

KSU Resources for New Faculty who Teach Part-time

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Welcome to Kennesaw state university. This presentation will include some important information you may find helpful in your work here as a part-time faculty member. We will focus on many of the university-wide programs, services, and facilities KSU provides for its faculty and students. This presentation is not completely comprehensive, though. KSU is a large institution and many policies, procedures, and perks vary by department or college. Please take the time to get to know your department administrative associates, student assistants, and especially your supervisors and colleagues—they will have the best information specific to your role here at Kennesaw State.

A Brief History



- Kennesaw Junior College opened in 1963
- Became Kennesaw State University in 1996
- Fully consolidated with SPSU in 2015
- Two primary campuses: Marietta and Kennesaw
- Promoted to R2 classification in 2018
- Second largest university in the state of Georgia



Kennesaw State University began as a junior college in 1963. President Horace Sturgis presided over the institution until Betty Siegel became the first woman president of an institution within the University System of Georgia in 1981. Under Dr. Siegel's leadership, the institution grew to become a full university in 1996. In 2015, Kennesaw State was consolidated with Southern Polytechnic State University and expanded its degrees and added a second campus in Marietta. KSU currently has 13 individual schools and colleges and offers hundreds of undergraduate majors and many graduate programs. In 2018, KSU was reclassified as an R2 level institution by Carnegie.



KENNESAW STATE
UNIVERSITY

Enrollment Headcount:		% of Total		% of Total		% Change
Level	Fall 2021	Fall 2021	Fall 2022	Fall 2022		
Undergraduates	38,973	90.7%	39,005	90.1%	→	0.1%
Graduates	4,010	9.3%	4,263	9.9%	↑	6.3%
Total	42,983	100.0%	43,268	100.0%	↑	0.7%

Fall 2022 Fast Facts

University						
Am. Indian/Alaska	63	0.1%	63	0.1%	→	0
Asian	2,239	5.2%	2,372	5.5%	↑	5
Black/African Amer	10,604	24.7%	10,830	25.0%	↑	2
Hispanic	5,518	12.8%	5,892	13.6%	↑	6
International	914	2.1%	1,267	2.9%	↑	38
Native Haw. Pacific	55	0.1%	56	0.1%	↑	1
Two or More Races	2,028	4.7%	2,050	4.7%	↑	1
Undeclared	876	2.0%	1,044	2.4%	↑	15
White	20,686	48.1%	19,694	45.5%	↓	-4
Total University	42,983	100.0%	43,268	100.0%	↑	0

Fall 2022 Racial Demographics at KSU

University Total						
17 or younger	1,074	2.5%	807	1.9%	↓	-24.9%
18 to 20	20,034	46.6%	19,463	45.0%	↓	-2.9%
21 to 24	13,011	30.3%	14,355	33.2%	↑	10.3%
25 to 29	4,023	9.4%	3,890	9.0%	↓	-3.3%
30 or older	4,841	11.3%	4,753	11.0%	↓	-1.8%
Total	42,983	100.0%	43,268	100.0%	↑	0.7%

Student Age Demographics

Fact Book

2021-2022 Kennesaw State University Fact Book

The **Kennesaw State University Fact Book** is published annually and is a comprehensive digest of statistical data, trend analyses, and interpretive highlights representing a wide variety of topics pertaining to the operations of Kennesaw State University.

Choose a section below to view the Fact Book online, or [click here](#) to view or download the KSU 2021-2022 Fact Book in pdf form.



General Information



Incoming Students



Student Enrollment



Program Enrollment

Fact Book

- Published annually (most recent 2021 - 2022)
- Fact Book link:
 - <http://ir.kennesaw.edu/publications/fact-book.php>

There is a lot more information contained in the KSU fact book which you can access at this link. The information shared in the last two slides can be found at the “Fast Facts” link also included here. The fact book contains info about where our students are coming from (all over but mainly GA) and what they are majoring in, organizational charts, etc.



Now I am going to share some of the resources KSU provides for faculty. As a part-time faculty member you have access to these supports and services. Again, this is not a comprehensive list, but a selection of the most commonly accessed or needed resources. The best way for you to get to know what KSU has to offer is to engage in conversations with your colleagues and supervisor however and whenever possible.



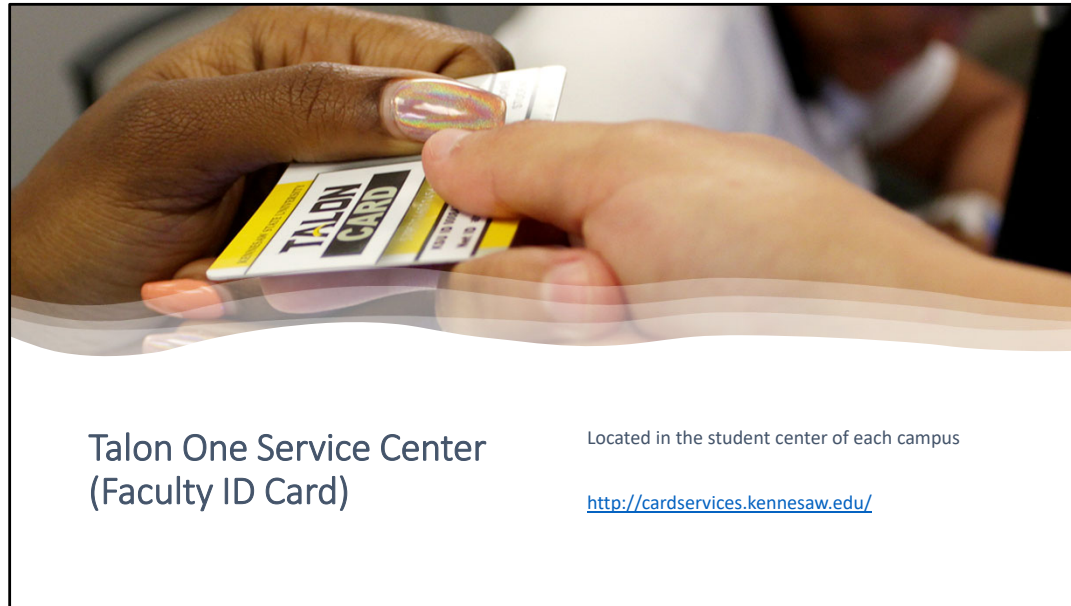
KSU Faculty Handbook

- All Handbooks
 - <http://handbooks.kennesaw.edu/>
- Part-time Faculty Teaching Appointment
 - <https://catalog.kennesaw.edu/content.php?catoid=63&navoid=5023>

