

2024~2025 New Faculty Orientation

College of Fine Arts and Communication

August 14, 2024



CFAC New Faculty Orientation

- Dr. Linda Kean

Welcome to the ECU College of Fine Arts and Communication



CFAC New Faculty Orientation

- Jay Juchniewicz

Teaching Excellence



Teaching Excellence

- Getting Started – PiratePort and Canvas
- Teaching and the Faculty Manual

Getting Started

- PiratePort [<https://pirateport.ecu.edu/>]
 - Banner Self Service
 - Course Roster
 - Course Catalog
 - DegreeWorks
 - Faculty & Advisor Self Service
 - Buckley/FERPA Admin

PiratePort

The screenshot shows the PiratePort dashboard with a purple header. The header includes the 'PiratePort' logo, a search bar with the text 'What do you want to do today?', and a user profile icon for 'Seo Eo'. Below the header, there are two main notification boxes: '1/3 IMPORTANT DATES: FALL 2021' with a link to 'Important Information from the Cashier...' and '2/3 ECU News' with a link to 'ECU News Service...'. A horizontal bar contains five quick-access buttons: 'Banner Self Service', 'Course Rosters', 'Degree Works', 'Employee Self Service', and 'Faculty & Advisor Self Se...'. The main content area features six tiles: 'Mobile Device Registration' (SUGGESTED), 'Banner Self Service' (RECENT), 'Course Catalog' (RECENT), 'Course Rosters', 'Degree Works', and 'Faculty & Advisor Self Service'. A vertical sidebar on the right contains icons for notifications (with a '1' badge), user profile, a grid, and an information icon.



Banner Self Service



Personal Information Student Faculty Services Employee

Search Go

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Seo Eo, to the WWW Information System! Last web access on Aug 13, 2021 at 02:48 pm

DATA SECURITY NOTICE FOR ALL USERS:

This system gives you secure access to your confidential data. In order to protect your confidential data, when you are finished, you must logout of Banner, logout of Pirate Port, and exit your browser. Failure to perform all three of these actions can enable others to use your session to access your confidential data.

IMPORTANT BILLING REMINDER:

East Carolina University's Cashier's Office does not mail paper bills. Students and their authorized users will receive email notifications from cashier@ecu.ecu.edu when a new billing statement is available for review online. For more information, please check the Cashier's Office website at http://www.ecu.edu/cs-admin/financial_serv/cashier/eBilling.cfm.

Personal Information

Address and Phone, Emergency Contact, Name Change and Social Security Number Change Information

Student

Apply for Admission, Register, View your academic records; Authorize Title IV

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee

Pay Information, Benefits and Deductions, Time Sheets, Tax Forms (NC-4, W-4, W-2), EPAFs, Tuition Waiver

RELEASE: 8.9.1.3



Faculty and Advisor Self Service



Faculty and Advisor Self Service



Hello Seo Eo,

This is the entry page for Faculty and Advisors. You can navigate to the below pages depending on your role at the University

- [Advisee Search](#)
- [Assignments](#)
- [Change of Grade](#)
- [Class Rosters](#)
- [Course Equivalencies](#)
- [Faculty Detail Schedule](#)
- [Faculty Grade Entry](#)
- [Fixed Tuition Information For Advisor](#)
- [Link to Banner Self Service for Registration and Course Catalog](#)
- [Schedule Planner Advisor Mode](#)
- [Week at a Glance](#)
- [Class List/Wait List emails](#)

Buckley/FERPA Admin

PiratePort What do you want to do today? Seo Eo

Buckley/FERPA Admin

Enter in a exchange userid or ECU ID in the field below to search for permission records, click submit. The information will display in the areas below. You are authorized to disclose and/or discuss any portion of this student's academic record, for any purpose, by mail or by telephone with any or all of the individuals listed below with an active status. If you have any questions, please call the Office of the Registrar at 328-6524

options
Student Search

Student Search for FERPA form
Please enter student's Exchange ID or ECU ID
Search

Notifications, User Profile, Grid, Information icons in sidebar



Teaching and the Faculty Manual

- Syllabus Template
- Distance Education Training
- FERPA
- ECU CONNECT – student progress communication portal
- Academic Integrity Violations
- Final Grade Submission
- Grade Appeal Process

Syllabus Template

○ Resources

- [ECU Faculty Manual](#)
- [The Office of Faculty Excellence](#)
- [CFAC Website](#)

