is approved to begin work on confirmed start date. Casual Employees are classified as non-exempt staff.
- **GRADUATE ASSISTANTS (GA)** – Candidates for a graduate assistantship must have clear or provisional admission to a graduate program and can be hired as a Teaching Assistant (TA) or a Research Assistant (RA). The Graduate Program Advisor verifies the candidate's admission status and if requirements are met, has the student complete a background check form and a GA application form. HR will give notification when the background check is approved. Faculty informs Graduate Advisor, Senior Program Associate, and Chair via email of a potential student they would like to hire as a graduate assistant. If a student is hired on a grant (RA or as a TA,) Chair verifies that funds are available for the position. Chair reviews applicants from the list submitted by faculty. Funding for teaching assistantships is awarded through the Graduate School. If a GA is paid from more than one account, the amount to be paid from each account should be shown on the EPAF. To maintain an assistantship, students must register for 6 credit hours during the fall and spring and 3 credit hours during the summer. Chair and graduate advisor verifies that GAs are enrolled for the required credit hours and notifies students via email, in person, or in written letter of any deficiencies. If a GA is not a Texas resident, a copy of the student's EPAF is sent to Admissions in order for the student to receive a waiver that allows him/her to pay in-state tuition rates. EPAFs are submitted each semester. Funding sources for GA's in agriculture come from three basic sources: Graduate school (3) nine month, Houston Livestock Show and Rodeo (4) 12 month and funded research projects (varies from year to year).
- **STUDENT ASSISTANTS** – Faculty or staff members submit requests to hire students, providing a job description, funding source, and hourly rate of pay. Funds are verified. The position is then posted with

HR through PeopleAdmin. Upon notification from faculty/staff member of their hiring choice, an email message is sent to the student employee with instructions for completing paperwork at HR and the two required trainings – Advancing Students As Professionals (ASAP) Training and EEO Training. The Senior Program Associate submits an EPAF. The student submits a “GO” card issued from HR when all hiring requirements are met. When “GO” card and email notification that EPAF has been applied are received, a request is emailed to Payroll to add the new student employee to TimeClock (include I-level Intermediate supervisor approver and O-level Overall approvers). Notify supervisor that new employee is approved to begin work.

- ❖ If a student is already employed by SFA, an Additional Job Assignment EPAF is submitted to provide a different job task code assignment. Notification to Payroll to add this additional task code for the student in TimeClock is sent when notification is received that the EPAF has been applied.
- ❖ Policy States those students can work up to 115 hours per month, but no more. The split of the hours are at the discretion of the supervisor, as long as the student does not go over 40 hours in a week.
- ❖ **WORK STUDY** – A department can only hire the number of students whose work study award can be met by their annual allotment. The students provide a printout of their Financial Aid Award. (Spreadsheet is used to track the department allocation and the student’s award balances.) The EPAF for work study student employees includes an end date that automatically ends “assignment” per semester. After initial hiring setup, work study assignment may be reactivated each semester for the duration of the student’s employment. The department has 3 work study accounts: Farms, Gardens, Office

**EPAF APPROVALS** – The EPAF approval chain is included in the EPAF process. Originators may not serve as proxy approvers for an EPAF they created per HR policy. The Secretary is proxy approver for the Chair. She routinely approves EPAFs for student assistants and graduate students. After verifying accurate funding, the Senior Program Associate maintains a spreadsheet with current workers, funds and PIs.

- The EPAF originator should not approve an EPAF they have created.
- Employees should not originate or approve EPAFs that affects themselves.
- The EPAF originator and approver should not originate or approve EPAFs for their relatives.

#### **CHANGE IN STATUS OR FUNDING SOURCE**

- **FACULTY/STAFF** – An EPAF to change status or funding source for faculty and staff is submitted, including grant cost-share appointments when prompted by Dean or Chair and/or ORSP. Faculty summer appointments not listed in the printed Summer Budget are submitted to HR via an EPAF Change Request Form and HR prepares the EPAFs.
- **GRADUATE ASSISTANTS** – An EPAF is submitted if there is a change in funding source after verifying availability of funds with Chair.
- **STUDENTS** – An EPAF is submitted to change funding source or status.

#### **ADDITIONAL COMPENSATION**

- Effective with the FY14 fiscal year, the Controller’s Office will encumber budgeted payroll benefits (FICA, Medicare, retirement, health insurance) and the Budget Office will encumber additional compensation. This process will help monitor account balances.
- The Budget Office will encumber amounts recorded on the form: *Authorization for Additional Compensation Services*. Once the form: *Authorization for Additional Compensation Payment*, is processed, the encumbrance will be reduced.

- For additional compensation paid from grant funds, departments should verify with ORSP the payroll and benefit amounts to be budgeted when the *Authorization for Additional Compensation Services* form and the ORSP *Additional Compensation Verification* form are submitted to HR.
- Department heads are responsible for reviewing these encumbrances and notifying the Controller's Office or the Budget Office when the encumbrances should be adjusted, just as P-Card encumbrances are monitored.

## TERMINATION

- **FACULTY/STAFF** – The Senior Program Associate submits an EPAF upon notification of separation, termination or retirement. The Departmental Check-out Form is completed and submitted to HR with a copy to the employee's file.
  - ❖ **CASUAL EMPLOYEES** - include an end date that ends "assignment" but an "End Employment" EPAF is also needed when that person is no longer associated with the university in order to end access to email, internet, etc. If casual employment ends before the original end date, contact HR so they can manually remove the end date from Banner in order to allow new end date to apply.
- **GRADUATE ASSISTANTS** – The Senior Program Associate submits an EPAF for termination of graduate assistants once they have completed four semesters as a teaching assistant or grant that they are being paid from has expired.
- **STUDENTS** – The Senior Program Associate submits EPAF upon notification of separation or termination that ends the job assignment. An "End Employment" EPAF is required when the student no longer has active job assignments.

## PERFORMANCE EVALUATION

- **FACULTY EVALUATIONS** – The Chair completes annual faculty evaluations per the schedule of deadlines issued by the Provost's office each year. Faculties are evaluated on information provided via their online Faculty Activity Report (FAR) and student course evaluations. The Chair completes an Administrative Evaluation which is forwarded to the Provost for review. All FARs are submitted through the Digital Measures System.
  - ❖ Promotion and Tenure application/reviews are conducted during the same time period, according to Departmental Promotion and Tenure Guidelines. Please see the Promotion and Tenure Policy for more information
- **STAFF** - Performance Reviews are completed according to the schedule of deadlines issued by the Provost's office. Supervisors meet individually with each staff member and complete the Performance Management Review packet. The Chair reviews staff performance reviews completed by supervisors within the Department. Performance reviews completed by the Chair for his immediate staff are reviewed by the Dean. All performance reviews are submitted to HR with copies retained in each staff member's file.

## OFFICES AND KEYS

- The Office Staff, in consultation with the Chair assists new employees with office assignment, telephone, long distance, business cards, mailbox, etc.
- Based on available office space, GAs are assigned an office. Office space is provided on a first come/first serve basis. No distinction is made for RA's or TA's. Occasionally, if space is available, graduate students no longer on assistantship are allowed to retain office space in order to complete their thesis/dissertation. The Chair oversees GA office assignments.
- Keys for offices, labs, and classrooms in the Agriculture complex are stored in the Senior Program Associate's Office. Faculty, staff, and GAs are issued keys to assigned buildings, offices, classrooms and

labs. Students may check-out keys for other research or work areas with a permission slip signed by an associated faculty member. A list is kept, documented who has what key.

## TRAINING

- **NEW EMPLOYEE ORIENTATION (NEO)** – all new SFA employees must complete NEO. On-campus employees attend NEO sessions, normally held on Mondays which include completion of HR paperwork and benefits enrollment in the mornings and EEO training in the afternoon. Off-campus employees (usually Casual Employees who are not eligible for SFA benefits) may be allowed to submit HR paperwork via notarized hard copy forms and they may be allowed to take an online version of EEO training.
- **MANDATORY UNIVERSITY RETRAINING** – EEO, P-Card, Property, and various other trainings as required by university policy, are available for online retraining. HR or the Procurement Office is responsible for tracking and notifying employees when retraining is needed.
- **GRADUATE STUDENT ORIENTATION** - held each fall semester to train graduate students in key areas including degree program planning, purchasing, vehicle use, travel, and payroll.
- **STUDENT EMPLOYEES** – HR provides two trainings for student employees: ASAP (Advancing Students as Professionals) and EEO training. Students may not begin working until required trainings are completed.
- **DEFENSIVE DRIVING AND VAN CERTIFICATION** – Drivers for Agriculture labs, research, and/or official business are required to complete a defensive driving course every three years, available through the University Police Department or a private entity. Van drivers must also complete additional training and obtain Van Driver Certification. Departmental funds are utilized to pay the training expenses of student drivers.

## WORK TIME AND LEAVE REPORTING

### FACULTY AND EXEMPT STAFF

- Faculty and exempt staff are considered professional salaried employees who are paid monthly as detailed in the university budget or via EPAF. No formal time reporting is required. Annual faculty contracts are issued from the Provost's office and exempt staff receives appointment letters from the Provost or the Dean.
- **LEAVE TIMES FOR FACULTY AND EXEMPT STAFF**
  - ❖ On or about the first of each month, an emailed reminder is sent to faculty and exempt staff to submit leave time online or email info to the Senior Program Associate, to be entered into Leave Report. A 3-ring binder is maintained, with a hard copy Leave Records for faculty and exempt staff. The Leave Report is submitted online by 10<sup>th</sup> of each month.
  - ❖ "Reporting Rules for Faculty Sick Leave/Personal Time" were distributed by the Provost's office on July 22, 2013.

*The following are guidelines for faculty regarding their use of sick leave for personal or family illness and for personal leave.*

- *If a faculty member needs to take time off to handle personal business, personal leave may be used for that purpose with prior approval from their department head.*
- *If a faculty member misses a class, even if a substitute covers the class, the time missed is to be reported.*
- *If a faculty member is out on a continuous basis, two days or more, they must turn in leave for 8 hours for each day.*
- *If a faculty member misses office hours, due to illness or personal business, they must turn in leave for the time missed.*

*Accrual of sick leave remains eight (8) hours per month for full-time faculty. Part-time faculty accrue sick leave at a proportional rate.*

- *Compensatory time earned by exempt staff is recorded on a monthly report approved by the Chair and submitted to Payroll. Comp time earned by the Chair is submitted for approval to the Dean. Compensatory time taken by exempt staff may not exceed 80 hours (10 days) per fiscal year.*

### NON-EXEMPT STAFF

- Non-exempt staff in the Chair's Office submits work and leave time online in TimeClock via time sheet entries of total hours worked each day. M-approvers make approvals of their student times before the Senior Program Associate enters O-level approvals. The Senior Program Associate also does O-approvals for the Chair's Office staff and other non-exempt employees according to the deadline schedule for monthly payroll. The Secretary is the back-up approver, as well as the approver for the Senior Program Associate's time. Non-exempt Chair's staff are not required to clock in and clock out.
- **LEAVE TIME FOR NON-EXEMPT STAFF**
  - ❖ Leave time should be requested online via SFA Leave Request or on a hard copy form and forwarded to the Senior Program Associate and the immediate supervisor. Effort is always made to accommodate leave requests, but consideration may be required in order to have sufficient staff available to conduct daily business.
  - ❖ Overtime may be necessary during peak work periods or for special events and projects. Time worked by non-exempt staff in excess of 40 hours in a workweek beginning on Saturday and ending on the following Friday is considered overtime and must be recorded in TimeClock. Overtime for non-exempt staff is compensated by allowing compensatory (comp) time off at the overtime rate of 1.5 hours off for each hour worked over 40. Comp time off should be

requested and approved in advance and is reported in TimeClock. The university also has a provision for paying overtime when granting comp time is impractical.

➤ **STUDENTS AND CASUAL EMPLOYEES**

- ❖ Student and casual employees submit work time online in TimeClock using the clock in and clock out feature. The faculty and staff are emailed a reminder on the 1<sup>st</sup> and 16<sup>th</sup> of each month (as close as possible allowing for weekend dates) that time entries and approvals are due. Supervisors of student and casual employees perform I-level approvals of time in the system. The approvals and hours are reviewed in the system checking for correct task codes, 20+ and 40+ issues, and missed punches.
- ❖ Student and casual employees working off campus with no access to TimeClock must submit their hours to their supervisor, who forwards the hours and their approval to the Senior Program Associate for manual entry in TimeClock.



## ACCOUNTING

The Senior Program Associate III, serves as the business manager and handles day-to-day operations pertaining to fiscal matters. She maintains spreadsheets, account balances, and monitors transactions in Departmental accounts within the Banner system.

**PURCHASING** – revised guidelines were received from ORSP on Sep. 23, 2013. There are three key functions in the purchase process: requisition entry, requisition approval, and receiving. Of these three functions, an employee may only be given access to handle two functions. The originator, approver, and receiver cannot be related to the employee receiving funds/goods on the requisition.

**P-CARD PURCHASES (\$5,000 OR UNDER)** – the Accounting Clerk III holds the primary P-Card used for departmental purchases and purchases for the Soils Lab, completes a detail summary for multiple accounts, and maintains receipts. The Swine Unit and Equine Unit have their own P-Card and do their own detailing. Monthly detailing activity entered via Internet Native Banner (INB). Details and receipts are submitted to the Chair for approval signatures then filed as hard copies.

- Faculty/Staff use the P-Card for local purchase and they bring back tax-free receipts with an itemization of items purchased. Faculty members and farm managers, who direct one of the farm units, soils, lab, SFA Gardens, etc., are assigned P-Cards that are kept on their person. Hundreds of purchases and the distance to farms coupled with the need to access cards on weekends and evenings make this process necessary. A graduate student may be temporarily assigned the use of a P-Card by the major advisor, farm manager, or department chair. The person to whom the card is assigned remains responsible for the card's use. The graduate student must return the card along with a tax free receipt as soon as possible. The person to whom the card is issued will report any lost or missing cards through channels as outlined in policy. If items are not available locally, the card holder places an order and is contacted when the purchase arrives.
- Transactions are posted to the appropriate FOAPs, utilizing detail summaries prepared by card holders.
- Purchase Order/Requisition (over \$5,000)
  - ❖ For purchases over \$5,000, faculty/staff must gather three bids to accompany PO paperwork;
  - ❖ Graduate students are not allowed to submit purchase order bids
  - ❖ Farm managers may submit requests for P.O's after consultation with faculty director of the farm or the Chair of the department.
  - ❖ When an item is received it is delivered to the purchaser.

