

# STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

# NEW FACULTY ORIENTATION HANDBOOK

2024 - 2025

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Updated June 2024

### **Orientation Schedule**

### Tuesday, August 20, 2024

8:30 a.m.	Breakfast & Group Photo

Cole STEM Building Atrium

### 9 a.m. - noon Orientation Sessions

- Welcome from NFO Chair (9 a.m.)
- Mini Sessions (9:05-9:45 a.m.)
  - Technology & Tech Support
  - AARC.
  - School of Honors
  - ORGS
- Faculty Panel (10 a.m.)
- Associate Dean/Chair Panel (11 a.m.)

Cole STEM Building, Room 401/402

Noon - 2 p.m. Lunch & Provost's Presentation

Cole STEM Building, Room 401/402

Support Unit Gallery Walk

Cole STEM Building Atrium

5:30 - 7:30 p.m. Evening Social

Cole Art Center (329 East Main)

# **Orientation Schedule**

# Wednesday, August 21, 2024

9 - 11 a.m.	Human Resources New Employee Benefits Orientation	
	Austin Building, Room 201	
1 - 3 p.m.	Optional Technology Assistance Lab	
	In-person assistance with Brightspace and Zoom will be available in Library 219 or in virtually at ctl.sfasu.edu/virtuallab	
11 a.m noon	New International Faculty Meeting	
	Personnel from the Office of the Provost	

will provide an information session for

new international faculty.

# **ADMINISTRATION**

# **Dr. Neal Weaver**

### President



### **ADMINISTRATIVE EXPERIENCE**

- President, Stephen F. Austin State University (2024–present)
- President, Georgia Southwestern State University (2017– 2024)
- Vice President for University Advancement and Innovation, Nicholls State University (2014-2017)
- Vice President for Institutional Advancement, West Texas A&M University (2008-2014)

### **EDUCATION**

- Ph.D., University of Oklahoma, 2005
- M.B.A., Southeastern Oklahoma State University, 1996
- B.A., Oklahoma Panhandle State University, 1990

### **CONTACT INFORMATION**

936.468.2201

neal.weaver@sfasu.edu

Joann Black, Assistant to the President 936.468.2201 blackjoann@sfasu.edu

## **President's Cabinet**



**Dr. Lorenzo Smith**Provost and Executive Vice President for Academic Affairs



Gina Oglesbee Senior Vice President for Organizational Effectiveness



Jane Ann Bridges
Chief Audit Officer



Michael Coffee Chief Information Officer



Dr. Michara Delaney-Fields
Interim Vice President for
Student Affairs



Damon Derrick
Vice President and
General Counsel



**Dr. Lee Furbeck**Vice President for
Enrollment Management



Matthew McBroom
Director of Athletics



Judith Kruwell
Interim Vice President for
Finance & Administration



Jill Still
Vice President for
University Advancement



**Dr. Charlotte Sullivan**Director of
Governmental Relations

# **ACADEMIC LEADERSHIP**

# Lorenzo Smith, Ph.D.

# Provost and Executive Vice President of Academic Affairs



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Provost and Executive Vice President for Academic Affairs,
   Stephen F. Austin State University (2021–present)
- Dean, College of Engineering & Computer Science, California State University, Sacramento (2014–2021)
- Associate Dean, College of Engineering & Computer Science, Oakland University (2011–2014)
- Professor, Department of Mechanical Engineering, College of Engineering & Computer Science, Oakland University (2000–2014)

### **EDUCATION**

- Ph.D., Engineering Mechanics, Michigan State University (1999)
- M.S., Mechanical Engineering, Wayne State University (1993)
- B.S., Mechanical Engineering, University of Illinois, Champaign-Urbana (1991)

### CONTACT INFORMATION

936.468.2707 | lorenzo.smith@sfasu.edu Sharon Brewer, Executive Assistant 936.468.2707 | brewersj@sfasu.edu

