SOUTHERN
UTAH
UNIVERSITY

CENTER OF EXCELLENCE FOR TEACHING & LEARNING

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Overview - New Faculty Orientation

As you begin your journey at Southern Utah University (SUU), the Office of Academic Affairs would like to make you aware of some important policies, procedures, and SUU initiatives regarding teaching and learning. You can find all of SUU's official university policies here.

Syllabus Policy

You're likely preparing (at least in your mind) your syllabi for your fall semester courses. SUU has a syllabus policy that includes a list of all required statements and a template for standardized organization of SUU syllabi. The *required statements* address academic integrity, the Americans with Disabilities Act (ADA), emergency management, compliance with the Higher Education Opportunity Act (HEOA), and a general syllabus disclaimer. The syllabus policy also includes a template. While it is not required, we encourage you to follow the template so students will have consistency as they search for information among their various classes. Of course, please feel free to include as much additional information as you'd like to the end of the syllabus template to meet the needs of your specific courses.

Essential Learning Outcomes (ELOs) & LEAP

You'll notice the syllabus policy requires faculty to list the learning outcomes for the course. Additionally, Appendix B shows an example table that aligns the learning outcomes to the assessment strategies. SUU, and the entire Utah System of Higher Education (USHE), has adopted the Association of American Colleges and Universities (AAC&U) Liberal Education and America's Promise (LEAP) Initiative. One component of the LEAP Initiative is the identification of Essential Learning Outcomes (ELOs), which SUU has slightly modified and adopted as university-wide learning outcomes. Details about SUU's campus-wide ELOs can be viewed in three ways on the website: (1) SUU ELO Definitions; (2) SUU ELO Expanded Definitions; and (3) SUU ELOs mapped to General Education Knowledge Areas.

ELOs – General Education vs. Disciplinary Courses

SUU's General Education Program lies directly under the Office of Academic Affairs. You can learn about the intersection between Knowledge Areas and ELOs at the General Education website. All faculty teaching General Education courses are required to assess three SUU ELOs. Two of those ELOs are assigned; the third assessed ELO is chosen by the faculty member. Faculty may assess more than three ELOs, but three are required. Assessment reporting occurs via SUU's course management software called Canvas; there will be ample training opportunities for Canvas use, including assessment reporting procedures.

The ELOs are specifically assigned to the different General Education requirements. However, the ELOs are not restricted to just the General Education Program. Because ELOs are university-wide outcomes, other non-GE courses, i.e., "disciplinary" courses, should also address and assess ELOs.

The university does not require faculty to report ELO assessment data on disciplinary courses, but you should consult with your individual programs, departments, and colleges to learn more about reporting requirements outside of General Education.

Reverse Engineering (or "Backward Design")

Regardless of the courses you may be teaching, SUU subscribes to the model of course design that begins with the identification of learning outcomes, determines assessment strategies for those learning objectives, and finally defines the weekly and daily pedagogical strategies that will most effectively build the learning environment to meet the learning outcomes. This process is called reverse engineering (or "Backward Design") because the faculty member begins with the end in mind. Please see the handout "A Brief Overview of Backward Design" for a suggestion of how to effectively reverse-engineer a course to maximize student learning. Also, the Center of Excellence for Teaching and Learning (CETL) will hold seminars and workshops to help faculty create effective learning environments. The CETL website has numerous resources that also may be valuable to you.

Canvas & SUU Online

SUU uses a course management software package called Canvas (similar to Desire2Learn, Blackboard, and other course management platforms). Additional information about Canvas can be found on the SUU Online Help Center website. The Office of Online Teaching and Learning (Bennion Building 303) is also available to help you get started.

2018-2019 Academic Calendar & Fall 2018 Welcome Week Schedule

The Provost's Office has prepared a brief overview of the key dates for the 2018-2019 Academic Year specifically for syllabus planning. For more information, please visit the SUU Academic Calendar where you can find all details regarding add/drop dates, official holidays, breaks, and campus closures, as well as final exam schedules. Finally, a draft schedule of the Fall 2018 Welcome Week (August 20-24) has been posted. Welcome Week includes meetings and training sessions that are especially helpful for new faculty to learn more about SUU's policies and traditions.