**RECEIVING** - Daily shipments and mailings involving ordered items are received; she checks the packages for accuracy, damage and completion, and completes final receiving. After verification of invoices and deliveries, she enters PO and payment information on a spreadsheet for tracking balances and histories. The Secretary will then enter information on the Receiving Form for Purchase Orders and electronically submitted to Purchasing. A copy of the receiving form is kept in the Secretary's files. Invoice and receiving documents are sent to Accounts Payable for payment. Receiving for orders are entered.

### DEPOSITS

- Deposits are made according to university policy. Funds kept overnight are kept in a locked box. We attempt to make daily deposits but this is not always possible. The Business Office will not accept deposits after 4 p.m. Funds received for scholarships or miscellaneous items are deposited, and discrepancy items are handled as needed. The student assistants carry deposits from stall rental at the Equine Center directly to the business office. MarketPlace is checked and verified that horse stall deposits are being entered in the appropriate account and in a timely manner. Funds accepted during

the sale of a show pig are presented to the Senior Program Associate at the earliest possible time for deposit. Customers, who buy a pig, goat, sow, or beef animal are issued the proper receipt and or bill of sale. Because of the business nature of the Soil, Water, and Forage Testing Lab, a cash fund must be kept on file. Surprise audits are made of the cash fund. Prepared deposits from the soil lab are placed in a locked money bag and delivered to the Business Office by student workers in the soil lab. Someone from the office staff carries a locked money bag with deposits received in the main office to deposit in the business office. Funds collected during the two semi-annual plant sales are held by UPD until they can be deposited. Funds collected during the plant sales are verified at the close of the sale.

## TRAVEL

- **REQUESTS** – Upon receipt of travel requests from department personnel, student groups or organizations, a travel requisition is created in Internet Native Banner (INB) from information provided on the request form. Requisition information is then scanned onto the computer and filed in travel folder for tracking. When finding requisition approval completion in Self Service Banner (SSB), email with reference number is sent to the traveler. The Secretary handles travel, and the Senior Program Associate is the backup.
  - ❖ **ADVANCE TRAVEL** – If advance travel funds are requested, it is noted on the requisition. The advance amount (50% of out of pocket expenses) and the date to issue (Thursday before the trip) is also noted.
  - ❖ **GROUP TRAVEL** – Noted on the requisition when a group of non-employee students travel. (100% advance is allowed.)
  - ❖ **AIRFARE BILLING** – When a requisition has completed the approval chain, the traveler contacts International Tours Travel Agency for the booked ticket price. An Airfare Billing Form is completed and submitted for signatures to the Chair and the Travel Office, and then faxed to International Tours for direct billing purposes.
  - ❖ **BLANKET TRAVEL** – Used when job duties require numerous repetitive trips for the same purpose using the same funding source. Noted on the requisition and the quantity and unit price fields are reversed from that for regular travel.
- **VOUCHERS** – Travelers submit vouchers after the trip is completed. These are verified for correct reference and FOAP numbers, dates and times, allowable claims and amounts, and proper receipts and documentation. A copy is retained in three ring binders in the front office. The original voucher and documents are sent to the Travel Office.
- **CHAIR'S TRAVEL** – The Secretary submits travel requests and travel vouchers for the Chair's travel in a similar manner to that outlined above. She also books his lodging and rental car as needed.
- **GRANTS/RESEARCH** – The Senior Program Associate is responsible for the Grant and Research funds
  - ❖ Along with the PI she assists in preparing invoices to outside agencies for grant funds due to the university; monthly and quarterly as stated in each currently funded grant.
  - ❖ Maintains expenditures for the grants in files pertaining to each grant.
  - ❖ Tracks cost share with coordination of the PI of each grant.
  - ❖ Maintains a file on each grant with original paperwork, invoices and cost share documentation;
  - ❖ Monitors timely completion of effort report certification, as required by ORSP. *ORSP distributed the following guidelines on Sep. 23, 2013:*
    - *Effort reports are considered legal documents because the individual (or his/her supervisor) attests to the accuracy of the effort spent on activities. All reports and expenditures are auditable.*
    - *Individuals who certify effort are also subject to the False Claims Act:*

- *An individual who is found to have violated this act can be subjected to civil penalties of not less than \$5,000 nor more than \$10,000 for each violation; to criminal sanctions, if the violation was willful, of imprisonment for up to five years and fines up to \$25,000.*
- *When an EPAF is submitted, you are designating the employee's job commitments. For externally-funded federal and state awards, non-hourly employees must also certify effort reports to verify the work performed was related to the funding sources designated on the effort report.*
- *Thus, an individual who is paid 100% from grants cannot be assigned other department or university duties. Likewise, a graduate student working 50% on grant A and 50% on grant B cannot be allowed to run errands for grant C.*
- *If an individual is responsible for general department and/or university duties in addition to grant duties, the person must be paid from both the grant and departmental funds. The effort report will reflect this division of duties.*

## PROPERTY

### AGRICULTURE VEHICLES

The Department maintains 8 farm/gardens trucks. One truck from Forestry is assigned to Ag Engineering Technology. Departmental vehicles are used for farm use, teaching, research, and outreach activities, with farm use being the primary function.

- **VEHICLE USE** – Only drivers with an SFA Approved Driver Certificate may drive Departmental vehicles. Keys are monitored and secured by the assigned faculty or farm manager.
- **MILEAGE LOG** – Drivers are responsible for completing the mileage log that is located in each vehicle to record the date, odometer reading, number of passengers, destination/purpose, and driver's name for each trip.
- **MONTHLY MILEAGE REPORT** – Mileage logs are submitted by each entity e.g. farm or garden at the beginning of each month.
- **MONTHLY FUEL REPORT** – The Senior Program Associate receives the monthly fuel statements for the fuel cards issued to the Department via email from SFA Grounds and Transportation. She separates and totals the charges for each vehicle/card and assigns the appropriate FOP. The totals for each FOAP are entered on a spreadsheet to track the balances on the yearly PO encumbrances for each FOAP and then recorded on Monthly Fuel Report. Receiving forms are submitted in Banner for the monthly charges to the Agriculture PO's. The report sheet is then signed by the Chair or Senior Program Associate and sent to Accounts Payable in the Controller's Office for IDT purposes.

### FORESTRY VEHICLES

The Forestry Department has additional vehicles that can be checked out by the Agriculture faculty as needed for classes. Please see the Vehicle portion of the ATCOFA Dean's Office Policies and Procedures.

### ADDITIONAL PROPERTY

Additional information on property such as, computers and equipment, please see the Property section of the ATCOFA Dean's Office Policies and Procedures.

## ACADEMIC AND STUDENT PROCEDURES

**ADVISING** – The current advisor also hold the position of instructor. She receives a .5 summer stipend for advising in the summer, Individual faculty in each discipline are consulted by the advisor. The Department Chair advises Animal Science Pre-vet majors.

**RECRUITING**—it is the responsibility of each faculty member to actively recruit. The student recruitment organization, Agri-Ambassadors is headed up by the Academic Advisor

**SCHOLARSHIPS** – An annual Awards Convocation is held each spring to award scholarships to Agriculture students. Each year approximately \$50,000 in departmental scholarship funds are awarded.

- **SCHOLARSHIP APPLICATIONS** – scholarship applications are submitted online through the Office of Financial Aid's website and are due on Feb. 1 of each year. A hard-copy application form may also be accepted. The Financial Aid Office coordinates the scholarship program. Their staff verifies key information (student's major, test scores, GPA, etc.) and then opens access for departments to review the completed applications.
- **SCHOLARSHIP AWARDS AND AMOUNTS** –Funds available for scholarship are reported to the Chair by the various scholarship sources, primarily the Foundation and from the Alumni office.
- **SCHOLARSHIP SELECTIONS** – the Scholarship Committee, a standing committee appointed by the Chair, meets to discuss the applications and make scholarship selections. Selections must meet specific scholarship requirements which may include a specific major, minimum GPA, or a student's home residence.
- **SCHOLARSHIP ANNOUNCEMENTS** – after verifying selections with scholarship requirements, the Chair posts the scholarship recipient list and distributes email announcements and/or acceptance letters. In order to receive a scholarship, currently enrolled students must attend the Awards Convocation and enroll full-time during the semester the scholarship is awarded. Excused absences and enrollment exception requests may be approved by the Chair. Incoming students are mailed a scholarship offer letter which includes a deadline for accepting the scholarship; a follow-up contact is attempted if a response is not received by the deadline and the offer is considered withdrawn if an acceptance is not received.
- **SCHOLARSHIP DISBURSEMENT** – all scholarships are disbursed through the Financial Aid office on a Scholarship Disbursement Form that includes the scholarship name and FOAP, along with the recipient's name, CID, and amount to be disbursed for a specific semester.

## ASSESSMENT PROCEDURES

Oversight of departmental assessment lies primarily with the department chair and discipline specific faculty and staff. Data is collected throughout the year and findings are entered in Trac Dat. The department attempts to have data submitted by October 15, each year but since annual reports of faculty are due after the submission date, results must be adjusted after the October date.

➤ Currently assessment of majors (program outcomes) are as follows:

- ❖ Animal Science—Erin Brown
- ❖ Poultry Science—Joey Bray
- ❖ Ag Development (both)—Dale Perritt
- ❖ Ag Engineering Technology—Craig Morton
- ❖ Horticulture—Michael Maurer
- ❖ General Agriculture—Dale Perritt
- ❖ Master of Science—Dale Perritt
- ❖ Academic Support Unit—Dale Perritt

## ATCOFA FACULTY POLICIES AND PROCEDURES

The Forestry and Environmental Science Departments should send all information below to the Assistant to the Dean of the Dean's Office.

The Agriculture Department should send all information below to the Secretary of the Agriculture Department.

### FACULTY RESEARCH

- **PROMOTION, PRE-TENURE, AND TENURE** – This information is included in the Annual Faculty Review For Merit, and Procedures For Tenure And Promotion, found in the Additional Procedures section. All Promotion and Tenure documents are submitted to the Digital Measures System for approval.
- **FAR (FACULTY ACTIVITY REPORT)** – each year, during early fall semester, the faculties are required to submit their FAR, that reviews their achievements in research, teaching, and service. This is also a time for the faculty and dean to discuss teaching and research goals for the upcoming year. The dean will use the FAR along with the course evaluations, as part of the faculty's annual performance review. All FARs are submitted through the Digital Measures System for approval.
  - It is advised to continually update the FAR, to ensure the FAR used for review is completely accurate and up-to-date.
  - **DIGITAL MEASURES** – this is an online tool found on mySFA, that is used to help faculty keep track of their publications.

### TEXTBOOK ORDERS

- The Dean's Office Assistant to the Dean is responsible for uploaded the required book information for Forestry, Geospatial Science and Environmental Science, into the Faculty Enlight system.
- The Agriculture Secretary is responsible for uploaded the required book information for Agriculture, Horticulture, and Poultry Science.
- Email reminders will be sent to the faculty to ensure the correct book information is entered by the due date given by Barnes and Noble.

### SYLLABUS GUIDELINES AND POLICIES

- **SACSCOC (SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES)** - The SACSCOC along with the HB-2504 bill that was passed, require that SFASU have all syllabi and faculty CVs posted on our websites, accessible with three clicks.
- **SYLLABI** – Must be posted to the website each semester by the 7<sup>th</sup> class day (weekends are included in the count). The ATCOFA faculties are required to email their syllabi to the Assistant to the Dean or the Secretary each semester. She then posts the syllabi on the SFASU Course Information website.
- **CVs** – The faculties are required send their updated CVs to the Assistant to the Dean or the Secretary at the beginning of each Fiscal Year. They are then posted on the Course Information page along with the syllabi.
- **SYLLABUS GUIDELINES** – the guidelines for creating a syllabus can be found in the Additional Procedures section

## ATTENDANCE ROSTERS

- **12<sup>TH</sup> CLASS DAY** – faculty are required to submit a final attendance roster by the 12<sup>th</sup> class day. The Registrar's office sends due dates regarding final attendance rosters every semester. The Assistant to the Dean or the Secretary will keep the faculty informed on due dates. Attendance Roster procedures can be found in the Additional Procedures section.

## GRADE ENTRIES

- **FERPA (THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)** – the university is not to reveal grades or anything regarding performance on a public platform. We are also not allowed to share any information regarding grades or performance with anyone other than the student unless consent has been given. The law was set to protect the students from illegal use of their educational records and to protect the privacy of the student
- **DUE DATES** – The Registrar's office sends due dates regarding grade entries every semester, for midterm and final grade entries. The Assistant to the Dean will contact the faculty in order to help remind them of the due date. The due dates are set 2 years in advance by the calendar committee. Procedures for entering grades are found in the Additional Procedures section.
  - **MIDTERM GRADES** – these entries are only required for 100-200 level courses
  - **FINAL GRADES** – these entries are required for every course that is offered
- **FAILURE TO SUBMIT FINAL GRADES** – if a faculty member is unable to submit final grades by the due date and time, each student will receive a withheld grade. The faculty member will be required to submit a grade change form for each student. These forms can be done online or physical form via fax or scan.
  - If the student fails a course, but later completes additional work, the faculty member, at his/her discretion, may submit a grade change form for that student.
  - **GRADE CHANGE FORMS** – these forms must be signed by the department head and the dean, and turned into the Registrar's office. The Assistant to the Dean can provide assistance with form when needed.