# Marc Guidry, Ph.D.

### **Associate Provost**



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Associate Provost, Stephen F. Austin State University (2018– present)
- Associate Dean, College of Liberal & Applied Arts, Stephen F. Austin State University (2012–2018)
- Professor of English, Stephen F. Austin State University (2013– present)
- Associate Professor of English, Stephen F. Austin State University (2005–2013)
- Assistant Professor of English, Stephen F. Austin State University (1999–2012)

### **EDUCATION**

- Ph.D., English, Louisiana State University (1997)
- M.A., English, Louisiana State University (1993)
- B.A., English, Minor in Philosophy, Loyola University (1987)

### **CONTACT INFORMATION**

936.468.2707 | mguidry@sfasu.edu Sharon Brewer, Executive Assistant 936.468.2707 | brewersj@sfasu.edu

# Judy Abbott, Ph.D.

### Dean, James I. Perkins College of Education



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Dean and Professor, James I. Perkins College of Education, Stephen F. Austin State University (2010–present)
- Assistant Dean, College of Human Resources & Education, West Virginia University (2006–2010)
- Director, Office of Teacher Education, West Virginia University (2006–2009)
- Associate Professor, Literacy Studies, West Virginia University (2001–2010)

### **EDUCATION**

- Ph.D., Curriculum and Instruction, University of Texas at Austin (1996)
- M.S., Health, Physical Education and Recreation, University of Oklahoma (1984)
- B.S., Education, University of Oklahoma (1977)

### **CONTACT INFORMATION**

936.468.1410 | <u>abbottj@sfasu.edu</u> Heather Hawkins, Assistant to the Dean 936.468.1410 | <u>hawkinshd@sfasu.edu</u>

# Timothy Bisping, Ph.D.

### Dean, Nelson Rusche College of Business



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Dean and Professor, Nelson Rusche College of Business, Stephen
   F. Austin State University (2015–present)
- Interim Dean and Associate Professor, College of Business, Louisiana Tech University (2014–2015)
- Associate Dean for Graduate Programs & Research and Associate Professor, College of Business, Louisiana Tech University (2011– 2014)
- Chair and Associate Professor, Department of Economics, Finance, and Insurance & Risk Management, University of Central Arkansas (2010–2011)

### **EDUCATION**

- Ph.D., Economics, Oklahoma State University (1997)
- M.A., Economics, Wichita State University (1993)
- B.B.A., Economics, Wichita State University (1991)

### **CONTACT INFORMATION**

936.468.3101 | <u>bispingto@sfasu.edu</u> Kristi Howard, Assistant to the Dean 936.468.3101 | <u>howardkd3@sfasu.edu</u>

# **Gary Wurtz, DMA**

### Dean, Micky Elliott College of Fine Arts



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Dean and Professor, Micky Elliott College of Fine Arts, Stephen F.
   Austin State University (2022–present)
- Interim Dean, Micky Elliott College of Fine Arts, Stephen F. Austin State University (2021–2022)
- Director, School of Music, Stephen F. Austin State University (2016
   -2021)
- Interim Director, School of Music, Stephen F. Austin State University (Spring 2016)
- Professor, Trumpet and Jazz Band, School of Music, Stephen F. Austin State University (1992–2016)

### **EDUCATION**

- DMA, Trumpet Performance, University of North Texas (2001)
- M.M.E., University of North Texas (1987)
- B.M.E., West Texas State University (1985)

### **CONTACT INFORMATION**

936.468.2801 | gwurtz@sfasu.edu Florence Lunsford, Assistant to the Dean 936.468.2801 | lunsfordfa@sfasu.edu