For specific information on what it means to have a part-time faculty appointment, you can consult the Faculty Handbook. The link here will take you to the current handbook on the KSU website.

It is expected that all KSU faculty will have read and understood the handbook. It's very in depth and it reads like a manual, but you will find a lot of great information here. Section 4.1.12 deals specifically with part-time faculty appointments.

The handbook will answer your policies and procedures questions. I recommend that you read through it to understand what the expectations are here at KSU, but also to understand all the policies because there are some legal things you need to know about. Particularly about FERPA laws and keeping student information confidential.



If you have not already done so, you can get your faculty ID card from the Talon One Service Center. There is a location in the student center on each campus. Your ID serves as your identification as a KSU faculty member, but also as the key to access your classroom. You also tap your ID on the side of the Ricoh printers across campus to make copies (I will talk more about this in a moment). There are also many restaurants and shops in the Kennesaw area that will offer you a discount if you flash your ID. Replacement IDs cost \$25.

Parking



Register your vehicle with parking services:

<https://kennesaw.t2hosted.com/cmn/viewvehicles.aspx>



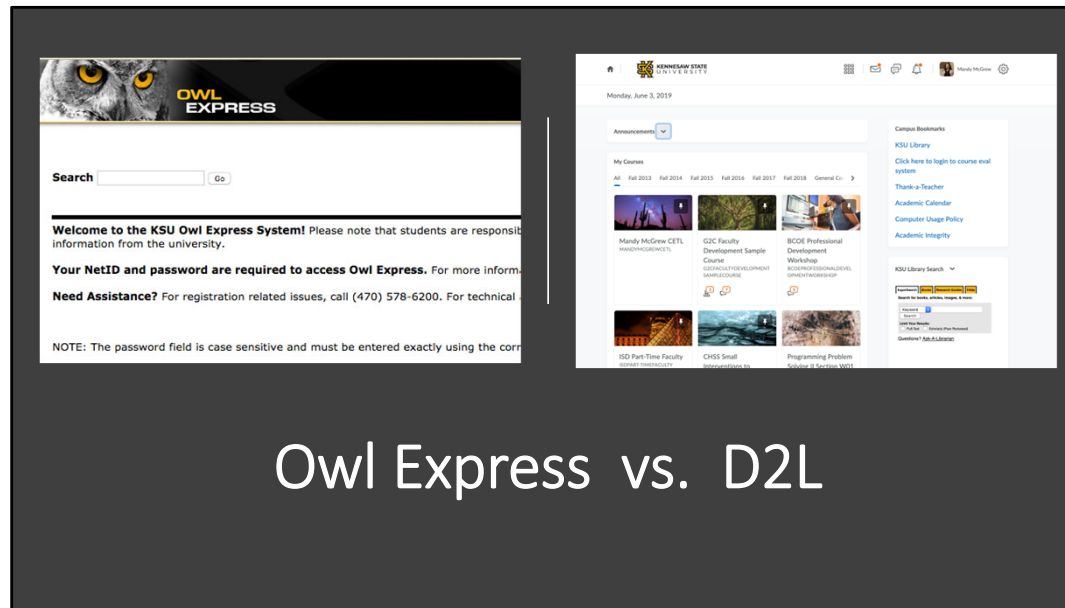
Parking is handled through Parking Services. You can register your vehicle online at the link shown here. Your vehicle tag is entered into the system—there are no hang tags or stickers to affix to your car. You must park with your tag facing outward so the parking attendants can scan your tag and see that your vehicle is registered and is parked in the correct area. Please note that faculty are not authorized to park in student spaces—if there are no faculty spots available and you park in a student spot you are subject to ticketing. If you have further questions about parking, please contact parking services.



Payroll Services

- Ask your department chair if you have any questions about hours or how to log them
- For information on this policy and process see Payroll Services website:
 - <http://payroll.kennesaw.edu/index.php>