## STUDENT INDEPENDENT STUDIES

- **ADDITIONAL COURSE OPTIONS** – In addition to the regular course load, faculty can offer an independent study course to the students. This course ranges from 1 to 4 credit hours depending on the amount of work. It is at the professor's discretion who they will accept for the independent study course and what they will be required to do in order to get the class credit.
- **INTERNSHIPS** – the faculty may also create an internship course, so students who receive internships with outside companies, may receive course credit for those internships. The internship employer evaluates the student, and/or the student does a regular log about their experience in the internship
- **PAPERWORK** – Independent Study and Internship paperwork can be found at the Assistant to the Dean's desk. The Advisors also have access to print these forms.



## MARKETPLACE

- 1.) Log in to Marketplace using this website:  
<https://secure.touchnet.com/cas/login?service=https%3A%2F%2Fsecure.touchnet.com%2Fucommercecentral%2F%3Fcmmserviceurltoken%3Ddb28d7c1-497e-4c7c-b33c-c3bbc022b808>
1. Log-in screen comes up.
  - a. Amy Mooneyham is the contact person for getting setup with Marketplace.
2. The Assistant to the Dean and the Senior Program Associate have their own login to marketplace.
3. Click on Applications → Marketplace
4. Next screen will show orders pending.
  - a. If “0”, log out.
  - b. If it shows orders pending, click on the number pending.
5. Once you click on the number the order sheet will come up.
6. Print two copies of the order information
  - a. One is for our records
  - b. One will be sent with the package
7. You will now need to prepare the package for sending to the customer
  - a. If they used a P.O Box – Send through the Post Office
  - b. If they used a physical address – Send through UPS
8. Marketplace automatically deposits the funds to the appropriate account.

## WEEKLY GIFT REPORTS

1. Reports are sent to the Senior Program Associate, Assistant to the Dean, and the Accountant on Fridays. (Varies sometimes)
  2. Look under “description” and make sure it’s for the ATCOFA FOR/SS/ENV. (Ignore Ag, Plant sale, Pharmaceutical crops, scholarships, Organizations, etc.)
  3. Open and check the correct excel Spreadsheet for the donator’s names. If it’s a new person, add them into the sheet. If already existing add amount to the next empty cell. We do not send anything to corporations
  4. Next, write the month, year, and amount below donor’s name. Looking at the donation amount if it’s under \$150; send a letter or post card. If the total is \$150 or more they are sent a book and a letter. After they have already received a letter in the past, send a post card instead.
    - ❖ If they send regularly throughout the year, every 6 months send the post cards. If they are doing an installment, at the end of the installment send a post card and a book.
  5. On the Spreadsheet type either “SB” (Send Book), “SL” (Send Letter), “NL” (No Letter) or “PC” (Post Card) depending on what is sent out.
  6. If a book was sent identify which book; 1,2,3,4. For the post cards do the same thing.
  7. On the printed gift report next to the donor make note of what was sent out, “SL”, “NL”, and “PC”. When sending a book, write which book was given.
- 

## BOOKS

8. Books are located in the Senior Program Associate’s office.  
Get a bubble envelope from her cabinet also and place the book and the signed post card inside

BOOK 1 – The Story of Forestry  
BOOK 2 – Excelsior, Memoir of a Forester  
BOOK 3 – Axes and Oxen  
BOOK 4 – The Southern Forest

*\*After all books are sent, they will just receive a post card*

## POST CARDS

9. Each post card (1, 2, 3...) will have different pictures on it. Make sure you send a different one when needed to. (A donor should NEVER receive the same picture post card twice.)
10. Post cards will be in the desk organizer on the student assistant’s desk.
11. Give the blank post card to the Dean to fill out/sign.

## LETTERS

12. Get letterhead paper and place it in the bypass tray of printer. (Upside down)
13. Open Thank You letter in the letter and document folder on desktop. Change the address and make it match the one for the person you’re sending the letter to.
14. After printing out the letters attach it with a paper clip to the weekly gift reports and place it in Dean’s signing folder on the Assistant to the Dean’s desk.
15. After getting back the letters or post cards get an envelope and create a label for the person you are sending it to.

# ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE

## TEACHING LOAD CREDIT MATRIX

### LECTURE (LEC), LABORATORY (LAB), SEMINAR (SEM)

Credit Hours greater than or equal to Contact Hours

UG	1 SCH =	1 TLC
G	1 SCH =	1.5 TLC

Contact Hours greater than Credit Hours

UG	1 Contact Hr =	0.667 TLC
G	1 Contact Hr =	1 TLC

### PRACTICUM (PRA)

Agriculture Practicum (ANS 201, 242, 351)

UG	1 Contact Hr =	0.667 TLC
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Agriculture Student Teaching (AGD 491)

UG	1 Student =	0.5 TLC
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Forestry Field Station

UG	1 Contact Hr =	0.667 TLC
<i>(9 Contact Hrs = 6 TLC)</i>		

Internships (FOR/ENV/GIS 460; AGR 431,432,433)

UG	1 Student =	0.334 TLC
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### INDEPENDENT STUDY (IND)

UG	1 SCH = 0.1 TLC	x # enrolled
G	1 SCH = 0.2 TLC	x # enrolled

### MASTER'S THESIS (MST), DISSERTATION (DSR)

MST      1 Student =   0.5 TLC      A student enrolled in MST courses may be counted no more than four times -- once each in four different enrollment periods.

DSR      1 Student =   0.667 TLC      A student enrolled in DSR courses may be counted no more than six times -- once each in six different enrollment periods.

\*Cross-listed courses with differing TLC's will be calculated proportionally according to enrollments.

\*\*Courses assigned to multiple instructors will generate TLC's proportional to the percent of assigned responsibility for each instructor.

# Procurement Card



## **GUIDELINES FOR USE OF PROCUREMENT CARD (P-CARD)**

The Forestry Department has four credit cards, commonly referred to as the P-Card, that are assigned to Brandi Derouen, Patty McLeon, and Christen Myles. The P-Card is issued in the employee's name with the SFA logo and the wording 'For Official Use Only' clearly indicated on the card.

Graduate students may use a P-Card for approved purchases by submitting a completed authorization slip signed by the professor, or an email from the professor giving the student authorization to use the P-Card. The authorization slips are located in Room 103.

The authorization slip should include a brief description of items to be purchased, the account number for the purchase and the professor's signature. An email from the faculty member will also suffice.

Persons using the P-Card are asked to **complete their purchases and return the P-Card within a one hour timeframe**, in consideration of others waiting to use the card. If you know you are going to need more than an hour, please let us know beforehand. Please do not check out the P-Card until you are ready to go to the store (do not check out the P-Card, go to class, and/or run errands, then go to the store).

The maximum P-Card transaction amount allowed is \$5,000.

You may be asked what you plan to purchase with the P-Card so that we can determine whether the item is considered an acceptable purchase. **Certain items are considered controlled equipment and cannot be purchased using a P-Card, even if the price of the item falls within the \$5,000 per transaction limit.**

Please use the vendor that you say you are going to use when the P-Card is checked out. Some vendors are on VENDOR HOLD and we cannot purchase from the vendor. We will receive demerits if purchases are made from these vendors.

The P-Cards have an embedded security chip, so you will be provided an access code in the event that it is needed when checking out at the store. Should you have any problems with the P-Card when checking out, please call the office at 468-3301.

The university is tax exempt, so please tell the cashier before checking out, that your purchase is tax exempt. You may be asked to provide proof of our tax exemption status, so refer to one of the tax exemption cards available in the credit card pouch. Remember to check your receipt **before** you leave the store to ensure that you were not charged tax.

When returning the P-Card, please also bring us your receipt. Write your name at the top of the receipt and note the items purchased. Some receipts list the items in a code, so it is helpful if you will list the items you purchased.

For online purchases, please email the link for the item(s) needed or bring me a print out of the item(s) needed.

The use of the P-Card is a privilege that carries a great deal of responsibility. It is important that you follow these purchasing guidelines when using the P-Card, since failure to do so may result in penalty points applied to the P-Card. An accumulation of points will trigger the cancellation of the card for a minimum of one year.

Please REMEMBER these are not your personal credit cards and have very specific rules to follow. When in doubt, please ask.

## **REQUISITION PURCHASES**

Requests for items over \$5,000 should come from the major professor. The professor's approval is needed before a requisition can be entered. It may take up to two weeks to process a requisition, so plan ahead.

## **BUDGET INFORMATION REQUESTS**

Budget information will only be provided to the major professor, since some of the budgets sustain more than one student's project in a fiscal year.

## **CREDIT CARD REPORT INSTRUCTIONS**

1. P-Card submissions are all done through the Concur system
2. Login to Concur and click on Expense
3. Click on this month's p-card expense report
4. Click the individual p-card charges and enter the appropriate FOP, description, receipt, etc.
5. Once the month is up and all p-card expenses have been processed, the report can be submitted for approval.

### **FIND A DOCUMENT**

1. Open Concur
2. Click on Expense
3. Click on Report Library
4. Under View you are able to select the year's reports you wish to view
5. Select the report you would like to view from the list that is shown

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**PROCEDURES FOR ACCEPTANCE OF PAYMENT CARDS**

For Department: Forestry  
Insert Department Name

In order to comply with the University Payment Card Acceptance and Security Policy (Policy 14.8) and the Payment Card Industry Data Security Standards (PCI DSS) as well as good business practices related to the handling of our customers' credit card information, the department at Stephen F. Austin State University (SFA) will take steps to ensure payment card security. These steps include:

1) Ensure employees with access to payment card data are properly trained

Employees that process over the counter transactions will be trained in the proper procedures for card present transactions.

Employees that have access to or process payment card information will complete the online payment card training.

Criminal background checks and credit checks will be performed on employees with access to lists, reports, and or storage areas where payment card information is stored. (It will not be required, if the employee's job only involves taking and immediately processing over the counter transactions and the employee does not have access to lists, reports and or storage areas where payment card information is stored).

All employees with access to payment card information must read the University Payment Card Acceptance and Security Policy (Policy 14.8) and certify their intent to comply with the policy on the "Intent to Comply with University Policy for Payment Card Acceptance and Security" form.

2) Job positions that may accept credit card information include:

- a. Senior Program Associate
- b. Accountant
- c. Student Assistant
- d. Research Associate

3) Perform annual PCI DSS Compliance assessment and reviews

Annually, we will confirm compliance with PCI DSS requirements by completing a Self-Assessment Questionnaire (SAQ) through the First Data PCI Rapid Comply. ([www.pcirapidcomply.com](http://www.pcirapidcomply.com))

Annually, we will review PCI certification of every PIN entry device in use and replacement devices will be requested for any that are no longer certified. The list of certified devices is available at [https://www.pcisecuritystandards.org/approved\\_companies\\_providers/approved\\_pin\\_transaction\\_security.php](https://www.pcisecuritystandards.org/approved_companies_providers/approved_pin_transaction_security.php).

Every service provider's PCI DSS compliance status will be reviewed on an annual basis. Instances of non-compliance will be reported to the Director of Financial Services and the Bursar for assistance in determining appropriate follow-up actions.

#### 4) Ensure proper data handling of payment card records

Payment card data will be treated as confidential information and will be restricted to only those personnel with a "business-need-to-know" security level.

Data that is not absolutely necessary in order to conduct business will *not* be retained in paper format.

Payment card data will not be stored on any computer, thumb-drive, CD, DVD.

The 16-digit account number, also known as the primary account number (PAN), will be masked so that only the last 4 digits are visible when displayed on Point of Sale (POS) terminals or any other electronic display.

The entire 16-digit PAN will not be stored or saved after authorization; however, the last 4 digits of the PAN may be stored when necessary.

Under no circumstances will the personal identification number (PIN) be recorded, copied or stored anywhere.

The card-validation code (i.e., the three- or four-digit code) used to validate a card-not-present transaction, will NEVER be stored after authorization, even if encrypted.

Employees will not accept or request the PAN or sensitive authentication data, including the magnetic stripe data, card validation code or pin data, via facsimile, e-mail, campus mail or any other end-user messaging technologies (instant messaging, chat, etc.).

If an email is received that contains the PAN or any other sensitive authentication data, employees will be trained to immediately delete the message from their computers and empty their email trash bin and then notify the sender of the email that the University does not accept payment card information via email and that it should not be attempted again. We will **not** notify the sender using the Reply function in our email reader as this may inappropriately transmit credit card information.

Physical access to records will be restricted to staff with a "business-need-to-know" security level. Means such as locked file cabinets and restricted file rooms as well as restricted distribution of such records will be used.

Strict control will be maintained over the internal or external distribution of any kind of media containing cardholder data. (See Exhibit B) Controls will include:

- Classifying media so the sensitivity of the data can be determined,
- Using a secure carrier or other delivery method that can be accurately tracked,
- Obtaining prior approval from management or management's designee before moving media to secure area.

Payment card receipts will be retained as required by the State of Texas Record Retention Schedule and, at the appropriate time, will be shred using a crosscut shredder or otherwise dispose of this information in a PCI DSS approved manner.



If payment card data is shared with any external service provider, we will ensure that:

- A list of providers is maintained;
- A written agreement is executed and retained that defines the provider's responsibility related to the security of this information.

5) Ensure security of payment card devices

A list of payment card devices will be maintained. (See Exhibit C)

Employees will be trained to be aware of attempted tampering or replacement of payment card devices, including:

- inspecting devices periodically to detect tampering,
- verifying identity of persons claiming to repair devices
- being aware of suspicious behavior around devices,
- and reporting suspicious behavior or device tampering to management.

6) Ensure all contracts use standard language

Contracts with third parties with access to cardholder data will include standard language that requires adherence to PCI DSS; and the contracts will be reviewed by legal counsel for proper PCI DSS language.

7) Ensure system configuration at the department level is secure

We will ensure, through working with the Information Technology department and others, as needed, that:

- Anti-virus software will be implemented, updated, and run at regular intervals;
- Vendor patches will be installed on a timely basis;
- Access will be granted to systems only on a "business-need-to-know" basis.

If external vendors need remote access to service our third-party software, their access will be granted only for the time needed to do the necessary task(s) and then immediately disabled.

8) Ensure all refunds are processed in accordance with credit card rules and regulations

We will make our refund policy available to all customers.

With the exception of tuition and fee payments, NO CASH OR CHECK REFUNDS are permitted on credit card purchases. This also includes NO CASH BACK at the time of the original sale.