# Hans Williams, Ph.D.

# Dean, Arthur Temple College of Forestry & Agriculture



### ADMINISTRATIVE & ACADEMIC EXPERIENCE

- Dean and Professor, Arthur Temple College of Forestry and Agriculture, Stephen F. Austin State University (2015–present)
- Associate Dean, Arthur Temple College of Forestry and Agriculture, Stephen F. Austin State University (2009–2015)
- Kenneth Nelson Distinguished Professor of Forestry, Stephen F. Austin State University (2004–present)
- Professor of Forestry, Stephen F. Austin State University (2003– present)
- Associate Professor of Forestry, Stephen F. Austin State University (1999–2003)

### **EDUCATION**

- Ph.D., Forestry, Auburn University (1989)
- M.S., Forestry, Clemson University (1983)
- B.S., Forestry, Purdue University (1980)

### **CONTACT INFORMATION**

936.468.3304 | <u>hwilliams@sfasu.edu</u> Christen Myles, Assistant to the Dean 936.468.3304 | <u>mylescj@sfasu.edu</u>

# M. Dustin Knepp, Ph.D.

### Dean, College of Liberal & Applied Arts



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Dean and Professor, College of Liberal and Applied Arts, Stephen
   F. Austin State University (2022–present)
- Chair and Professor, Department of Modern Languages and Literatures, California State University, Bakersfield (2021–2022)
- Chair, Department Chairs Leadership Council, California State University, Bakersfield (2020–2022)
- Co-Director, Center for Social Justice, California State University, Bakersfield (2017–2022)
- Chair and Associate Professor, Department of Modern Languages and Literatures, California State University, Bakersfield (2016–2021)

### **EDUCATION**

- Ph.D., Spanish, State University of New York, Albany (2010)
- M.A., Spanish Hispanic Cultures, University of Texas at San Antonio (2006)
- B.A., Spanish, Angelo State University (2002)

### CONTACT INFORMATION

936.468.2803 | <u>Dustin.Knepp@sfasu.edu</u> Gina Ajero, Assistant to the Dean 936.468.2803 | <u>ajerogl@sfasu.edu</u>

# Kimberly M. Childs, Ph.D.

### Dean, College of Sciences & Mathematics



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Dean and Professor, College of Sciences and Mathematics, Stephen F. Austin State University (April 2012–present)
- Interim Dean, College of Sciences and Mathematics, Stephen F.
   Austin State University (August 2010–April 2012)
- Associate Dean, College of Sciences and Mathematics, Stephen F. Austin State University (2008–August 2010)
- Professor, Department of Mathematics and Statistics, Stephen F. Austin State University (2006–present)

### **EDUCATION**

- Ph.D., Curriculum and Instruction/Mathematics Education, Texas A&M University (1995)
- M.S., Mathematics Teaching, Stephen F. Austin State University (1988)
- B.S., Mathematics, Dallas Baptist University (1977)

### **CONTACT INFORMATION**

936.468.2805 | kchilds@sfasu.edu Tricia Cain, Assistant to the Dean 936.468.2805 | tricia.cain@sfasu.edu

# Forrest Lane, Ph.D.

### Dean, Research & Graduate Studies



### **ADMINISTRATIVE & ACADEMIC EXPERIENCE**

- Dean, Office of Research and Graduate Studies, Stephen F. Austin State University (2024-present)
- Associate Dean, College of Education, Sam Houston State University (2022–2023)
- Department Chair, Educational Leadership, Sam Houston State University (2019–2022)
- Program Coordinator, Higher Education MA (2017–2019)

### **EDUCATION**

- Ph.D., Educational Research, University of North Texas (2011)
- M.S., Higher Education, University of North Texas (2007)
- B.S., Political Science, Texas A&M University (2001)

### CONTACT INFORMATION

936.468.2237 | forrest.lane@sfasu.edu Harley Hampton, Assistant to the Dean 936.468.2237 | harley.hampton@sfasu.edu

# SUPPORT UNITS

### **Academic Assistance & Resource Center**



M.E. McWilliams, Director mmcwilliams@sfasu.edu 936.468.1439 http://www.sfasu.edu/aarc Steen Library, 1st Floor

The Academic Assistance and Resource Center (AARC) is an award-winning learning assistance program that provides free peer tutoring for many entry-level courses as well as some upper level courses. We are 150 Lumberjack students helping other students make their best grades. We make getting help easy at walk-in tables, supplemental instruction (SI) groups, appointments, and via our Online Writing Lab (OWL). We assisted 3,000 Lumberjacks and had 20,000 visits last year! And our success rate (A,B,C in course tutored) was 89% for those who had five or more visits for a given subject! We know that the professor is the student's number one resource for success, but after that, there is AARC. Thank you for referring students to our services!