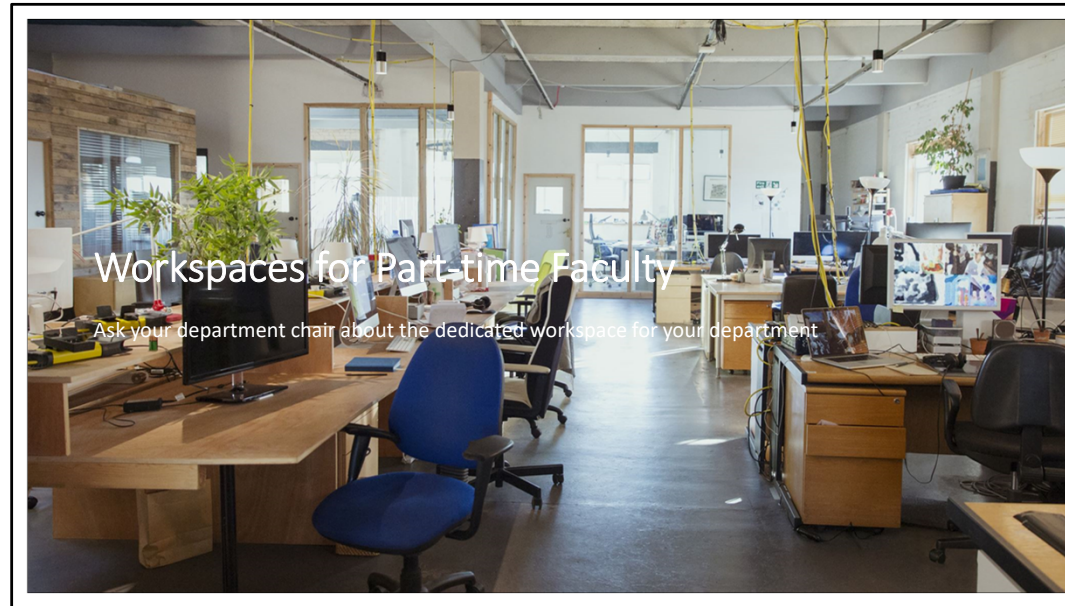
Payroll services handle all payments to KSU employees. If you have any questions about logging the hours you spend teaching and preparing for class, please contact your supervisor to discuss this. If you have questions about how to log hours or when and how you will be paid, contact Payroll Services with your questions.




A common confusion that occurs with many new faculty is the difference between OwlExpress and D2L.

Owl Express (also referred to as Banner) is where you will see your class roster, where your class is located, and is where you can obtain students' records and information. OwlExpress is also where you go to enter your students' final grades for the semester.

In contrast,D2L is your online classroom, or LMS—learning management system, which you can use for posting syllabus, course readings, assignments, videos, etc. D2L also allows you to keep a gradebook that students can access to see where they stand in your course throughout the semester. D2L also has functions that allows you to organize your students into groups, track their attendance, have online discussions, and communicate with your students through an internal email system. If you need help with D2L—from basic configuration to setting up a gradebook, UITS offers online and F2F training on these things. I will go over that very soon.



Office and work space for part-time faculty members varies by campus, college, and department. Ask your supervisor and/or department administrative associate where your dedicated workspace is. Some departments require that you schedule time in the dedicated office, while others have an open policy. You may need to meet with a student in private, prepare a lecture before class, or sort through papers after class—know where you can go to do these things.



University Information Technology Services

- <https://uits.kennesaw.edu/>
- [Submit a Service Request](#)
- **On Campus:** Dial 6999
- **Off Campus:** 470-578-6999
- **E-mail:** service@kennesaw.edu

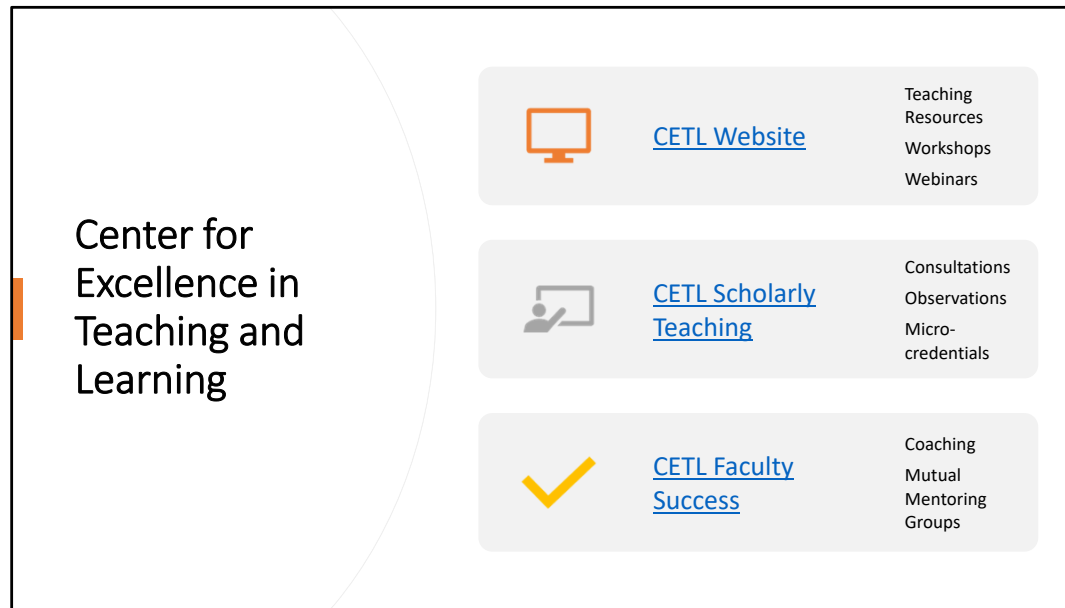
UITS serves Kennesaw State's information technology needs. You can contact UITS if you are having problems on your personal computer and they will help walk you through solving the issue. You might also need to contact UITS if you are having problems with the technology in your classroom. For example, I once could not get the projector in my classroom to work so I called UITS. No one was available at the moment, but I left a voicemail message and someone was in my classroom fixing the projector in less than five minutes. Don't hesitate to call UITS for help. You can reach them from any campus phone at 6999, from your cell at 470-578-6999 or if the matter is not urgent, you can email them at service@Kennesaw.edu

UITS

- [UITS Services](#)
 - [OwlITrain](#) (online and in-person training registration)
 - [Documentation Center](#) (training manuals and helpful walkthroughs)
 - [Software](#) (download software to use in your role at KSU)

UITS provides assistance with all things D2L. You can watch online tutorials to help you set up your course by clicking on the link here. You can also view in-person training schedule where you can come to campus for assistance in using D2L or other campus IT resources.