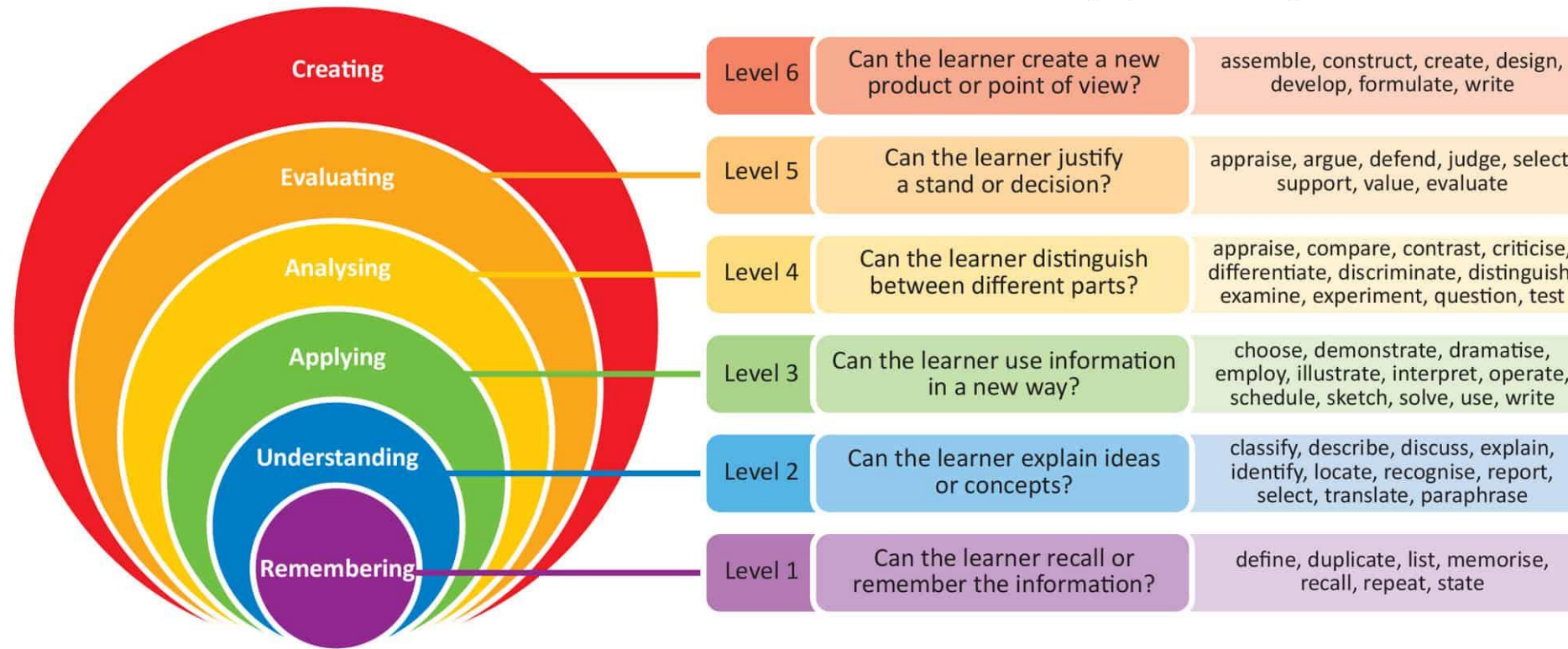
Elements in a Syllabus

- Course description
 - Catalog description/summary specific to your course

- Course Goals and Objectives
 - Core competencies using Bloom's Taxonomy for language

Elements in a Syllabus

Bloom's taxonomy (revised)



Elements in a Syllabus

- Competencies General Education Courses

- <https://advising.ecu.edu/general-education/>
- <https://catalog.ecu.edu/content.php?catoid=28&navoid=2557&hl=%22general+education%22&returnto=search>

- Competencies Domestic Diversity/Global Diversity

- <https://www.ecu.edu/cs-acad/fsonline/customcf/committee/as/18-20DomesticandGlobalDiversityCourseRequirements.pdf>

- Contact Information/Office Hours – 5 hours/week for full-time faculty

- Contact information, office number, email, phone number, technology links, etc.
- For virtual office hours, please discuss with your unit administrator

Elements in a Syllabus

- Required Textbooks and/or Materials

- Grading Policy
 - Undergraduate – plus/minus system
http://catalog.ecu.edu/content.php?catoid=25&navoid=2240#Grading_System
 - Graduate scale is A, B, C, and F
http://catalog.ecu.edu/content.php?catoid=24&navoid=2125#Grading_System
 - Sample Grading Scales
<https://www.ecu.edu/cs-acad/fsonline/customcf/committee/ad/SampleScales.pdf>

- Assignment and Exam Descriptions
 - Include total number of points/percentage of final grade

Elements in a Syllabus

- Writing Intensive Statement (if applicable)
 - <https://writing.ecu.edu/uwc/>
 - <https://writing.ecu.edu/wac/about-wac/university-writing-portfolio/>