### **Bookstore**



Mindalena Adams, Store Manager sm044@bncollege.com 936.468.1160 sfasu.bncollege.com BPSC, 1st Floor

Barnes and Noble at SFASU is the main destination on campus for students to purchase textbooks and course materials. The store also offers a large selection of SFA apparel, SFA gear, and SFA supplies.

### **Campus Recreation**



Ken Morton, Director
mortonkw@sfasu.edu
936.468.3507
http://www.sfasu.edu/campusrec/
Campus Recreation Center Office

Campus Recreation offers memberships to the Recreation Center for faculty and staff members. Members of the Rec can work out in the state-of-the-art fitness facility, rent outdoor gear, sign up for a trip, climb the rock wall, swim in the pool, experience a group fitness class, or play intramurals. Campus Recreation offers special events throughout the year as well as swim lessons and summer camps for kids. Additional information is available on the website above.

### **Center for Career & Professional Development**



April Place, Director
April.Place@sfasu.edu
936.468.3305
http://www.sfasu.edu/ccpd/
BPSC, Room 3.303

The Center for Career and Professional Development (CCPD) exists to empower students and alumni to achieve life-long career success. We fulfill this mission through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements.

### **Center for Teaching & Learning**



Megan Weatherly, Interim Director <a href="mailto:ctl@sfasu.edu">ctl@sfasu.edu</a>
936.468.1735
<a href="mailto:ctl.sfasu.edu">ctl.sfasu.edu</a>
Steen Library, Room 210

The mission of the CTL is to support, strengthen, and promote teaching effectiveness and student learning. The CTL is responsible for 1) support of and training on the use of Brightspace and related technologies for faculty, staff, and students; 2) coordination and reporting of distance education programs; 3) support for the development of face-to-face, online, hybrid, and livestream courses; and 4) educator development workshops on a variety of teaching and learning topics.

### **Counseling Services**



Clare Fite, Director
fitec@sfasu.edu
936.468.2401
http://www.sfasu.edu/counselingservices/
Rusk Building, 3rd Floor

Counseling Services is staffed with full-time, licensed professional clinicians who provide brief and confidential individual, group, and couples counseling, as well as crisis intervention services, for all SFA students at no charge. We welcome faculty to refer students to us. Appointments may be made in person or by telephone. In crisis situations, we encourage faculty to walk a student over immediately (a call first is helpful, if possible). We also provide consultation to faculty and staff, and offer presentations and training on a variety of mental health topics. Please check the <u>Faculty & Staff Referral Guide</u> for more information.

### **Disability Services**



Tiffany Rivers, Director/ADA Coordinator <a href="mailto:trivers@sfasu.edu">trivers@sfasu.edu</a>
936.468.3004
<a href="http://www.sfasu.edu/disabilityservices/">http://www.sfasu.edu/disabilityservices/</a>
Human Services Building, Room 325

Stephen F. Austin State University's Disability Services is committed to providing equal opportunities in higher education to students with disabilities. The university shares responsibility with the student for modifying campus facilities and programs to meet individual needs. SFA students with disabilities have access to tools and resources that will assist them in managing the day-to-day activities of college life.