Furthermore, as a KSU faculty member you have access to a variety of software downloads you might need while teaching your courses. This includes access to Adobe products, Microsoft Office products, and many more. Check out the software available to you at the link here.



As a part-time faculty member here at KSU, your primary role is teacher. The KSU Center for Excellence in Teaching and Learning provides support to faculty members regarding teaching and learning in the form of resources, consultants, workshops, webinars, institutes, funding opportunities and more. The CETL staff can answer your teaching questions and will even come observe a class and provide you with constructive feedback. CETL consultations and observations are confidential between the CETL consultant and the faculty member. Check out the CETL website for more information on their services, including recorded videos like this one and articles written by CETL staff about various topics related to teaching and learning. You can also view upcoming CETL events and look for funding opportunities provided through the center.

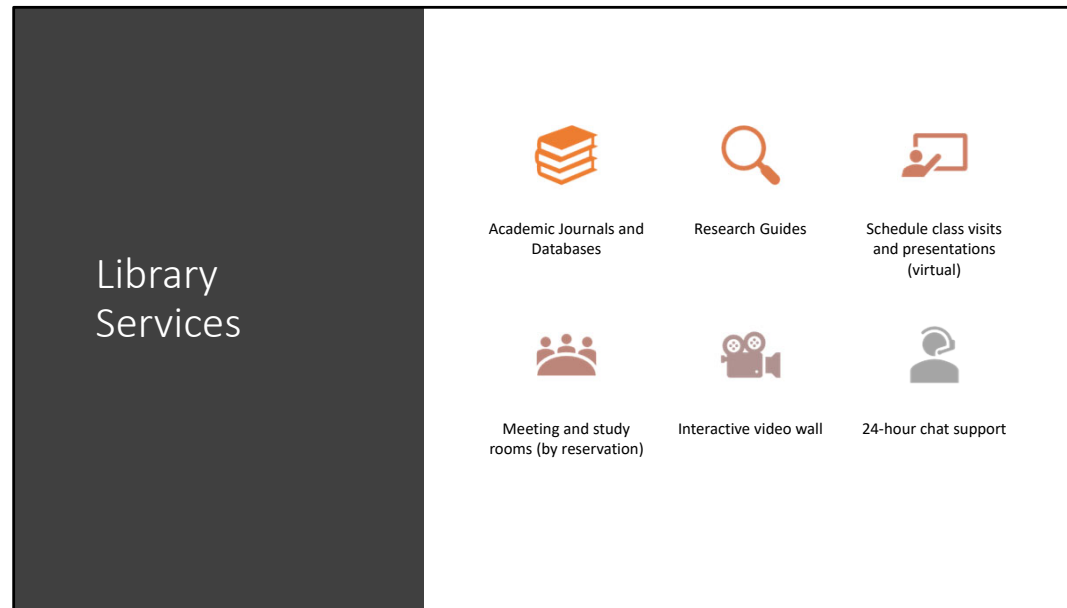
Library Services

- Kennesaw campus: Sturgis
- Marietta campus: Johnson

<http://www.kennesaw.edu/library/>

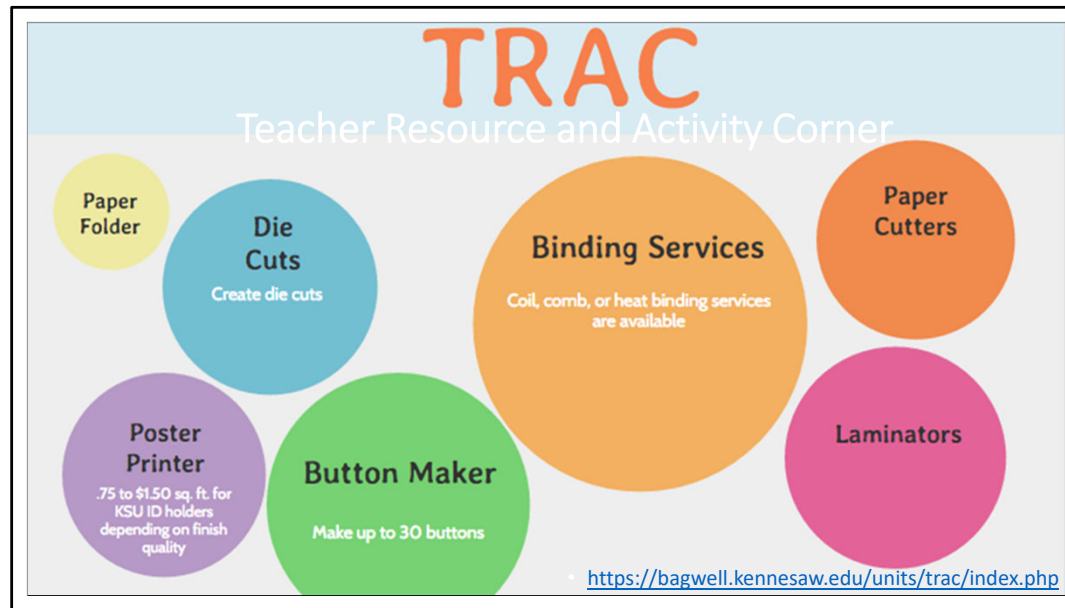


The Kennesaw State library is another resource you might find helpful as you prepare for classes and help your students complete the work for your course. There are two library locations, one on each campus: the Sturgis library on the Kennesaw campus and the Johnson library in Marietta. When you access the library website, you will see a wide variety of services offered—if you have questions, you can use the chat function to speak with a librarian 24 hours a day.



Some of the services offered by the library are seen here. You have access to thousands of academic journals and databases. You may place certain texts on reserve for your students by using the Course Reserves link [here](#).