- Syllabus Statements Regarding AI/ChatGPT (if applicable)
 - <https://artscomm.ecu.edu/wp-content/pv-uploads/sites/148/Syllabus-Statements-Regarding-Use-of-Artificial-Intelligence.pdf>

- Attendance Policy
 - Excused absence
<https://deanofstudents.ecu.edu/home/university-excused-absence/>

Elements in a Syllabus

○ Academic Integrity Policy

- <https://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf>
- <https://osrr.ecu.edu/wp-content/pv-uploads/sites/234/2018/03/2022-Academic-Integrity-Syllabus-and-Test-Statements.pdf>

○ Academic Disruption Policy

- <http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section4.pdf>
- Student's Rights and Responsibilities <https://osrr.ecu.edu/>

Elements in a Syllabus

- Emergency Weather Statement
 - <https://oehs.ecu.edu/emergency-management/emergency-preparedness/>

- Disability Services Statement
 - Include DSS contact information: (252) 737-1016
 - <https://accessibility.ecu.edu/students/>

- Late Work Policy (if applicable)

- Course Policies (technology, computers, facility access, etc.)

Elements in a Syllabus

○ Course Calendar

- State Final exam date noted on university academic calendar
- <https://facultysenate.ecu.edu/academic-calendars/>

○ Pirate Safety Guide

- <https://oehs.ecu.edu/wp-content/pv-uploads/sites/375/2019/03/Pirate-Safety-Guide.pdf>

○ Technology Help Statement (if applicable)

- Canvas Help <https://canvas.ecu.edu/>
- Canvas Student Guides <https://canvas.ecu.edu/student-guides/>

Elements in a Syllabus

○ ECU IT Help Desk

- Submit service requests by calling 252 328-9866 or 800 340-7081
- <https://ecu.teamdynamix.com/TDClient/1409/Portal/Home/>

○ Caveat Statement

- *"This syllabus represents a written contractual agreement between us. Occasionally, it may be necessary to revise this syllabus to meet students' needs. I reserve the right to revise this syllabus if the need arises. Advance notification will be provided to you."*

○ Continuity of Instruction

- communication/course content delivery/participation+interaction/assessment.
- <https://instructionalcontinuity.ecu.edu/>

Trainings

○ New Employee Training Modules

- <https://ecu.teamdynamix.com/TDClient/1409/Portal/Requests/ServiceDet?ID=31601>
- Best Practices in Information Security
- Diversity, Inclusion, and Equal Opportunity at ECU

○ Required Modules if Completing Certain Tasks

- Teaching-peer observation training *Office of Faculty Excellence <https://ofe.ecu.edu/>
- Conducting research (IRB Training) *See IRB <https://rede.ecu.edu/umcirb/>
- EEO Compliance & HR Best Practice <https://oed.ecu.edu/education/online/>
- DE training and continuing education policies <https://demodules.ecu.edu/>

Trainings

- Policy-related Trainings via PiratePort

- Travel
- Conflict of Interest
- External Activities for Pay

- All other ECU training modules are located on the Cornerstone portal

- <https://ecu.teamdynamix.com/TDClient/1409/Portal/Requests/ServiceDet?ID=31601>

Family Educational Rights and Privacy Act of 1974 (FERPA)

- FERPA guarantees to students:
 - the right to inspect and review their educational records
 - the right to seek to amend their educational records
 - the right to limit the disclosure of their educational records

- Buckley Form
 - Available on CampusESP/Parent & Family Portal
 - https://ecu.campusesp.com/users/sign_in

- Visit the FERPA online guide
 - www.aacrao.org/advocacy/compliance/ferpa

- The U.S. Department of Education's website regarding FERPA
 - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ECU CONNECT

- Faculty communication tool to support student academic success
 - Instructors can provide praise or raise concerns regarding students' academic performance and attendance
 - Four thematic progress surveys sent on the first Monday of the month.
 - If a student fits multiple categories of flags in a single course, it is recommended you raise the Concerned flag to address concerns
 - <https://academic-success.ecu.edu/ecuconnect/>

Academic Integrity Violations

- General Academic Integrity Syllabus Statement
 - The Academic Integrity Policy
 - ✓ examples of what behaviors violate the Academic Integrity Policy
 - Student's potential grade penalty
 - ✓ typically, grade of zero for the assignment or one letter grade lower as a final grade
 - Two important components of the Academic Integrity Policy are:
 - ✓ Faculty members are required to report potential violations of the Academic Integrity Policy to the Office of Student Rights & Responsibilities.
 - ✓ When a student is uncertain as to whether conduct would violate the Academic Integrity Policy, it is the responsibility of the student to seek clarification from the appropriate faculty member.
 - ✓ <https://osrr.ecu.edu/faculty-staff/>