# Faculty Senate



Arye Chakravartty, Chair (2024-2025) chakravaa@sfasu.edu 936.468.2149 http://www.sfasu.edu/facsenate/

The SFA Faculty Senate has worked diligently to serve the faculty through representation, active leadership in working toward common goals, and in pursuing the ideal of shared governance at SFA. Through Senate committees, meaningful work is planned and carried out to move SFA in a positive direction to create the best working and learning environment possible. Download the Senate's "A Colleagues' Survival Guide" on the Faculty Senate website.

### **Office of General Counsel**



Damon Derrick, General Counsel derrickdc@sfasu.edu
936.468.4305
http://www.sfasu.edu/gencounsel/
Austin Building, Room 310

The General Counsel provides legal oversight and advice on matters related to the University. As the in-house attorney for Stephen F. Austin State University, the General Counsel serves as a problem solver, legal trouble shooter, and adviser to the University, administration, faculty, staff, and others acting on the University's behalf. The General Counsel does not serve as anyone's personal attorney and acts only on the University's behalf.

### **Graphic Shop**



Jimmy McDaniel, Supervisor mcdanieljw@sfasu.edu 936.468.2348 https://www.sfasu.edu/auxservices/studentservices/graphic-shop BPSC, Room 1.208

Graphic Shop provides photocopying, off-set printing, typesetting, and finishing services to all university departments, offices and organizations.

### **Human Resources**



John Wyatt, Director wyattjohn@sfasu.edu 936.468.2304 http://www.sfasu.edu/hr/ Austin Building, Room 201

SFA Human Resources is the department that manages numerous matters involving employees, such as hiring, compensation/classification, training, employee relations, and coordination of benefits.

### **Information Technology Services**

Under the leadership of CIO Michael Coffee, Information Technology Services (ITS) is responsible for developing and maintaining the computer systems and infrastructure used by the faculty, staff, students and guests of SFA. Services for faculty include: support for SFA tagged devices, classroom technology support, telephone support, software development and deployment, password reset, IT project management, public safety technology, and online systems support (i.e., mySFA, Office 365, email). The ITS staff with whom you will likely work the most include:



Mary Reed, Assistant Director for Classroom Support mary.reed@sfasu.edu 936.468.7690 http://help.sfasu.edu



Tim Lewallen, Assistant Director for Customer Service wyattjohn@sfasu.edu 936.468.HELP http://help.sfasu.edu Steen Library, Lumberjack Learning Lab

The Help Desk is run by ITS to provide IT support to faculty, staff, and students. Call them at 936.468.HELP, visit them at help@sfasu.edu.

### **Lumberjack Learning Commons**



Megan Weatherly, Executive Director msweatherly@sfasu.edu 936.468.1735 Steen Library, Room 220F

The Lumberjack Learning Commons (LLC) is a collection of six units (AARC, CTL, SFA Makerspace, OIP, SSC, and the future Professional and Continuing Education (PaCE) Center) dedicated supporting student academic success and experiential learning. The mission of the LLC is to strengthen teaching and learning experiences, motivate students to persist in their academic journeys, and support students' academic and personal development.

### **SFA Makerspace**

Part of the Lumberjack Learning Commons, the SFA Makerspace is an accessible, interdisciplinary area open to all students, faculty, and staff. Our goal is to facilitate the work of making by teaching clients to use the technologies we have available, assisting them with questions and troubleshooting, and leading them to paths for ideation, iteration and production. The Makerspace's primary goal is to support student learning, but we also support research, independent projects and our campus maker community. Staff in the space promote a growth mindset; we embrace failure not as a setback but a stepping stone to learning. Our constructionist approach helps students acquire knowledge by building artifacts that they can share with others. Makerspace staff include:



Shannon Bowman, Makerspace Librarian bowmansl1@sfasu.edu
936.468.1528
http://www.sfasu.edu/makerspace
Steen Library, 1st Floor



Chase James, Makerspace Technician chase.james@sfasu.edu
936.468.1373
http://www.sfasu.edu/makerspace
Steen Library, 1st Floor

### Office of Institutional Effectiveness



Dr. Christina Wilson, Director christina.wilson@sfasu.edu
936.468.1038
http://www.sfasu.edu/oie
Ferguson Building, Room 290

The Office of Institutional Effectiveness provides support for strategic planning as well as the continuous improvement of all academic programs, educational support units, and administrative units at Stephen F. Austin State University (SFA). The office provides oversight, training, analysis, and support for the ongoing assessment of administrative operations and student learning outcomes.