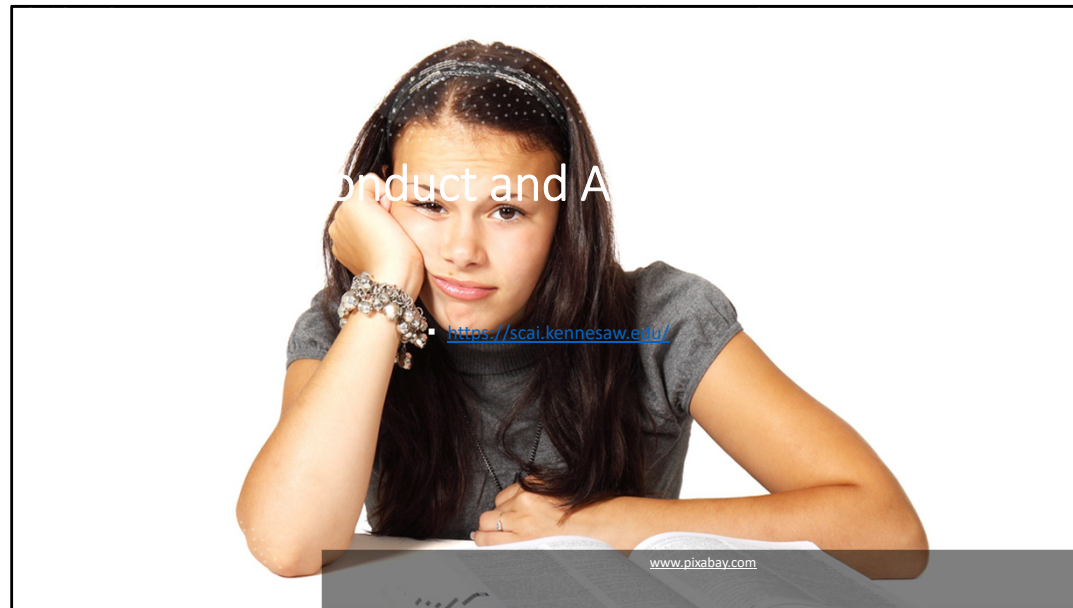
The librarians have created Research Guides for many fields of study which can be helpful to students as they begin research projects. You can also schedule a visit to your class by a librarian to address specific issues related to your course. The libraries also contain quiet places for meeting and study if you find yourself in need. Browse the library and the website to see what other services and resources they have to offer.



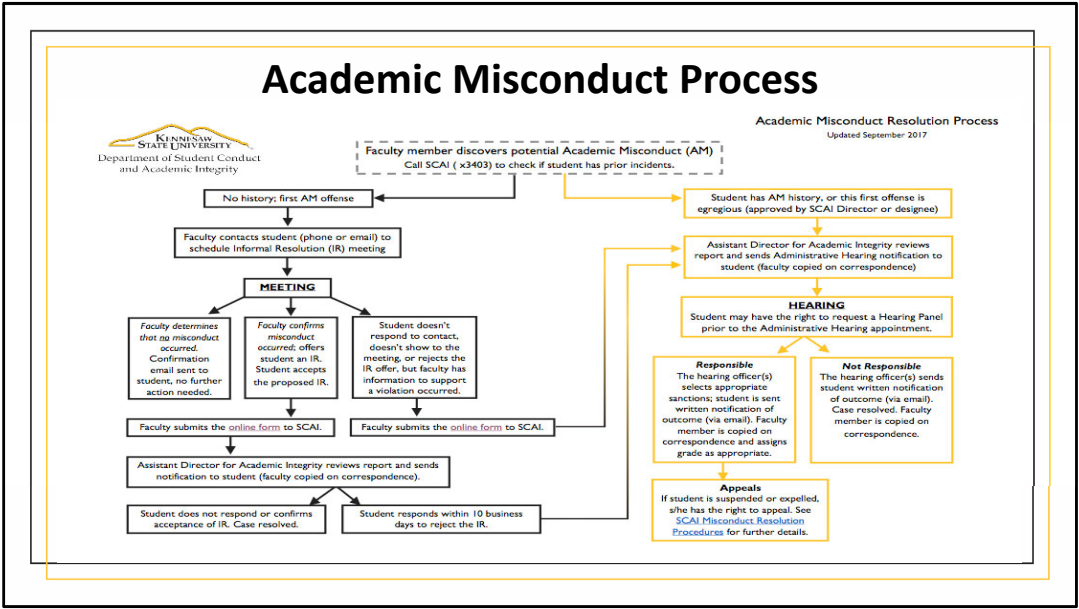
The Teacher Resource and Activity Corner is run by the Bagwell College of Education. TRAC provides creative materials that many teachers might utilize in the course of preparing for class: markers, scissors, paper, etc. They also offer laminating and binding services for very low fees. If you ever need to print a poster for a conference presentation, that is something else you can do at TRAC.

Office of Emergency Management





As a part-time faculty member, you may encounter instances where you believe a student has engaged in academic misconduct such as plagiarism or cheating. In these cases, the office of Student Conduct and Academic Integrity can help you navigate these unpleasant waters.



SCAI has a clearly defined process for dealing with academic misconduct allegations.

If you believe a student has engaged in academic misconduct you should immediately contact SCAI to see if the student has any prior infractions. This is to ensure that students do not get away with multiple instances of misconduct throughout their time at KSU. If the student has no history, you may choose to handle the misconduct yourself or involve a SCAI representative. If the student has engaged in academic misconduct previously, the flowchart found in the yellow boxes begins and SCAI will take over the process. From experience, having SCAI involved makes dealing with academic integrity issues so much easier.

Behavioral Response Team

- Division of Student Affairs that “takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior.”
- Red Flag Reporting
 - <http://www.kennesaw.edu/brt/>

Throughout your time teaching at KSU you may encounter students who are struggling in one way or another (be that emotionally, academically, or even financially). Other students may give you cause for concern because of a disturbing comment they made . . . In these cases you can turn to the Behavior Response Team to help your students get the assistance they need.