9) Ensure that departmental employees know how to report suspected theft of information or security breach

Security incident' means any deliberate attacks on your communications or information processing systems. The attacker could be a malicious stranger, a competitor, or a disgruntled employee, and their intention might be to steal information or money, or just to damage the university's reputation. Either way, having a plan in place will allow you to react more quickly and intelligently, and help you control the consequences to you and Stephen F. Austin State University.

React to a security incident by following the steps below:

- 1) Immediately investigate the incident to determine what has happened, what harm has been done, and if the incident is still in progress.
  - If there is any threat whatsoever of physical harm to staff or others (for example, from a burglar) withdraw immediately and call the police.
  - If there is no immediate threat, start a written event log by noting date and time of all actions.
  - Your first priority is to limit the damage to your customers and your company (as described in the next section), but your next highest priority should be to try to preserve information about the attack.
  - If the attack involved physical evidence (such as from a break-in), do not disturb the area, but call the police.
  - If the attack affected computers, make every effort to NOT use the computers: DO NOT log on to them, DO NOT turn them off (this is because doing so destroys forensic evidence of what the attackers did and how they did it.). DO disconnect them from all networks and connections.
  - Try to identify at a high level what damage has been done. Has sensitive information about the company or its customers possibly be stolen or changed without permission, or destroyed/deleted? Make an estimate of how sensitive this information is, and how many people have possibly been affected.
- 2) Take action as soon as possible to limit the scope of the damage. This typically includes preventing further unauthorized access to customer or company information. (Keep in mind, though, that in many cases it is impossible to undo the damage already done.)
  - If there is any chance that damage is still being done (for example, if hackers are still looking at your computer files, or if a computer is still infected with a virus), your first priority must be to limit the damage. Where possible, DO NOT turn computers off, but instead disconnect them from all network connections so that hackers cannot get in (or stay in) and viruses, etc., cannot spread to other devices.
  - If there is any physical damage (for example, broken locks on doors) try to secure the area to prevent anyone else from getting in after the fact.
- 3) Notify those who need to be notified of what has happened, and what you are doing about it.

Name	Position	Contact Info
Anthony Espinoza	Chief Information Officer	936-468-5822
Jane Bridges	Interim Chief Audit Executive	936-468-5240
Gina Oglesbee	VPFA	936-468-2350
University Police Department		936-468-2608
Jacob Seamans	Director of Financial Reporting	936-468-2354

- 4) Complete your investigation as to what happened and why.
- 5) At a minimum, determine when the attack happened, over what period, what the damage was, (for example, what data was affected, what happened to it, which people were affected), and how the attack succeeded (if it did).
- 6) Use this opportunity to identify how your security processes and systems could be improved
- 7) Start to make any appropriate changes identified in your findings for improving your security processes and systems.

We will ensure that all personnel affected by these procedures are aware of these responsibilities on at least an annual basis.

### Exhibit A

For Department: Forestry  
Insert Department Name

I have read and understood the procedures for the acceptance of payment cards, and agree to adhere to it.

Name (Print legibly please)	University ID Number	Signature	Date
Patty McLeon	20284871		
Jason Grogan	10225329		
Christen Myles	10503021		
Brandi Derouen	10499558		
Haley McBroom	20422831		
Rylie Huddleston	20423630		

## Exhibit B

### AUTHORIZATION TO TRANSFER PAYMENT CARD INFORMATION

---

Transfer of payment card information must be in a sealed envelope or lock bag.

Date	# of Receipts	Total of Receipts	From	To	Signature of Receipt
Ex: 08/13/2015	2	75.00	Cole Art Ctr	Fine Arts	
Name of Person transferring CC information					
Authorized By					

## Exhibit C

### Stephen F Austin State University Terminal Inventory

Department Name Forestry  
Merchant ID 827023041888 & 827023015882  
Date \_\_\_\_\_  
Verified By \_\_\_\_\_

		Location	Equipment Type	Serial Number
Example	Terminal	Ag building, Room 105	FD100	NT0000139703
Example	Pin Pad	Ag building, Room 105	FD 35	806CA46752
1	Terminal	Forestry Building, Room 103D	FD100	NT0000310460
1	Pin Pad	Forestry Building, Room 103D	FD35	806CA28296
2	Terminal			
2	Pin Pad			
3	Terminal			
3	Pin Pad			
4	Terminal			
4	Pin Pad			
5	Terminal			
5	Pin Pad			
6	Terminal			
6	Pin Pad			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email a completed copy to Kathy Williamson at [williamskh@sfasu.edu](mailto:williamskh@sfasu.edu)

## **PROCEDURES FOR ACCEPTING MONEY AND MAKING DEPOSITS**

- 1) Write out a receipt to the customer including what the receipt is for, FOP number for which account the money needs to be deposited, and the total amount. The white copy goes to the customer, green copy goes with the deposit, and the yellow copy stays in the receipt book.
- 2) Stamp the back of checks with the "For Deposit Only" stamp immediately upon receipt.
- 3) Run credit cards and print batch report.
- 4) Prepare a deposit slip with all receipts for that deposit. If you have any voided receipts, include those as well. Include totals for credit cards, cash, and checks separately and verify totals.
- 5) All currency must be separated by denomination and presented face up and facing the same direction. An adding machine tape should be included with the breakdown of the amounts for each denomination. The adding machine tape must have a clear 0.00 at the top. Coins must be counted and submitted in coin wrappers. Coins in excess of wrapper amounts should be secured in an envelope with the enclosed amount noted.
- 6) All checks must face the same direction for expediting the bank processing. An adding machine tape must be included showing the total amount of checks being deposited. A second adding machine tape must be included verifying the total previously calculated. The adding machine tapes must have a clear 0.00 at the top.
- 7) Paper clip the white deposit slip, green receipts (in numerical order), checks with two strips of adding machine tape, white credit card receipts (including report), and cash with one strip of adding machine tape together.
- 8) Staple the yellow deposit slip after the last receipt in receipt book. Give or send customer receipt to the customer, make a copy of the merchant receipts and staple with deposit slip in the receipt book.

## BUDGET SUMMARY PROCEDURES

### NON GRANT SUMMARIES:

- 1) Go to INB and use code FGITRND. Once in FGITRND, put in the fund and organization numbers; click “go”. In the “field” box, type YTD and select “go”. . In the . Click Tools, export.
- 2) The file will go to your temp folders Click on the file and open the information. It will be in an excel format. Sort all text by column D (date) and column F (document number).
- 3)
- 4) From there, you can reconcile the information pulled from INB with the information submitted into the shadow spreadsheet. Should there be a charge that clears Banner but is not listed on your shadow spreadsheet, contact the person that made the purchase to inquire about charge. If legit, enter transaction into shadow spreadsheet. We are only responsible for the O & M charges with the exception that we do not add anything in the salaries and benefits section that was not in the original budget.
- 5) The shadow spreadsheet should help calculate amount cleared, amount not cleared, income received, banner balance and official balance. Banner Balance will be higher than official balance as it takes a while for charges to clear Banner.

### GRANT SUMMARIES:

- 1) Go to INB and use code FGITRND. Once in FGITRND, put in the fund and organization numbers; click “go”. In the “field” box, type YTD and select “go”. . In the . Click Tools, export.
- 2) The file will go to your temp folders Click on the file and open the information. It will be in an excel format. Sort all text by column D (date) and column F (document number).
- 3)
- 4) From there, you can reconcile the information pulled from INB with the information submitted into the shadow spreadsheet. Should there be a charge that clears Banner but is not listed on your shadow spreadsheet, contact the person that made the purchase to inquire about charge. If legit, enter transaction into shadow spreadsheet.
- 5) The shadow spreadsheet should help calculate amount cleared, amount not cleared, income received, banner balance and official balance. Banner Balance will be higher than official balance as it takes a while for charges to clear Banner.
- 6) The shadow spreadsheet has a “budget” Tab. This talks to the transaction log spreadsheet and places charges into appropriate budget category. Ensure each month that each category is not exceeding initial amount budgeted by ORGS.

## **MERCHANDISE AND CONSUMABLE INVENTORY PROCEDURES**

### **OVERVIEW**

Deans, department chairs, and directors are responsible for inventory control of merchandise and consumables. In order to properly account for inventories as assets of the University at the end of each fiscal year, it is necessary to make a complete and accurate physical count of all inventory items as of August 31. Merchandise inventories must be valued and counted when the cost of items on hand exceeds \$10,000. Departmental consumables are exempt from the inventory procedures.

### **REQUIREMENTS**

Merchandise for resale includes inventories of books, compact discs and DVDs which is for sale to the public. Consumable goods consist of goods and supplies which are under control of a central distribution center or a departmental storeroom for use in operations. The only consumables that shall be inventoried are those consumables that are held by one department for the use by other departments, i.e. postage, central stores and physical plant consumables.

Departments must use either a perpetual or periodic inventory tracking method to maintain all merchandise inventories. Under a perpetual inventory method, items are added to or subtracted from the inventory totals immediately upon receipt or removal. Under the periodic inventory method, items are received and issued without being added to or subtracted from the inventory totals. A physical count must be conducted to provide the number of items in stock in the inventory. The periodic inventory method is recommended.

### **SCHEDULE FOR TAKING PHYSICAL INVENTORIES**

1. Inventories shall be scheduled close to the end of the fiscal year and should be accomplished in as brief a time period as possible.
2. Each inventory area shall be responsible for calculating the inventory extensions and totals.
3. Notification of the inventory count should be made to the Controller's Office and the Internal Audit department at least two weeks prior to the physical inventory.
4. The University's Internal Audit Department may conduct on-site visits to inventory areas to verify adherence to procedures and to observe inventory taking.
5. Each inventory area shall complete an Inventory Certification Form and submit with the completed inventory.
6. If the inventory dates, as scheduled, cannot be observed, or if compliance with the general instructions is not possible, the Controller's Office should be notified at once.

### **INSTRUCTIONS FOR TAKING PHYSICAL INVENTORIES**

1. The Controller's Office shall implement year-end closing procedures to insure that all inventories are counted, valued and properly recorded in the financial records of the University. The following general instructions should be followed in taking physical inventories:
  - a. Areas where inventory shall be counted should be arranged, prior to inventory date, in such a manner as to expedite the physical count and to insure accuracy. Count sheets with a description of inventory items, stock number, unit cost, etc., should be prepared prior to the inventory date.
  - b. Place the names of the counter and recorder on the inventory sheet.
  - c. All inventory items must be counted. It is recommended that items of high unit value be recounted or checked, preferable by a separate individual, to ascertain that a proper count has been made.
  - d. If the inventory count sheets have been prepared in advance and an item is listed at a location but is not present, enter a zero for the quantity amount. Add any items not included on the prepared inventory count sheets.
  - e. Clearly mark the items or bins using a standard symbol (chalk or sticker) as each item or bin is counted.
  - f. Variances in the value of inventory counted versus the book value of the inventory shall be recorded to the departmental cost center. This entry will be recorded by the Controller's Office.
  - g. Obsolete inventory should be segregated and counted separately. Please provide a complete description of such items, and indicate whether damaged or obsolete. The cost of obsolete inventory should not be



included in the inventory valuation. Some examples of obsolete inventory are software that has been superseded by a new version or media that can no longer be accessed with current technology.

- h. Once the physical count begins, there should be no movement of inventory items until the count of all items has been completed and approved by the individual responsible for that particular inventory.
  - i. Merchandise received prior to September 1, but after the physical count begins, shall be segregated and not commingled with other inventory. After completion of the count, this merchandise should be opened, inspected, counted and included in the physical inventory count sheets.
  - j. Issues and /or sales of merchandise made prior to September 1, but after the physical count is completed should be deducted from the physical inventory before submission to the Controller's Office.
  - k. Cash receipts for sales made through August 31 must be deposited by the first business day in September to the Business Office. Journal vouchers and billings for all issues and/or sales made prior to the close of the fiscal year should be prepared, dated, and processed prior to the cutoff date established by the Controller's Office.
  - l. Inventory count sheets should be footed, extended, totaled, and checked for accuracy. The count sheets should be submitted to the Assistant Controller by the deadline established by the Controller's Office.
  - m. The department is to assign a value to each item based upon the acquisition or production cost of the item. The department uses this value and the physical count to determine the extension values. Verify all unit values **prior** to performing extensions and totaling.
- 2. It is the responsibility of the department to assign the appropriate personnel to count and check the inventory.
  - 3. Submit an Inventory Certification, a recap of the physical inventory, in memorandum form to the Assistant Controller. Include the following information:
    - a. Fund-Org-Program where sales of the inventoried items are receipted.
    - b. Inventory amount
    - c. Department Contact
    - d. Contact telephone number
    - e. Dean/director/chair name and signature.

# **ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE GUIDELINES**

## **ANNUAL FACULTY REVIEW FOR MERIT, AND PROCEDURES FOR TENURE AND PROMOTION**

University policies 7.29 *Tenure*, 7.4 *Academic Promotion*, and 7.6 *Administrative Evaluation of Faculty Performance and Consideration for Merit Pay* (copies attached) establish procedures for all academic units of the university. The Arthur Temple College of Forestry and Agriculture (ATCOFA) guidelines are consistent with university policies and establish standards of excellence in teaching, research, and service for use in decisions regarding tenure, promotion, and merit.

Annual review of each faculty member shall be used in developing recommendations relating to merit and equity salary adjustments, successive appointment for non-tenured faculty, promotion and tenure. Furthermore, the annual review will provide guidance and assistance to faculty members in their professional development and academic responsibilities in the areas of teaching, research/scholarly/creative activity, and service. The annual review is based on SFA's Faculty Activity Report (FAR) completed by each faculty member.

Academic units in the ATCOFA include Forestry, the Department of Agriculture, and the Division of Environmental Science. Faculty members in all academic units of the ATCOFA are expected to excel in teaching, research, and service. Teaching involves providing for student learning in a variety of ways, including: classroom, laboratory, or outdoor instruction; practicums; team teaching; independent study; research supervision; multi-disciplinary teaching; course preparation; and teaching strategies and techniques. Research is defined in terms of the diligent and systematic inquiry into a subject in order to discover facts or revise theories. Service is defined in terms of the performance of duties that support the mission of the university, college, academic units, and the profession; this includes the extension and transfer of research results to constituents.