Leave, Rank, and Tenure (LRT)

As noted above, SUU has a comprehensive list of official university policies. Among those policies is the Leave, Rank, and Tenure (LRT) policy. This policy outlines the expectations for faculty evaluation, promotion, and tenure in terms of teaching, research/creative activities, service, and collegiality. Please be aware if its details. The Provost's Office would be happy to help you interpret the policy, as would your department chair. Be advised that this policy was overhauled last year, and the updated policy will take effect at the start of the 2019-2020 academic year. Again, your department chair will be able to provide additional information regarding the specific expectations in your discipline.

University Library & Librarians

The Gerald R. Sherratt Library (http://library.suu.edu/) offers a wide variety of valuable resources and services to help you be successful at SUU. From helping design your courses and assignments, to pursuing your own research, our professional Librarians can offer you guidance and support. Their website includes a comprehensive list of library faculty and staff. In particular, Anne Diekema

(annediekema@suu.edu) will serve as our Instruction/Outreach Librarian and has offered to be a point of contact for all new faculty. Please feel free to contact Anne if you have questions about the Library and its various resources and services.

Additional SUU Resources

We welcome new ideas and perspectives at SUU. Many of you may want to bring new initiatives to fruition right away, or you may simply want to know what is already taking place on our vibrant campus. The list below includes numerous links to many of SUU's main programs, centers, support services, and other projects and initiatives. This list of resources is organized by broad topic (teaching and learning, student support, and university services). We hope this list of resources will help as you begin your SUU career.

Organizational Structure of Academics at SUU
- Office of the President (Scott L Wyatt)
    - o Office of the Provost (Brad Cook)
        - · Colleges and Schools:
            - ● School of Business (Dean Pearson)
            - ● College of Education and Human Development (Dean Christiansen)
            - ● College of Humanities and Social Sciences (Dean Boreen)
            - ● College of Performing and Visual Arts (Dean Mendini)
            - ● College of Science and Engineering (Dean Eves)
            - ● Library (Dean Saunders)
            - ● School of Integrative and Engaged Learning (Dean Clarke)

Teaching and Learning Resources
- APEX
- Bookstore
- Canvas
- Catalog
- Center of Excellence for Teaching and Learning (CETL)
- Concurrent Enrollment
- EDGE – Project-Based Learning
- Engagement Centers
    - Community Engagement Center
    - Creativity Center
    - Office of Learning Abroad
    - Outdoor Engagement Center
- Faculty Senate
- FDSF and FSSF
- Festival of Excellence
- General Education
- Grants, see: Sponsored Programs, Agreements, Research, and Contracts (SPARC)
- Honors Program
- IDEA Course Evaluations
- Institutional Review Board (IRB)
- Information Technology (IT)
- Jumpstart

- [LEAP Initiative (AAC&U)](#)
- [Library](#)
- [Leave, Rank, and Tenure Process](#)
- [Policies](#)
- [Semester in the Parks](#)
- [Southern Utah Museum of Arts (SUMA)](#)
- [Sponsored Programs, Agreements, Research, and Contracts (SPARC)](#)
- [Testing Center](#)
- [Tutoring Center](#)
- [Undergraduate Research and Scholarship Program (UGRASP)](#)
- [Women's Network](#)
- [Writing Center](#)

Student Support & Services
- [Academic Advising](#)
- [Allies on Campus](#)
- [Athletics](#)
- [Care And Support Team (CAST)](#)
- [Career and Professional Development Center](#)
- [Campus Map](#)
- [Center for Diversity and Inclusion](#)
- [Counseling and Psychological Services (CAPS)](#)
- [Dean of Students](#) ([Jason Ramirez](#), especially helpful for issues related to plagiarism and academic dishonesty, as well as FERPA, student conduct, and incident reporting)
- [Disability Services](#)
- [Financial Aid and Scholarships](#)
- [Intergovernmental Internship Cooperative (student internships)](#)
- [International Students & Scholars](#)
- [Registrar's Office](#) (course schedules, registration forms, grades, etc.)
- [Risk Management](#)
- [Southern Utah University Student Association (SUUSA)](#)
- [Student Affairs](#)
- [Student Handbook](#)
- [Title IX](#) ([Heather Ogden](#))
- [Veterans Resource and Support Center](#)
- [Vice President of Student Affairs](#) ([Jared Tippets](#))
- [Work Study](#)

University Services
- [Chartwells Dining Services](#)
- [Guest Services](#)
- [Housing](#)
- [Human Resources](#)
- [Institutional Research & Assessment](#)
- [Parking Services](#) ([faculty/staff parking permits](#))
- [Travel Authorizations and Other Forms](#)
- [University Police](#)