The BRT is a clearinghouse for any concerns you may have about a student. By reporting concerns to the BRT, you are not harming the student in any way—in fact, this system allows the Dean of Students and Student Success Services to monitor students (if multiple concerns are coming in about a particular student) and get them the help that they need. You report here and then the BRT can follow up in the most appropriate way they determine.

KSU Public Safety

- Emergencies: 470-578-6666
 - Campus phone: 6666
- Website: <http://police.kennesaw.edu/>
- Non-emergencies: 470-578-6206
- Non-emergency email: police@kennesaw.edu
- Anonymous Tip line: 470-578-6305

Kennesaw State campus police are a great resource to have and they make our campus a safer place.

If you need to contact campus police in an emergency, call 6666 from any campus telephone or dial 470-578-6666 from your cell phone. You can also download the LiveSafe app to your phone. Non-emergency and tipline numbers are available here.

For more information on campus police or their services, you can visit their website.

Ombuds Office

<https://ombuds.kennesaw.edu/index.php>

An Ombuds can help you by:

- Listening carefully to your concerns
- Answering questions and helping you analyze your situation
- Reviewing and explaining relevant university policies or regulations
- Helping you explore options
- Facilitating discussions
- Recommending to relevant administrators changes in university policies/procedures that may be outdated or ineffectual

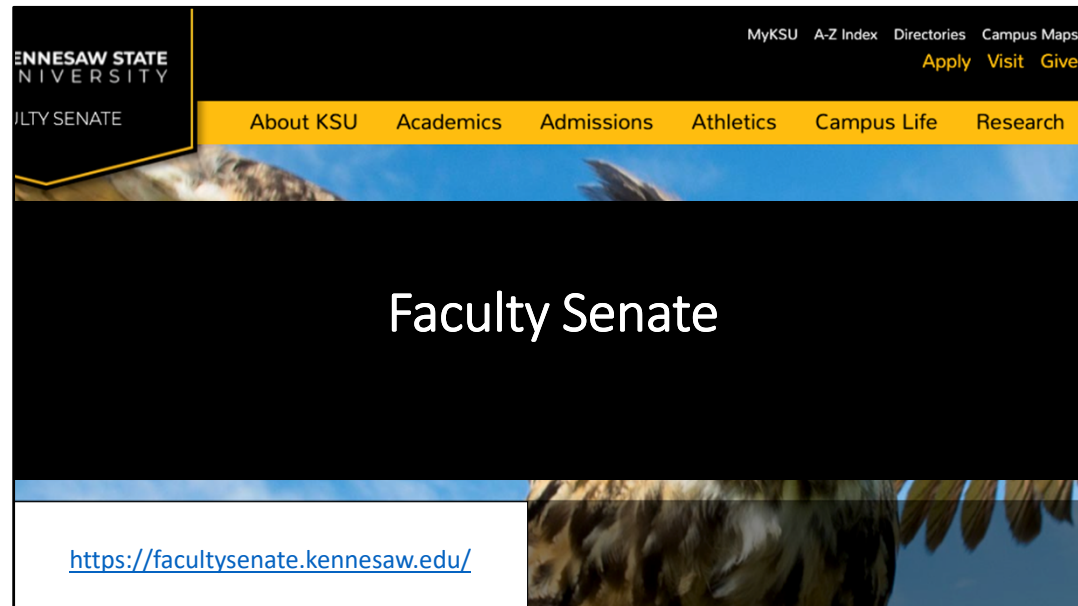
Please contact the KSU Ombuds office at 470-578-7773 if we might be of assistance. In case you reach voicemail, please let us know when we might reach you; we seek to return calls within a day.



The Kennesaw state ombudsmen is available to help you work out any concerns you have about KSU and your work here.

An ombuds can help you by: listening to your concerns, answering questions, explaining university policies and procedures, thinking through options to come to a resolution, mediating and facilitating discussion amongst groups, and recommending the next steps to take.

Your conversations with the ombuds are confidential, so calling is a better means of communication than email.



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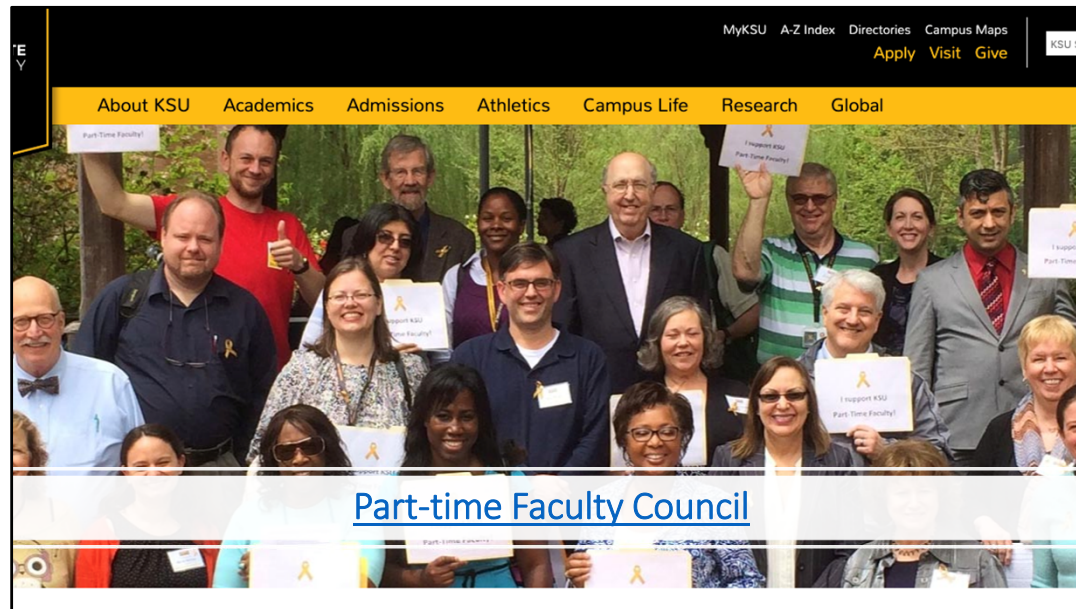
MyKSU A-Z Index Directories Campus Maps
Apply Visit Give