### **TEACHING**

Teaching is an essential duty of SFA faculty members. It is vital that quality teaching be encouraged, recognized, and rewarded. Faculty members are responsible for ensuring the adequacy and appropriateness of course content, as well as the appropriate level of rigor, as stipulated in the course syllabus. They are further required to integrate their courses into the curriculum. Faculty members who teach "core courses" are held accountable for preparing students for subsequent stages of their coursework. This usually requires close coordination among faculty members teaching prerequisite courses and those teaching advanced courses. Since enrollment management is a vital concern to all faculty members, it is incumbent upon each faculty member to take steps to assure his/her classes "make" and that student retention rates are maintained at reasonable levels. Faculty members are responsible for holding classes at the approved times and places, except as changed or approved by the dean or other academic unit head, and for maintaining office hours as required by university policy. Faculty members are responsible for maintaining classroom environments that are appropriate to academic endeavor.

Teaching is evaluated through a combination of student input, self-evaluation, and peer review. Student input is in the form of ratings and comments, which are primarily useful for evaluating the quality of presentation (clarity, mutual respect in the classroom, instructor availability, etc.). Self-evaluation entails the preparation of an annual Faculty Activity Report by each faculty member documenting the quantity and quality of formal

course offerings. Peer review is generally associated with formalized efforts to evaluate progress of probationary faculty toward tenure and in promotion recommendations. Peer reviews are based primarily on portfolios prepared by candidates for tenure and/or promotion. The self-evaluation and peer reviews are designed to measure teaching effectiveness, the extent to which subject materials are covered, and the extent to which students are challenged.

Teaching loads may vary over time as faculty members may be assigned formal research responsibilities or other formal assignments. Poor teaching, however, cannot be offset in overall performance evaluation by outstanding performance in research or service. Promotion and tenure will not be granted to poor teachers.

A mentoring program for tenure-track faculty exists in the college (see page 5). Faculty members are expected to mentor fellow faculty members who make a request to be mentored. This program helps to ensure that quality instruction occurs in the classroom, and that quality instruction is documented for annual evaluation, promotion, and tenure.

## **RESEARCH**

Professional growth and development is defined in terms of those research/scholarly/creative activities and work products that contribute to the professional growth of the faculty member and the academic discipline. ATCOFA faculty members are expected to test theories and advance science through research. Research activities include writing proposals and manuscripts, reviewing proposals and manuscripts, reading scientific literature, consulting, and grantsmanship. Faculty members are expected to establish and maintain a quality research program, responsive to the needs of constituencies. College faculty should seek to develop a balance of research accomplishments in publication and grantsmanship that can be linked to a specific research program area. The significance and quality of research programs may be reflected by the diversity, visibility, and selection of outlets for disseminating research results, requests for reprints and other research-related information, and application of research results by users.

Authorship is important. Authorship in refereed journals or proceedings represents a higher level of achievement than publication in non-refereed outlets. Similarly, faculty members should conduct cooperative research resulting in co-authored publications. Co-authorship signifies teamwork and the ability to build on strengths and relationships with others. Co-authorship with faculty at other institutions shows acceptance and recognition.

Grantsmanship demonstrates skill in securing grants and is an important part of the research process. Funding of grant proposals is one form of recognition that faculty research programs are of high quality and that they are serving important needs of constituents. Faculty members should demonstrate a significant commitment to acquire externally-funded grants as documented by a sustained record of proposal development and submission in public and/or private grant arenas.

Faculty members are responsible for complying with university policies and procedures applying to their activities – such as those governing the preparation and approval of proposals for projects and their funding, the treatment of human or animal subjects of experiments, and the reporting of outside income. Faculty members are responsible for determining that laboratory procedures conform to university policies and procedures; this responsibility includes modifications of facilities and installation of equipment. Activities on university property or time should be appropriately scheduled and approved. When on official travel, faculty members must comply with university policies for absences from class.

## **SERVICE**

Service is defined in terms of service to the university, the profession, and the community, and may include activities such as: serving on university, college-level and professional committees; discipline-related community involvement; university, college, professional outreach and administrative activities; curriculum development; student advising, student retention efforts, and recruitment activities; direction of continuing education courses or programs; and public relations and other outreach efforts.

Outreach programs designed to extend research results to constituents are an important professional, societal, and college service. ATCOFA faculty members are expected to disseminate research results through conferences, workshops, field days, consulting, etc. Faculty outreach programs must comply with university policies and procedures.

## **PERFORMANCE EVALUATIONS**

The expectation of faculty performance begins on the day of employment. Assessment of performance will be accomplished by annual reviews conducted in accordance with SFA policy and college guidelines (this document), subject to the faculty member's job description and/or current written assignment.

## **STUDENT EVALUATIONS**

The role of student evaluations is twofold: 1) to help instructors improve courses; and 2) to help peer panels and administrators make more informed judgments about teaching effectiveness when making recommendations on tenure, promotion or annual salary adjustments. Students will assess each course at the end of the semester using the online course evaluation. All sections of all courses will be evaluated. After grades are submitted, the results of the course evaluations are available to the faculty member; evaluation results and student comments must be attached to the FAR.

## **SELF-EVALUATIONS**

Faculty members use the annual FAR to document accomplishments during the previous academic year and this report is used for annual performance evaluations. It is the duty of each faculty member to document effective performance, as determined by college and academic unit criteria (if applicable), in teaching, research, and service. It is advisable to include as much detail as necessary for a fair and objective appraisal.

Faculty members must submit a completed FAR and summaries of the student course evaluations with comments to the academic unit administrator. If there are legitimate mitigating factors that have limited the faculty member's performance, or if there are contributions to the college or university that are not presented elsewhere, statements should be attached to the FAR that clearly and concisely explain such factors.

For tenure-track faculty members who choose to be mentored, mentors will provide the dean or appropriate academic unit head with written reports of mentoring sessions, listing the topics of discussion and opportunities for improvement. Plans of Action should also be submitted by mentors to the dean or academic unit head. Formal pre-tenure reviews will be conducted in accordance with Policy 7.29, *Tenure*.

## PEER INPUT FOR ANNUAL PERFORMANCE EVALUATION

The academic unit head will initiate a peer review process by assigning peer reviewer(s) for each faculty member. When possible, two peer reviewers should be assigned for each faculty member, holding the same rank or above of the faculty member being reviewed. Reviewers will evaluate the completed FAR and provide written comments related to teaching, scholarly and creative activities, and service. Peer input will be discussed during administrative evaluation meetings.

## ADMINISTRATIVE EVALUATIONS

The academic unit head will conduct administrative evaluation meetings with each faculty member to review the FAR of the preceding year, September 1 through August 31. (The ATCOFA dean will conduct administrative evaluations for the forestry faculty.) The administrative evaluation will include a “satisfactory” or “unsatisfactory” assessment of overall performance for all tenured faculty. If a faculty member receives a satisfactory administrative evaluation, the evaluation process is concluded for that year; the faculty member may then be considered for merit and/or promotion. One unsatisfactory administrative evaluation shall result in a consultation with the academic unit chair/director. If a tenured faculty member receives two unsatisfactory administrative evaluations within any three-year period, a comprehensive professional review will be initiated (Policy 7.22 *Post-tenure Review*).

A copy of the administrative evaluation will be provided to the faculty member. After the administrative reviews are completed, the chair/director may meet with the dean to review faculty evaluations. The dean will forward the completed administrative evaluations and any supporting documentation to the provost and vice president for academic affairs.

Policy 7.5, *Administrative Evaluation of Adjunct Faculty Performance*, requires that all adjunct faculty be evaluated annually for their performance of assigned duties. The academic unit head will review course evaluations and all material relevant to the performance of the adjunct faculty member. The academic unit head will review the evaluation with each adjunct faculty member and provide a copy to the dean and faculty member.

## ACADEMIC PROMOTION AND TENURE

### PRE-TENURE REVIEWS AND MENTORING

Tenure-track faculty members will be evaluated annually by the academic unit head in terms of their progress toward tenure. Formal “pre-tenure” reviews during the probationary period will be conducted in accordance with Policy 7.29, *Tenure*. Each faculty member’s progress toward tenure shall be formally reviewed at least once during the probationary period. The process must allow all tenured faculty members at the academic unit level, the academic unit chair/director, elected tenured faculty (one from each academic unit) at the college level, and the dean to review probationary faculty materials. The candidate shall receive written feedback that includes strengths and weaknesses (with recommendations for addressing any weaknesses), a statement indicating whether the candidate is progressing satisfactorily toward tenure, and a recommendation concerning the continuation of appointment.

Candidates are responsible for preparing and submitting a portfolio that demonstrates how the candidate meets or exceeds the tenure criteria. The portfolio should consist of relevant supporting materials, including a table of contents, current vitae, all annual faculty activity reports, all pre-tenure reviews, all administrative

evaluations and other materials that may be required by the academic unit. The portfolio must be no larger than one two-inch binder.

Tenure-track faculty members will be informed by the academic unit head of potential problems and actions(s) required. If problems persist, and in the judgment of the chair/director, it becomes obvious that a tenure-track faculty member is not likely to be tenured, the dean will recommend that a terminal contract be issued in accordance with university policy.

To assist probationary faculty in their professional development, the ATCOFA offers a mentoring system. If tenure-track faculty members request to be mentored, the head will match them with two tenured faculty members. Mentors will document their mentoring meetings and discussions, and will present their recommendations in writing to the dean. Required remedial actions will be outlined in a brief annual Plan of Action complete with self-defined specific duties and self-imposed deadlines to help establish priorities. By linking successive annual Plans of Action, a course may be charted leading to accomplishment and success.

## **FACULTY PEER-EVALUATIONS FOR PROMOTION AND TENURE**

**ACADEMIC UNIT REVIEW.** The dean or appropriate academic unit head will review each candidate's promotion and/or tenure portfolio and make it available for peer evaluation. Each candidate for tenure must be evaluated by all tenured faculty in his/her academic unit. Candidates for promotion will be reviewed by all full-time faculty members in the academic unit holding rank higher than the candidate. Each reviewing faculty member will provide a written recommendation regarding promotion and/or tenure to the academic unit head. Normally, the tenure and promotion process will be linked for faculty members who have served the full probationary period. Rarely, if ever, should tenure be granted to a tenure-track assistant professor without promotion to associate professor since the criteria for each are virtually identical. Any recommendation to unlink promotion from tenure must include a clear and detailed justification.

The academic unit head will attach a completed and signed "Application for Promotion/Tenure" form to the candidate's portfolio and submit it to the ATCOFA dean's office.

**COLLEGE-LEVEL REVIEW.** Academic unit recommendations for tenure and/or promotion will be reviewed by a college-level committee comprised of elected tenured faculty (one from each academic unit) and hold appointments higher than the candidate. The committee will provide their written recommendations to the dean. Candidates for promotion and/or tenure will be notified by the dean/chair at each stage of their evaluations regarding outcomes of the review stages; candidates will have five class days to respond in writing to any factual errors introduced into the process. These responses will become part of the official portfolio.

The dean will add an evaluation report and recommendation to the "Application for Promotion/Tenure" form and forward the portfolio to the provost and vice president for academic affairs. The provost and vice president for academic affairs will submit the complete portfolio and a recommendation to the president and notify the candidate of the recommendation. The president will review the complete portfolio and recommendations and any other evidence deemed pertinent as a basis for a recommendation to the Board of Regents. A recommendation by the president for tenure must be approved by the Board of Regents. Tenure may only be granted by official action of the Board of Regents. Within the next class day following the action of the Board of Regents, each candidate shall be notified in writing of the board's action by the provost and vice president for academic affairs.

Policy 7.29 includes procedures related to termination and non-renewal of contracts.

## **CRITERIA FOR PROMOTION AND TENURE**

Each candidate is entitled to a consistent and objective evaluation based on uniform criteria. All college faculty members will normally be evaluated on the basis of teaching, research, and service, all of which are viewed to be critical to satisfactory performance. Good performance in one area will not compensate for poor performance in another.

The following criteria are used by the ATCOFA to evaluate candidates for promotion and/or tenure.

### **ASSISTANT PROFESSOR**

- Adequate credentials (normally a doctoral degree).
- Demonstrated capabilities showing strong potential to become an effective university teacher, a productive scholar, and a contributing member of the academic, professional and general communities.

### **ASSOCIATE PROFESSOR**

- Adequate credentials.
- Proven record of effective university teaching, scholarly activity, and contributions to the academic, professional and general communities.

### **PROFESSOR**

- Adequate credentials.
- A generally recognized effective university teacher.
- A scholar whose professional contributions to knowledge are substantial and recognized beyond the University to be of high quality.
- A person whose leadership and professional contributions to the academic and professional communities are significant.

**TENURE.** Criteria for tenure are generally considered to be identical to those for promotion to associate professor, except that a “time-in-service” component is sometimes viewed as important for determining that a candidate for tenure is capable of sustained productivity. It is essential that tenure reviews encompass all three aspects of faculty responsibility, i.e., teaching, research, and service. Outstanding performance in one area will not compensate for poor performance in another.

The following specific criteria are used in annual evaluations for promotion, tenure, and merit.

### **TEACHING**

- Course loads
- Level of courses taught
- Graduate students served as major professor (doctoral and masters)
- Graduate committees
- Graduate students completing degree requirements
- Teaching innovations
- Teaching publications
- Teaching awards
- Student evaluations

### **RESEARCH**

- Grants received

- Active research projects
- Research proposals submitted (regardless of funding success)
- In-kind matching from cooperators
- Publications by category (refereed, non-refereed, popularized, books, book chapters, etc.)
- Workshops/symposia directed
- Presentations
- Research awards/recognition
- Patents and copyrights

#### **SERVICE**

- Student organization advising
- Student recruiting and retention
- Academic advising
- University/College committees
- Membership and active participation in professional organizations
- Offices held
- Civic work
- Discipline-related public service



## SFASU COURSE SYLLABUS GUIDELINES FOR NON-CORE COURSES

Please include the following elements in all course syllabi beginning with the **Summer I 2009 semester** for **compliance** with **SACS standards**. This document is not intended to be a template but rather a listing of the items that need to be included in your syllabus for compliance with the standards. Faculty may include additional information as appropriate for your course and discipline.