Final Grade Submission

- PiratePort > Faculty and Advisor Self Service

- All grades must be submitted electronically by the date identified on the Academic Calendar
 - <https://facultysenate.ecu.edu/academic-calendars/>
- Instructions for online grade submission
 - <https://registrar.ecu.edu/final-grade-reporting/>
- Instructions for Change of Grade/Removal of Incomplete
 - https://registrar.ecu.edu/wp-content/pv-uploads/sites/166/Grade_Change.pdf

Final Grade Submission

○ Assigning an Incomplete

- Incomplete serves as a placeholder so that student and instructor can agree on work to be completed and timeline for its completion
- An Incomplete should not be assigned with approval and documentation by both student and instructor
- Undergraduate courses have one semester, and Graduate courses have one academic year to remove the Incomplete
- <https://catalog.ecu.edu/content.php?catoid=28&navoid=2559&hl=%22incomplete%22&returnto=search#>

Grade Appeal Process

- Grade appeals must be based on one or more of the following factors to be considered
 - An error in grade computation.
 - Standards different from those established in written department, school, college, or university policies, if specific policies exist, were used in assigning the grade.
 - The instructor departed substantially from their previously articulated, written standards, without notifying students, in determining the grade.

- Exceptions to the Grade Appeal Policy
 - Disputed grade is resulted from an alleged academic integrity violation.
 - Dispute involves an Office of Equal Opportunity and Equity discrimination complaint.

Intermission

CFAC New Faculty Orientation

- Jay Juchniewicz

Faculty Goals and Annual Evaluation



Faculty Weights and Goals (see 3a-SOM WeightsFixedTerm Form)

- Only Tenured, Tenure-Track, and Fixed Term Faculty need to complete an Annual Evaluation of Weights
- Provides flexibility depending on activities and responsibilities for an academic year
- Fixed Term Faculty must have a minimum of 80% devoted to Teaching
- Discuss with your Department Chair and/or Director before final decision
- Weights can be adjusted later in the year if warranted

Annual Reporting, Recording Achievements, Tenure/Promotion (Faculty180)

- Faculty 180 (Faculty Reporting System): <http://faculty180.ecu.edu>

Allows for faculty to report achievements in (a) teaching, (b) research/creative activity, (c) service, (d) other accomplishments

Generates annual evaluations, data for CFAC, and CV templates and reports

- **Profile** – Allows you to enter personal and professional information about yourself
- **Activities** – Teaching, Research, Service, Professional Development and Memberships, Honors and Awards

Faculty180: Activities (Teaching)

- Courses are already pre-loaded into program by Institutional Planning, Assessment & Research
- If you are missing a course assignment, notify IPAR and they will input it for you
- You can enter Student Evaluations and Peer Evaluations
NOTE: SSOI Surveys will be automatically uploaded (minus student comments)
- If you are redesigning a course, engaged in Study Abroad, or serving on a Thesis/Dissertation Committee you can enter these activities under “Other Teaching Activities”

Faculty180: Activities (Creative Activities, Service, Other)

- This is the place to enter:

Scholarly Contributions

Creative Activities

Research Proposals/Awards

Other Grants/Contracts

Awards

Institutional Committees

Other Institutional Service

Professional Service

Community Service

Administrative Duties

Professional Development/Memberships

Honors and Awards

Faculty180 Tips

- Once an activity is added, it can be duplicated for future entries.
SAVES LOTS OF TIME!
- Consult the “CFAC Faculty 180 Overview” Handout for specifics on where entries belong

Research

- Any research activities that involve Human Subjects, or private information that identifies a Human Subject requires approval from the Institutional Review Board (IRB)
- All researchers must also complete the Collaborative Institutional Training Initiative (CITI) (located on the IRB website)
- To submit an IRB proposal, use the ePIRATE login: <https://rede.ecu.edu/umcirb/>
- Your Director and Associate Dean of Research will review and approve your proposal before it is sent to the IRB for consideration
- IRB proposals are usually approved within 10 business days
(if exempt or expedited)

Grants

- All faculty are eligible to pursue grant funding opportunities
- Any grant that is not considered a commission, residency, or gifts is required to receive University approval
- eTRACS is ECU's electronic grant administration system: <https://etracs.ecu.edu/>
- eTRACS website contains helpful training guides for those new to the grant process
- Review "CFAC Research and Grant Checklist AY2023-2024"

Grants (continued)

- Follow the 10-5-2 rule with eTRACS before a grant deadline
 - 10 business days prior - Pre-Approval due
 - 5 business days prior – Returned to you to make revisions
 - 2 business days prior – Final Submission due
- REDE – Provides each College with Pre-Approval and Post-Awards Managers to assist with the process
- REDE Website contains useful information on funding opportunities:
<https://rede.ecu.edu/funding/>



Opportunities

Please visit the CFAC Resources page:

<https://artscomm.ecu.edu/links-and-information/>

Questions, Comments, Feedback