FACULTY SENATE

About KSU Academics Admissions Athletics Campus Life Research

Faculty Senate

<https://facultysenate.kennesaw.edu/>




The Part-time Faculty Council was created at KSU in 2013 and serves as the voice of the part-time faculty to the faculty senate.

COVID-19 Protocols

<https://www.kennesaw.edu/coronavirus>

Coronavirus (COVID-19) Information and Resources



Employee Fitness Center

- At KSU Center in Kennesaw
- \$10 or \$12/month for KSU employees
- \$12 or \$14.40/month for family
- Free personal training available
- More information:
 - <https://employeeewellness.kennesaw.edu/fitness-center/membership-information.php>

As a KSU employee, you have access to the employee fitness center. The EFC is located in the KSU Center behind the Cracker Barrel in Kennesaw. They offer 3 and 6 month memberships for part-time faculty who do not want to pay monthly or who are not working during certain semesters.

Check out the EFC website—their personal trainers are KSU students and working with them two times per week is free with your membership!



Perks and Discounts

<https://hr.kennesaw.edu/perks/index.php>

Resources and Support for Students



As you engage with your students you will see that many of them do not know about the variety of academic and social resources available to them through the university. Having a basic knowledge of campus services for students can help you help students find the assistance they need to be successful.

Services for Your Students

Center for Young Adult Addiction and Recovery

Center for Health Promotion and Wellness

Student Athlete Success Services

Women's Resource Center

Veteran's Services



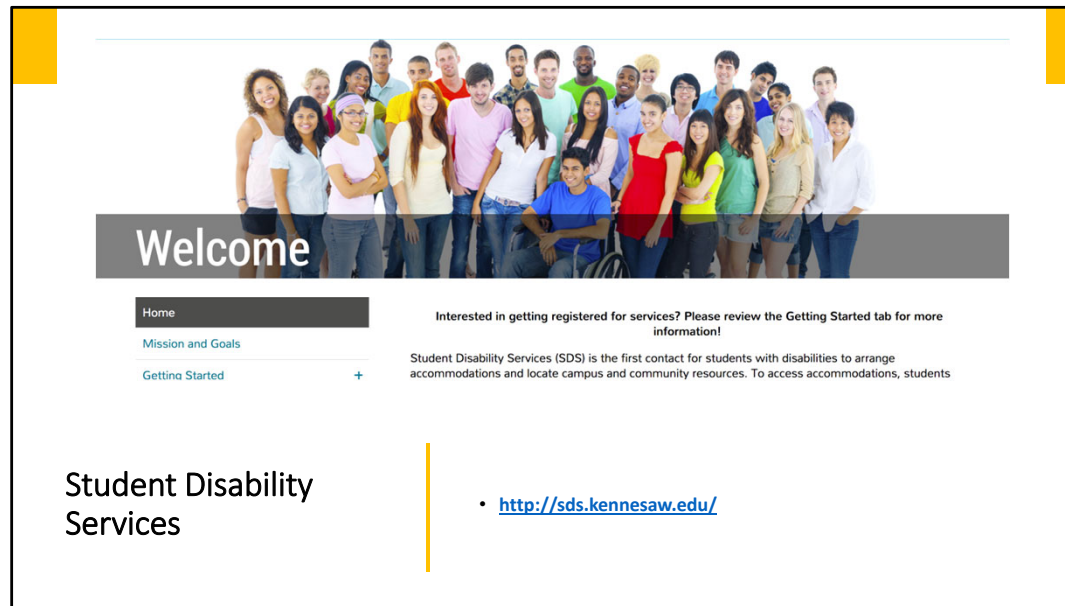
The Center for Young Adult Addiction and Recovery provides assistance and education regarding alcohol and drug abuse.

The center for Health promotion and wellness helps our students maintain a healthy lifestyle.

Student athlete success services provides academic and social support for student athletes (if you have a student athlete in your course, you will likely be contacted from someone in this office to check on that athlete).

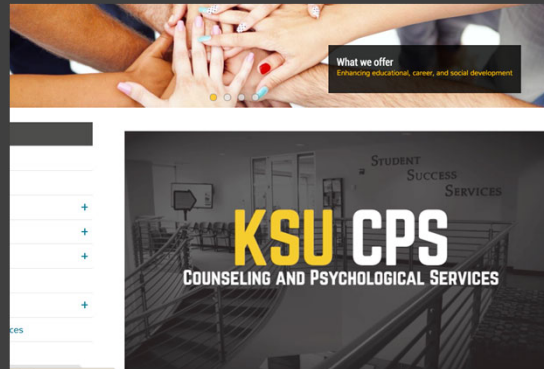
The Women's resource center provides support works to create an inclusive environment on campus.

And veteran's services is there to help our students who served in the armed forces.