---

### Course Title Course Number and Section

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Department:**

**Class meeting time and place:**

#### **Course Description:**

*Provide the course description from the current General Bulletin.*

#### **Program Learning Outcomes:**

*List the program learning outcomes addressed in this course as identified in the course matrix for your degree program. If your department requires a listing of all Program Learning Outcomes (PLOs) on the syllabus, please identify those that are directly taught in this course.*

#### **Student Learning Outcomes:**

*List all student learning outcomes (SLOs) for this course including the course specific student learning outcomes that support the PLOs above. In general, SLOs in a course that support the PLOs are specific and include the exact knowledge, skill or behavior taught in the course that supports the more global PLOs. For additional information on meaningful and measurable learning outcomes see the assessment resource page <http://www.sfasu.edu/assessment/index.asp>*

#### **Text and Materials:**

*List all required and supplemental materials.*

#### **Course Requirements:**

*Describe the major course requirements, assignments, examinations, projects.*

## SFASU CORE CURRICULUM COURSE SYLLABUS GUIDELINES

Please include the following elements in all course syllabi beginning with the ***Spring 2015 semester***. This document is not intended to be a template but rather a listing of the items that need to be included in your syllabus for compliance with the standards. Faculty may include additional information as appropriate for your course and discipline.

---

### Course Title Course Number and Section

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Department:**

**Class meeting time and place:**

#### **Course Description:**

*Provide the course description from the current General Bulletin.*

#### **Text and Materials:**

*List all required and supplemental materials.*

#### **Program Learning Outcomes:**

*List the program learning outcomes addressed in this course as identified in the course matrix for your degree program. If your department requires a listing of all Program Learning Outcomes (PLOs) on the syllabus, please identify those that are directly taught in this course. If this is a general education core curriculum course and no PLOs are taught in this course then insert the following statement under this heading:*

This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

#### **General Education Core Curriculum**

This course has been selected to be part of Stephen F. Austin State University's core curriculum. The Texas Higher Education Coordinating Board has identified six objectives for all core courses: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

Assessment of these objectives at SFA will be based on student work from all core curriculum courses. This student work will be collected in D2L through LiveText, the assessment management system selected by SFA to collect student work for core assessment. LiveText accounts will be provided to all students enrolled in core courses through the university technology fee. You will be required to register your LiveText account, and you will be notified how to register your account through your SFA e-mail account. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText call Ext. 1267 or e-mail [SFALiveText@sfasu.edu](mailto:SFALiveText@sfasu.edu).

The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to LiveText this semester, and the date the assignment(s) should be uploaded to LiveText. Not every assignment will be submitted to LiveText every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in LiveText this semester.

*Include only the core objectives taught in this course.*

Core Objective	Definition	Course Assignment Title	Date Due in LiveText
Critical Thinking Skills	To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.		
Communication Skills	To include effective development, interpretation and expression of ideas through written, oral, and visual communication.		
Empirical and Quantitative Skills	To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.		
Teamwork	To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.		
Personal Responsibility	To include the ability to connect choices, actions and consequences to ethical decision-making.		
Social Responsibility	To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.		

#### **Student Learning Outcomes:**

*List all student learning outcomes (SLOs) for this course including the core curriculum objectives and the course specific student learning outcomes that support the PLOs above. In general, SLOs in a course that support the*

*PLOs are specific and include the exact knowledge, skill or behavior taught in the course that supports the more global PLOs. For additional information on meaningful and measurable learning outcomes see the assessment resource page*

<http://www.sfasu.edu/assessment/index.asp>

#### **Course Requirements:**

*Describe the major course requirements, assignments, examinations, projects (including the core assessment collected in this course).*

#### **Course Calendar:**

*Create a tentative timeline for the course. At a minimum, list the topics that the course will cover and the week they will be discussed. Be sure to indicate when each core objective will be addressed in the course.*

#### **Grading Policy:**

*Describe how the grade for the course is determined.*

#### **Attendance Policy:**

*State your attendance policy.*

#### **Academic Integrity (A-9.1)**

*Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your own guidelines for academic integrity as appropriate.*

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

#### Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic\\_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

#### **Withheld Grades Semester Grades Policy (A-54)**

*Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.*

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

## **Students with Disabilities**

*Please copy and paste the following statement and place in your course syllabus.*

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.

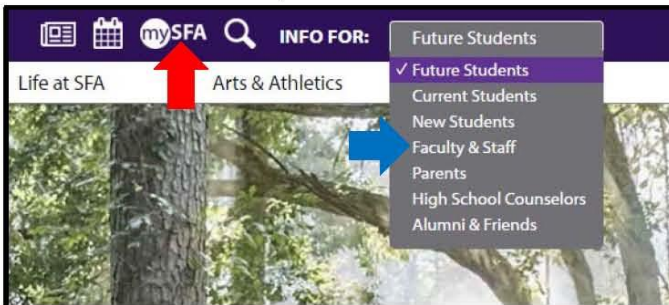


# **STEPHEN F. AUSTIN STATE UNIVERSITY**

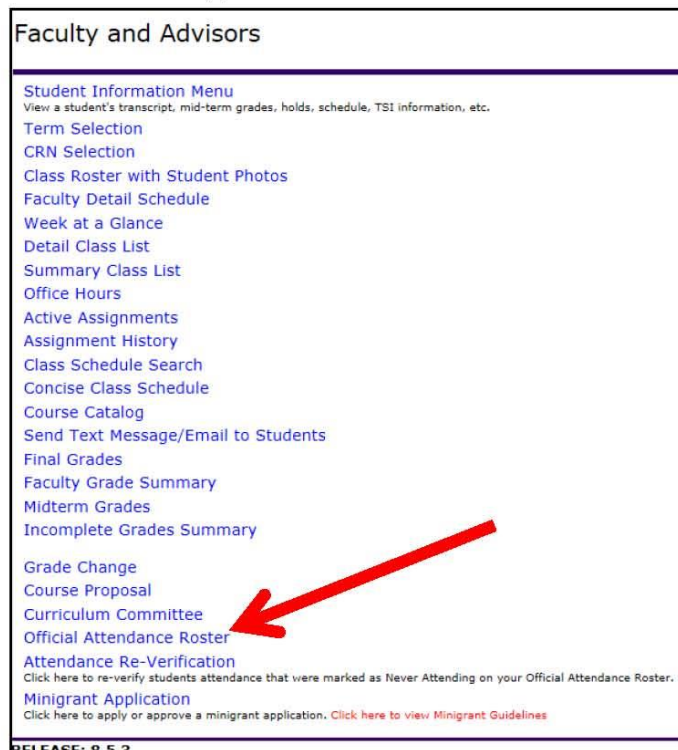
## **ATTENDANCE ROSTER PROCEDURES**

## FACULTY INSTRUCTIONS FOR ONLINE OFFICIAL ATTENDANCE ROSTERS

1. Go to SFASU.EDU and navigate to your mySFA account one of the following ways:
  - a. Click on the [mySFA icon](#) to go directly to the mySFA login (Red Arrow)
  - b. Click on the drop down menu in the top right corner and choose "Faculty & Staff", then click mySFA on the left-hand side of the page (Blue Arrow)



2. Login to MySFA. Select the Faculty tab ⇨ Faculty Services SSB.
3. Click the "Official Attendance Roster" hyperlink near the bottom of the form.





- 4.** Select the current term and click Submit.

Select Term

Select a Term:

- 5.** Select a course and click Submit.

Select a CRN

CRN: SFA 101 033: Freshman Seminar, 11103 (23) ▼

Submit

- 6.** Review the Official Attendance Roster instructions and course information. Click the box beside each student who has Never Attended or participated (i.e. you have never seen or heard from the student.)

**Official Attendance Roster Instructions:** Click the "Never Attended" box beside the photo of each student who has never attended or who has not routinely logged in and participated in web-based courses. After selecting the appropriate students, click the submit box at the bottom of the roster.







Be aware that students who are marked as "Never Attended" and have financial aid will be dropped from the course. If all students have attended the course at some time or participated in the web-based class, click the "All Have Attended" box at the bottom of the roster.

**Course Information**  
**Freshman Seminar - SFA 101 007**  
**CRN:** 40457  
**Duration:** Jul 08, 2014 - Aug 08, 2014

**Enrollment Counts**

	Maximum	Actual	Remain
<b>Enrollment:</b>	18	15	3
<b>Cross List:</b>	0	0	0

**Only check if student has NEVER ATTENDED**

Never Attended	Photo	ID	Name	Level	Class	Major	Credits	Status
<input type="checkbox"/>		E D		Undergraduate	Freshman	Undecided	1	Registered 
<input type="checkbox"/>		E 1		Undergraduate	Freshman	Undecided	1	Registered 
<input type="checkbox"/>			Larry D.	Undergraduate	Freshman	Undecided	1	Registered 



7. If all students have attended or participated, click the box beside the "All Have Attended" statement above the submit button at the bottom of the page. After the appropriate absences or "All Have Attended" selections have been completed, click the "Submit" button.

PLEASE INSTRUCT STUDENTS WHO HAVE BEEN ATTENDING CLASS BUT WHOSE NAMES DO NOT APPEAR ON THIS ROSTER TO CHECK THEIR TITAN EMAIL AND/OR CONTACT THE REGISTRAR'S OFFICE FOR REGISTRATION INFORMATION.

☐ All Have Attended: Click here if all students have been present in class at least once or if all students have routinely logged in and participated in web-based courses.

[Email class](#)

[Return to Previous](#)

8. Review the confirmation page to ensure the Never Attended or "All Have Attended" information is correct. If it is correct, click the submit button. If you need to make changes, click the "No" button to return to the previous page.

**Submit the following students as never attended?**

Photo	ID	Name	Level	Class	Major	Credits	Status
<input checked="" type="checkbox"/> Shaelyn		, Shaelyn	Undergraduate	Freshman	Nursing	1	Web-Registered
<input checked="" type="checkbox"/> Taylor		, Taylor	Undergraduate	Freshman	Information Technology	1	Web-Registered

☒ Yes ☐ No

SUBMISSION OF THIS ATTENDANCE INFORMATION CONSTITUTES YOUR SIGNATURE ON OFFICIAL ATTENDANCE ROSTER DOCUMENTS AND SERVES AS CONFIRMATION THAT THE STUDENT(S) WHOSE NAME(S) APPEAR ABOVE HAS/HAVE NEVER ATTENDED CLASS OR PARTICIPATED IN A WEB-BASED-COURSE.

You are confirming that all students have attended class at least once or have routinely logged in and participated in web based courses. If this is correct, click "yes" below.

☒ Yes ☐ No

SUBMISSION OF THIS ATTENDANCE INFORMATION CONSTITUTES YOUR SIGNATURE ON OFFICIAL ATTENDANCE ROSTER DOCUMENTS AND SERVES AS CONFIRMATION THAT ALL STUDENTS HAVE ATTENDED CLASS AT LEAST ONCE OR HAVE ROUTINELY LOGGED IN AND PARTICIPATED IN WEB BASED COURSES.

RELEASE: 0.6 (STA)

9. Confirmation of your submission will be available. You may click the “Choose a different section” hyperlink to choose another course for submitting the official ORD census attendance information.

<a href="#">Choose a different section</a> Your Official Attendance Roster has been submitted.
<b>RELEASE: 8.6 (SFA)</b>

*Remember: Self Service Banner will log you out after 30 minutes of inactivity and you will have to begin the process for the course again if you have not submitted the selected information!*

**Important Official Attendance Roster Information:**

**Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in group or online discussion. Instructors may use key assessment points of such projects, papers, discussions, etc. as benchmarks for participation.**

The **Office of the Provost** has indicated that **all** students who have never attended nor participated **must** be marked according to the following guidelines.

- If the student attended class **OR** has routinely logged in and participated for web-based courses, no action relative to that specific student is necessary.
- If the student has not been attending class **OR** has not logged in and participated in web-based courses, **click the “Never Attended” box next to the student’s name.**

REMEMBER: by clicking the “Never Attended” box, you are indicating that you have not had any contact with this student during this class. A check in the “Never Attended” box **does not** mean the student is present.

If a student has been attending and their name does **NOT** appear on your official roster, **please instruct the student to go to the Registrar’s Office to reconcile their registration.**

Instructors of record must make Official Attendance Roster submissions for each class they are teaching. **The roster submission deadline is 5:00 PM on the 18<sup>th</sup> class day for first-half and full-semester courses and the 12<sup>th</sup> class day for second-half semester courses.** The Registrar’s Office emails notification of the deadline date.

**By submitting the online Official Attendance Roster information, you are confirming official documents. Please make sure the information you are providing is correct.**

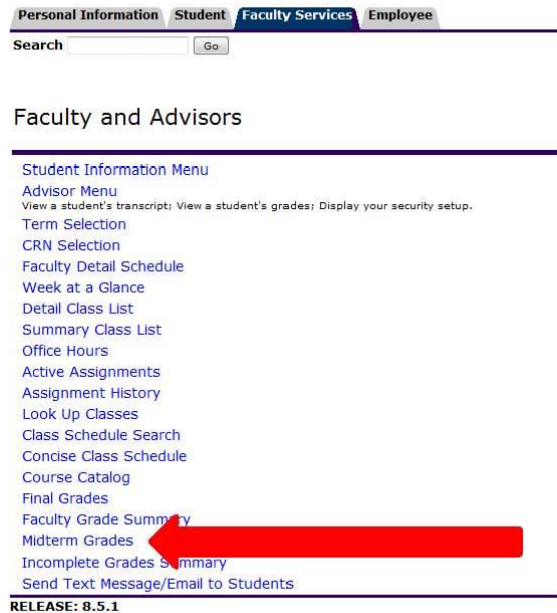


# **STEPHEN F. AUSTIN STATE UNIVERSITY**

## **MID-TERM GRADE ENTRY PROCEDURES**

## Instructions for Mid-Semester Grading

1. Log in to mySFA.
2. Under the Faculty tab, click on **Midterm** under the Enter Grades column next to the appropriate section.
3. Click on **Midterm Grades**.