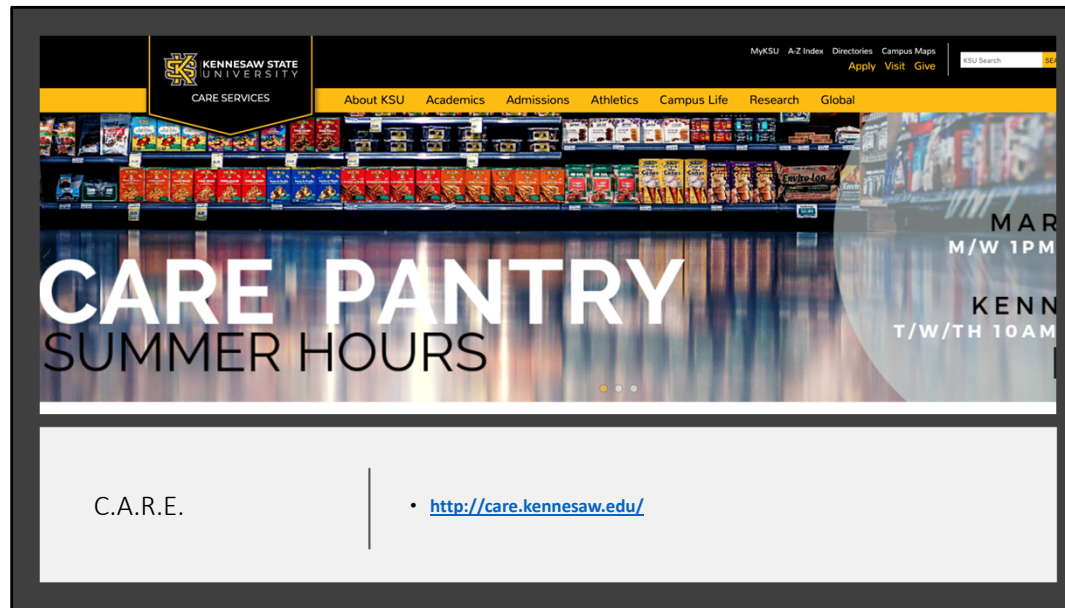
Student Disability Services supports students with a variety of mental and physical disabilities. Some of your students may provide you with accommodation documentation from SDS at the beginning of the semester. This unit also provides testing services for students who need accommodations. If you are unsure of how accommodations work, contact Student disability services.

Counseling and Psychological Services



- <http://counseling.kennesaw.edu/>

If you have a student who is in distress, you can refer them to Counseling and Psychological services. I actually recommend that you walk with your student to CPS if you feel they are in any danger of harming themselves. CPS provides counseling and support services to our students.



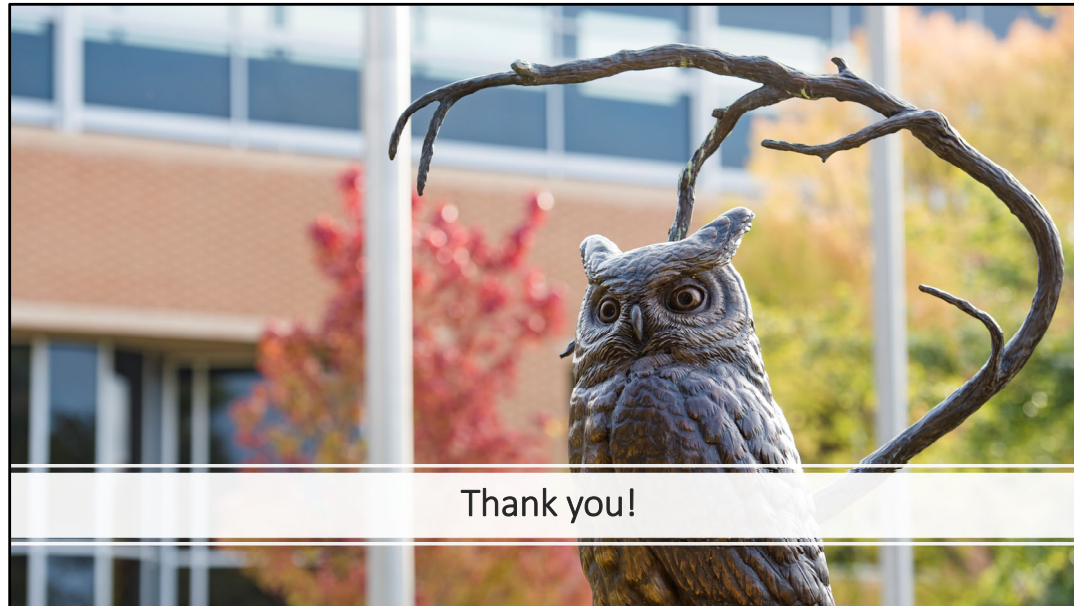
Students who are food insecure, housing insecure, or who have entered college through the foster care system can receive help and support through CARE services. CARE runs two different food pantries, one on each campus. They also manage two dorm units available to homeless students on a short term basis. If you have a student who you feel is hungry or appears to have been sleeping in their car or outside, please refer them to CARE services.

Writing Center

- Workshops and one on one assistance
- Locations on both campuses
 - Kennesaw: English Building
 - Marietta: Johnson Library
- <http://writingcenter.kennesaw.edu/>
- Students can make an appointment online
- Email confirmation that they visited

The KSU writing center provides assistance to students working on writing projects. They offer workshops on relevant topics and are also available for one-on-one assistance.

With locations on both campuses and the ability to make appointments online, students should have no trouble accessing help through the writing center. And when one of your students meets with a writing center staff member, you will receive an email letting you know.



I hope you found the information shared in this video to be helpful. As I said, it is not a comprehensive list, but this gives you an idea of the variety and number of services available at KSU for faculty and students. If you have any further questions, contact the relevant department or office. If you are unsure where to go, I suggest using google to search for Kennesaw State University and the topic you are inquiring about—that seems to be the best way of finding information on the KSU website quickly as easily. As always, ask your supervisor and department administrative associate for information, as well.

Thank you for joining the Kennesaw State family. Go Owls!