4. Select the section you want to enter midterm grades for. Then click **Submit**.
5. A list of your students will appear. There will be a drop down menu next to each student under the Grade column. Select the appropriate grade for each student. Please heed the warning on the page. There is a time limit. You might want to **Submit** often.
  - a. Please do NOT enter any information into the Last Attend Date nor the Attend Hours columns.

The screenshot shows the 'Mid Term Grades' entry page. At the top, it says 'Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.' Below this is 'Course Information' for 'Business Communication - BCM 247 021' with CRN 10088 and 19 students registered. A warning message states: 'Please submit the grades often. There is a 120 minute time limit starting at 02:19 pm on Oct 01, 2012 for this page.' The main table has columns: Record Number, Student Name, ID, Credits, Registration Status, Grade, Last Attend Date (MM/DD/YYYY), Attend Hours (0-999.99), and Registration Number. The table lists four students, all with 'Web-Registered' status and a grade of 'A'. The first student's name and ID are redacted with a black box.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[Redacted]	[Redacted]		Web-Registered May 02, 2012	A			12
2	[Redacted]	[Redacted]		Web-Registered May 04, 2012	A			21
3	[Redacted]	[Redacted]		Web-Registered Apr 25, 2012	A			3
4	[Redacted]	[Redacted]		Web-Registered Apr 25, 2012	A			4

6. Once you have completed selecting grades, click **Submit** at the bottom. Grade entry for the section you selected is complete. To select a different section, return to the Faculty and Advisors menu and select **CRN Selection**. Then select **Midterm Grades**.



# **STEPHEN F. AUSTIN STATE UNIVERSITY**

# **FINAL GRADE ENTRY PROCEDURES**



# Final Grades

1. Log in to mySFA. Select the Faculty tab. Select **Final** under the Enter Grades column next to the appropriate section.

## Final Grades

Kenneth  
Fall 2010  
Jan 22, 2010 11:03 am

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.


### Course Information

Introduction to Logic - PHI 163 001

CRN: 12120

Students Registered: 4


**Don't forget! You will automatically logged out of SSB after 30 minutes of inactivity. Submit often!**

 Please submit the grades often. There is a 30 minute time limit starting at 11:03 am on Jan 22, 2010 for this page.

### Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Busby, K	1	3.000	Registered Jan 12, 2010	None	N			5
2	Mills, Mi	1	0.000	Drop Course - 6 Drop Jan 13, 2010	DR	Y	None	None	4
3	Schultz, K	1	3.000	Web-Registered Jan 12, 2010	None	N			3
4	Yarberry, M	1	3.000	Web-Registered Jan 12, 2010	None	N			2
5	Young, J	1	3.000	Web-Registered Jan 12, 2010	None	N			1

Submit Reset

 Please submit the grades often. There is a 30 minute time limit starting at 11:03 am on Jan 22, 2010 for this page.

**This student has already dropped the course.**

**Do NOT enter any info into these 2 columns!**

Final Grades allows you to enter grades for the course and term you have selected. This is where you will go for grade entry at the end of the semester.

2. Click on the drop down menu under the Grade column next to each student and select the appropriate grade. If the student withdrew or dropped the course, a grade of DR, W, or W6 will already be entered and you will not be able to award a grade. If the student withdrew with a WP or WF, there will be a drop down menu and the only choices available will be WP or WF.

3. Once you have selected grades for students, hit Submit. Remember: Self Service Banner will log you out after 30 minutes of inactivity so Submit often!




You do not have to enter grades for ALL students in order to Submit grades. **HOWEVER**, students will be unable to see grades until the business day following the day grades were entered.

Please do **NOT** enter any information into the **Last Attend Date** and **Attend Hours** fields. Information entered here causes problems in the system.

## INSTRUCTIONS FOR REVIEWERS

- 1) You received an email concerning your reviewer status. Please pull this up, and follow the directions, if you have not already done so.
- 2) Once you are logged in, follow these directions.
- 3) You will see your name, “John Doe”, on the right hand side. Hover over your name and go to the “Reviewer” tab.

[Get Help Now](#) | [Chat With Peer](#)




**Scholarship Office**  
Office of Student Financial Assistance  
Stephen F. Austin State University  
P.O. Box 13052, SFA, Nacogdoches, TX 75962-3052  
T 936.468.2403 | F 936.468.1048  
[scholarship@sfasu.edu](mailto:scholarship@sfasu.edu)

Opportunities	▼ Tammy Mitchum	
Test - Financial Aid Fall 2016	Reviews 11/15/2016 - 02/11/2017 18 Applications to Chair • 19 Reviews to Chair	10 Reviews Assigned to You

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[Stephen F. Austin State University Homepage](#)

- 4) You will now be in the Reviewer Portal and should see all the assigned scholarship opportunities that need to be reviewed by you. This means “grading” and/or rating each applicant. Currently you should only see one, the Test scholarship. After February 1<sup>st</sup>, you will see multiple scholarships.
- 5) To Review your candidates, click on the right hand side “10 reviews” assigned to you.

[Get Help Now](#) | [Chat With Peer](#)




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[Stephen F. Austin State University Homepage](#)

- 6) This will bring up a list of all qualified students, per that scholarship criteria, that are assigned to you for review.



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[Get Help Now](#) | [Chat With Peers](#)

Opportunities


▼ Tammy Mitchum

Test - Financial Aid

Opportunity Details

Applicant	Your Rating	Qualified	Actions
Angel Uwamu	6.0	Yes	<button>Update</button>
Ashlynn Rast	7.0	Yes	<button>Update</button>
Ashton Allen	9.0	Yes	<button>Update</button>
Braydon Sowell	7.0	Yes	<button>Update</button>
Brianna Dunlap	6.0	Yes	<button>Update</button>

- 7) Choose your first student to be reviewed, by hitting the begin button next to their name. Below is a view of what you will see initially. We recommend hitting the side-by-side button for easier review.



**Scholarship Office**  
Office of Student Financial Assistance  
Stephen F. Austin State University  
P.O. Box 13052, SFA, Nacogdoches, TX 75962-3052  
T 936.468.2403 | F 936.468.1048  
[scholarship@sfasu.edu](mailto:scholarship@sfasu.edu)

[Get Help Now](#) | [Chat With Peers](#)

Opportunities

▼ Tammy Mitchum

You have evaluated 6 of 10 applications for Test - Financial Aid.

Review

Application

☒ Side-by-Side

[Test - Financial Aid > Jade Alexander](#)

Please Note: All evaluations must be completed by March 3rd and pre-disbursements sent to the financial aid office by March 6th. The scoring is from 0 to 100 points, with increments of 10. When using test scores as a bench mark, remember that the average ACT score is 20, a score of 24 is considered good and a score of 27 or above is considered excellent. The SAT average score is 950, a score of 1100 is good and a score of 1200 or above is considered excellent.

**Bookmark**  
☐ Mark this applicant in your list of evaluations so you can easily find them again.

**Rate This Applicant**

★ Give an overall rating of the applicant.

Save

Submit



8) Once you have hit the side-by-side button, your view will look like this:

[Test - Financial Aid](#) > Jade Alexander

Please Note: All evaluations must be completed by March 3rd and pre-disbursements sent to the financial aid office by March 6th. The scoring is from 0 to 100 points, with increments of 10. When using test scores as a bench mark, remember that the average ACT score is 20, a score of 24 is considered good and a score of 27 or above is considered excellent. The SAT average score is 950, a score of 1100 is good and a score of 1200 or above is considered excellent.

**Bookmark**  
☐ Mark this applicant in your list of evaluations so you can easily find them again.

**Rate This Applicant**  
★ Give an overall rating of the applicant.

**Describe This Applicant**  
Why do you feel this applicant is the best choice?  
  
Words Used: 0 out of 200

**Applicant Provided Information**

**General Application**

1. Student Information

What is your email address?  
alexander.jade12@gmail.com

2. What is your gender?  
Female

3. Are you a resident of Texas?  
Yes

4. Were you a National Merit Scholar or a National Merit Finalist?  
No

5. Are you a veteran?  
No

6. Student's Dependents

Are you a parent?  
No

Are you a single parent?

9) The red arrows above show the two possible ways to rate a student applicant: overall rating and a short free form area to make notes. You must complete the “overall rating”. You do NOT have to enter anything into the text area unless you want to. We wanted to give reviewers an area for specific notes they wanted to share with their committee chair. If you feel strongly that a student should or shouldn’t be awarded it can be noted here.

10) The views below show two areas of the scholarship application: applicant provided information and imported information.

a) Applicant Provided Information are the questions that student’s answered themselves and SFA can’t verify. This consists of the first 41 questions.

[Test - Financial Aid](#) > Jade Alexander

Please Note: All evaluations must be completed by March 3rd and pre-disbursements sent to the financial aid office by March 6th. The scoring is from 0 to 100 points, with increments of 10. When using test scores as a bench mark, remember that the average ACT score is 20, a score of 24 is considered good and a score of 27 or above is considered excellent. The SAT average score is 950, a score of 1100 is good and a score of 1200 or above is considered excellent.

**Bookmark**  
☐ Mark this applicant in your list of evaluations so you can easily find them again.

**Rate This Applicant**  
★ Give an overall rating of the applicant.

**Describe This Applicant**  
Why do you feel this applicant is the best choice?  
  
Words Used: 0 out of 200

**Applicant Provided Information**

**General Application**

1. Student Information

What is your email address?  
alexander.jade12@gmail.com

2. What is your gender?  
Female

3. Are you a resident of Texas?  
Yes

4. Were you a National Merit Scholar or a National Merit Finalist?  
No

5. Are you a veteran?  
No

6. Student's Dependents

Are you a parent?  
No

Are you a single parent?

- b) The Imported Information (see screen shot below) is all information brought in from Banner and is the equivalent of the Z – fields in the old system. This information is verified through SFA, such as SFA cumulative GPA and their declared major. This information is brought in daily at 4am.

✓ Your review was successfully submitted

[Test - Financial Aid](#) > Kaelan Whitworth

Please Note: All evaluations must be completed by March 3rd and pre-disbursements sent to the financial aid office by March 6th. The scoring is from 0 to 100 points, with increments of 10. When using test scores as a bench mark, remember that the average ACT score is 20, a score of 24 is considered good and a score of 27 or above is considered excellent. The SAT average score is 950, a score of 1100 is good and a score of 1200 or above is considered excellent.

**Bookmark**  
☐ Mark this applicant in your list of evaluations so you can easily find them again.

**Rate This Applicant**

★ Give an overall rating of the applicant.

**Describe This Applicant**

Why do you feel this applicant is the best choice?

Words Used: 0 out of 200

[Exit Side-by-Side](#) [Save](#) [Submit](#)

**Imported Information**

**Applicant**

1. Last Name  
Whitworth

2. First Name  
Kaelan

3. Permanent City  
Diboll

4. Permanent State  
TX

5. County of Residence  
Angelina

6. Student ID  
20242387

7. Primary Phone  
936-707-1704

8. Cell Phone  
No answer provided

9. Email Address  
whitworkd@jacks.sfasu.edu

11) Tips for reviewing:

- a) Check #25 - in imported data - to see what the student type is; first time freshmen, continuing student, graduate student or transfer student.
- b) For freshmen review #15 (applicant provided information) HS GPA. This has not been verified by SFA, it is self-reported. For returning review #29 (imported information) for SFA cumulative GPA
- c) For new transfer review #17c (applicant provided information) Transfer GPA. This has not been verified by SFA, it is self-reported.
- d) To check Test scores, review one of the following (imported information) ACT scores #11 - 15
- e) To check Test scores, review one of the following (imported information) SAT scores #10 or #16-18

- 12) Score your current student and then hit submit. The system will automatically take you to your next student to be reviewed. Repeat for all students in your review group.

# SCHOLARSHIP COMMITTEE CHAIR VIEWS AND DUTIES

1) Committee Chairs may view students in an excel like view. Much like the view in the old system. This can also be exported to an excel. To do this follow instructions below.

a) Under the purple Opportunities, click Applications to Chair, in the middle of the screen



b) Now you can see all students in that scholarship pool. Here is your view:

Opportunities

Tammy Mitchum

Details

Applications

Reviews

Test - Financial Aid

Fall 2016 | Ended 66 days ago

★

□

↓

≡

⌕

Complete View

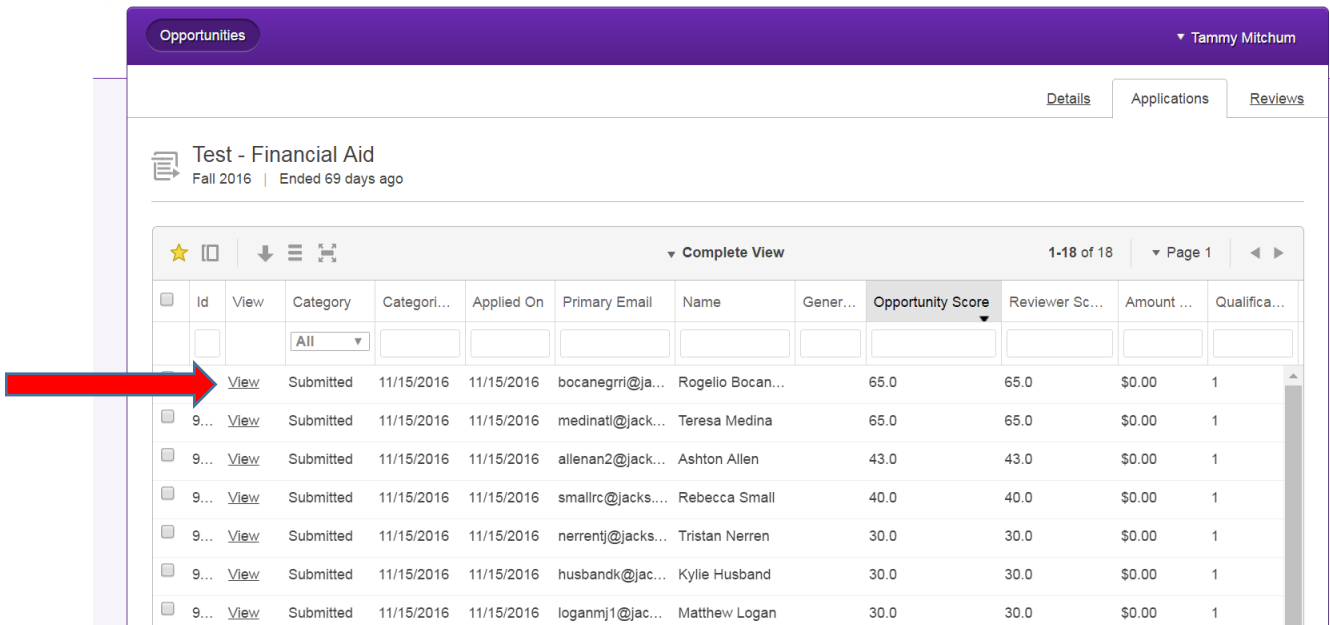
1-18 of 18

Page 1

◀ ▶

<input type="checkbox"/>	<div>Id</div>	<div>View</div>	<div>Category</div>	<div>Categori...</div>	<div>Applied On</div>	<div>Primary Email</div>	<div>Name</div>	<div>General ...</div>	<div>Opportu...</div>	<div>Reviewe...</div>	<div>Amount ...</div>	<div>Qualifica...</div>	<div>Assigne</div>
	<input type="checkbox"/>		All ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	loganmj1@jac...	Matthew Logan		30.0	30.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	husbandk@jac...	Kylie Husband		30.0	30.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	nerrentj@jacks...	Tristan Nerren		30.0	30.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	alexandeja@ja...	Jade Alexander		10.0	10.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	wilsonec1@jac...	Emma Wilson		18.5	18.5	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	whitworkd@ja...	Kaelan Whitwo...		10.0	10.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	uwamuo@jac...	Angel Uwamu		7.33	7.33	\$0.00	1	63
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	dunlapbn1@ja...	Brianna Dunlap		8.0	8.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	medinatl@jack...	Teresa Medina		65.0	65.0	\$0.00	1	62
<input type="checkbox"/>	9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	bocanegrii@ja...	Rogello Bocan...		65.0	65.0	\$0.00	1	62

- 2) How to review scores to determine the student with the highest scores
  - a) The **opportunity score** is the weighted average of all submitted reviews for a given application within the opportunity. In other words, if there are four (4) reviewers and all have scored a student, then the average of those 4 scores will appear here.
  - b) Currently for SFA, the opportunity score and the reviewer score are the same.
  - c) By clicking on the “Opportunity Score” you can have the system sort by that category. This will put the scores in order from either highest to lowest or lowest to highest depending on how many times you click the header title. Click twice for highest to lowest.
  - d) If you have applicants with very identical or very similar scores you may choose to view those student’s applications to determine the most deserving student.
  
- 3) To Evaluate Ties or Very Close Scores Between Students
  - a) Click on the “View” next to a student’s name.

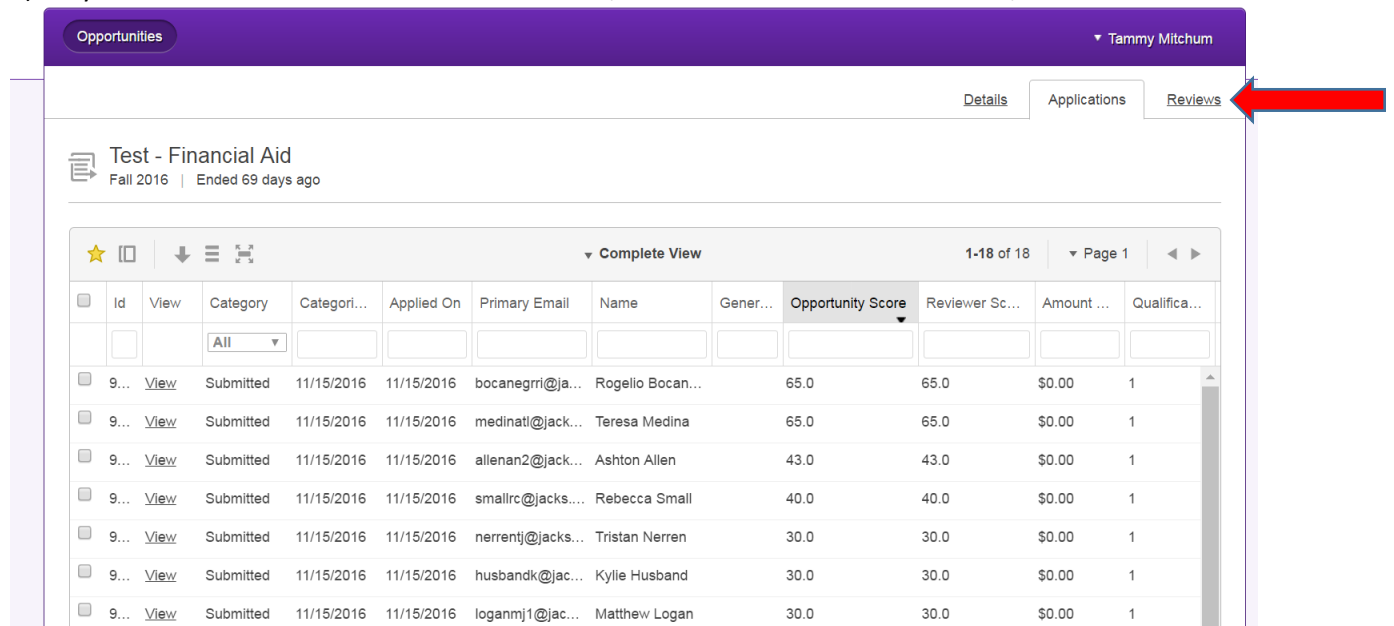


The screenshot shows a web interface for 'Opportunities' under the user 'Tammy Mitchum'. It has tabs for 'Details', 'Applications', and 'Reviews'. The main section is titled 'Test - Financial Aid' with subtext 'Fall 2016 | Ended 69 days ago'. Below this is a table with columns: Id, View, Category, Categori..., Applied On, Primary Email, Name, Gener..., Opportunity Score, Reviewer Sc..., Amount ..., and Qualifica... The table shows 18 rows of data. A red arrow points to the 'View' link in the first row, which corresponds to Rogelio Bocan... with an Opportunity Score of 65.0.

Id	View	Category	Categori...	Applied On	Primary Email	Name	Gener...	Opportunity Score	Reviewer Sc...	Amount ...	Qualifica...
	<a href="#">View</a>	Submitted		11/15/2016	bocanegri@ja...	Rogelio Bocan...		65.0	65.0	\$0.00	1
9...	<a href="#">View</a>	Submitted		11/15/2016	medinat@jack...	Teresa Medina		65.0	65.0	\$0.00	1
9...	<a href="#">View</a>	Submitted		11/15/2016	allen2@jack...	Ashton Allen		43.0	43.0	\$0.00	1
9...	<a href="#">View</a>	Submitted		11/15/2016	smallrc@jacks...	Rebecca Small		40.0	40.0	\$0.00	1
9...	<a href="#">View</a>	Submitted		11/15/2016	nerrentj@jacks...	Tristan Nerren		30.0	30.0	\$0.00	1
9...	<a href="#">View</a>	Submitted		11/15/2016	husbandk@jac...	Kylie Husband		30.0	30.0	\$0.00	1
9...	<a href="#">View</a>	Submitted		11/15/2016	loganmj1@jac...	Matthew Logan		30.0	30.0	\$0.00	1

- b) This will take you to the student’s application. You can review it from this screen.

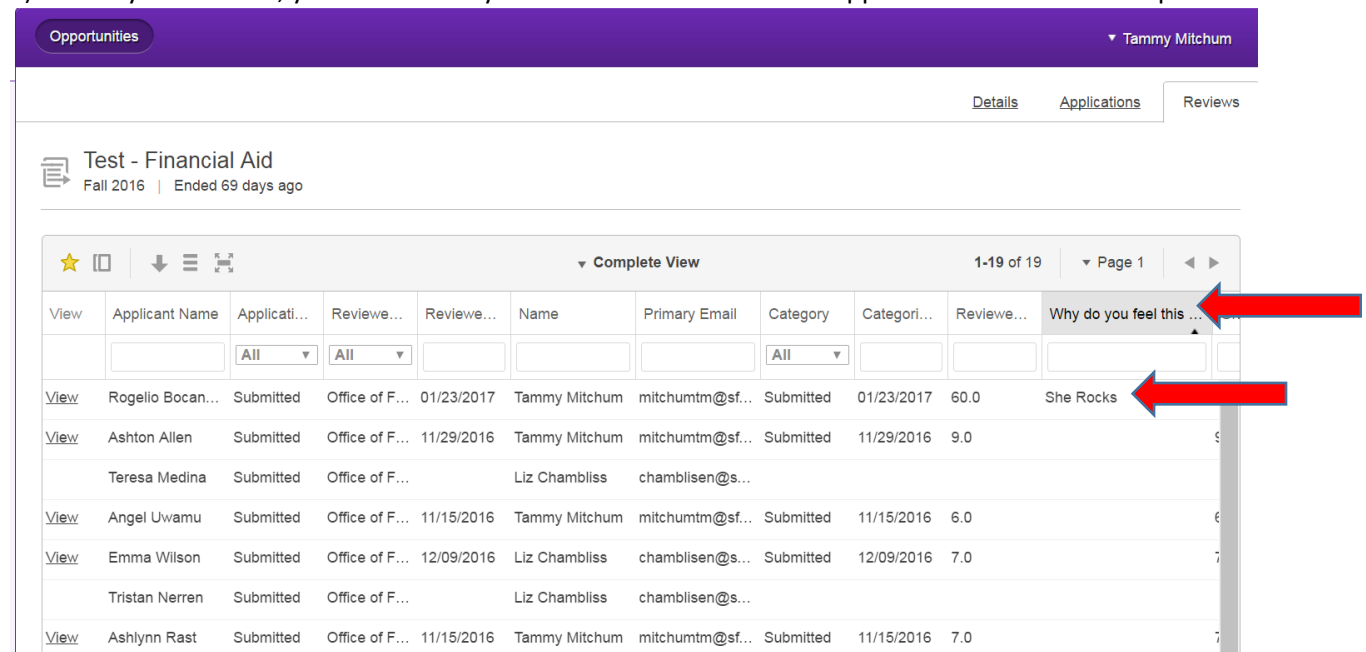
4) If you would like to view the student's reviews, from other committee members, click on the "Reviews" tab.



The screenshot shows the 'Test - Financial Aid' page with the 'Reviews' tab selected. The page header includes 'Opportunities' and 'Tammy Mitchum'. The 'Reviews' tab is highlighted with a red arrow. The table below lists reviews for the test.

Id	View	Category	Categori...	Applied On	Primary Email	Name	Gener...	Opportunity Score	Reviewer Sc...	Amount ...	Qualifica...
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	bocanegrri@ja...	Rogelio Bocan...		65.0	65.0	\$0.00	1
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	medinat@jack...	Teresa Medina		65.0	65.0	\$0.00	1
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	allen2@jack...	Ashton Allen		43.0	43.0	\$0.00	1
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	smallrc@jacks...	Rebecca Small		40.0	40.0	\$0.00	1
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	nerrentj@jacks...	Tristan Nerren		30.0	30.0	\$0.00	1
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	husbandk@jac...	Kylie Husband		30.0	30.0	\$0.00	1
9...	<a href="#">View</a>	Submitted	11/15/2016	11/15/2016	loganmj1@jac...	Matthew Logan		30.0	30.0	\$0.00	1

a) Once you are here, you can view any comments made about the applicants and their scores per reviewer.



The screenshot shows the 'Test - Financial Aid' page with the 'Reviews' tab selected. The page header includes 'Opportunities' and 'Tammy Mitchum'. The 'Reviews' tab is highlighted with a red arrow. The table below lists reviews for the test, with a red arrow pointing to the 'Why do you feel this ...' column.

View	Applicant Name	Applicati...	Reviewe...	Reviewe...	Name	Primary Email	Category	Categori...	Reviewe...	Why do you feel this ...
<a href="#">View</a>	Rogelio Bocan...	Submitted	Office of F...	01/23/2017	Tammy Mitchum	mitchumtm@sf...	Submitted	01/23/2017	60.0	She Rocks
<a href="#">View</a>	Ashton Allen	Submitted	Office of F...	11/29/2016	Tammy Mitchum	mitchumtm@sf...	Submitted	11/29/2016	9.0	
	Teresa Medina	Submitted	Office of F...		Liz Chambliss	chamblisen@s...				
<a href="#">View</a>	Angel Uwamu	Submitted	Office of F...	11/15/2016	Tammy Mitchum	mitchumtm@sf...	Submitted	11/15/2016	6.0	
<a href="#">View</a>	Emma Wilson	Submitted	Office of F...	12/09/2016	Liz Chambliss	chamblisen@s...	Submitted	12/09/2016	7.0	
	Tristan Nerren	Submitted	Office of F...		Liz Chambliss	chamblisen@s...				
<a href="#">View</a>	Ashlynn Rast	Submitted	Office of F...	11/15/2016	Tammy Mitchum	mitchumtm@sf...	Submitted	11/15/2016	7.0	

- 5) After you have selected your recipients you will notify the Alumni and/or Financial Aid Office as you have in the past.
  - a) Alumni will be notified via their roster. Amie Ford will send these out and will receive them.
  - b) The Financial Aid Office will be notified via the Pre-Disbursement Request Form.
  
- 6) The Pre-Disbursement Request form has been modified to fit into an excel as well as a word document. What you need to know:
  - a) You can use either the word document or the excel document. We will accept either.
  - b) The same required information is on both forms.
  - c) There is one additional field on the excel. It is a fall/spring evenly split column. This allows awards that are evenly split between fall and spring terms to reside in one column instead of being split between two columns, as it was in the past.
  - d) Example: The Regents Scholarship would have said: Fall Column = 1,500 & Spring Column = 1,500. Now it can go under the Fall/Spring Evenly Split column as = \$3,000.