### Office of International Programs



Heather Catton, Director
<a href="https://www.sfasu.edu/international">https://www.sfasu.edu/international</a>
Steen Library, Room 103

The Office of International Programs (OIP) oversees international student recruitment, admissions, orientation, visa status, and retention efforts. It also facilitates visas and adherence to regulations. Additionally, OIP promotes and coordinates study abroad programs (SFA, exchange, independent), scholarships, conversations with potential exchange partners. The office also offers cultural programming to groups across campus.

### Office of Research & Graduate Studies



Dr. Forrest Lane, Dean forrest.lane@sfasu.edu 936.468.2807 https://www.sfasu.edu/academics/orgs LAN, Room 425

The mission of the Office of Research and Graduate Studies is to support and promote the research, scholarly and creative activities of the Stephen F. Austin State University community while encouraging compliance and scholarly integrity. SFA seeks to afford qualified students the opportunity and a supportive environment in which to gain sufficient mastery of their chosen fields so, by virtue of their depth and breadth of knowledge and the extent of their expertise, they may contribute significantly to those fields.

# Office of Strategic Analytics & Institutional Research



Karyn Hall, Executive Director khall@sfasu.edu 936-468-3806 https://www.sfasu.edu/sair Rusk Building, Room 106

The Office of Strategic Analytics & Institutional Research (SAIR) provides evidence and analyses for data-informed decision-making and works to ensure and promote the integrity of university data and reports. SAIR works closely with university leadership and employees across each division. Examples of internal support materials include the Fast Facts for Lumberjacks publication, interactive dashboards, and other analytical information and data visualizations.

## **Student Development & Access Services**



Dr. Veronica Beavers, Executive Director <a href="mailto:vbeavers@sfasu.edu">vbeavers@sfasu.edu</a>
936.468.1073
<a href="https://www.sfasu.edu/multicultural">https://www.sfasu.edu/multicultural</a>
BPSC, Room 3.101

SFA's Student Development and Access Services is dedicated to cultivating a comprehensive environment, ensuring equal opportunities for growth and success among all students. Our team spearheads transformative initiatives to enhance student development, collaborating with internal and external partners to provide resources and support across campus. Student Development & Access Services is comprised of the Office of Disability Services, Testing Services, and the Veterans Resource Center.

## **Office of Student Financial Assistance**



Rachele Garrett, Director
nixonhr@sfasu.edu
936.468.2768
http://www.sfasu.edu/admissions-and-aid
Austin Building, 1st Floor

The Office of Student Financial Assistance works with students to complete FAFSA, to disburse information regarding different types of aid, to assist students with accepting and maintaining aid, to provide students with loan information, and more.

## Office of Title IX



Lissy Turner, Director
lissy.turner@sfasu.edu
936.468.8292
https://www.sfasu.edu/titleix
McKibben Building, Suite 304

The Title IX office supports the university's commitment by offering training, programs and processes that promote an inclusive, diverse and supportive environment consistent with the SFA Way.

#### **Student Affairs**

Under the leadership of Interim Vice President for Student Affairs, the Division of Student Affairs strives to fulfill the university's mission through establishing personal connections with students, creating engaging and dynamic learning opportunities, and providing programs and services designed to help students meet their personal and academic goals. The Student Affairs administrative staff with whom you will likely work the most include:



Dr. Andrew Dies, Assistant Vice President for Student Affairs and Dean of Students andrew.dies@sfasu.edu 936.468.7249 https://www.sfasu.edu/deanofstudents Rusk Building, Room 301



George Montgomery, Assistant Dean of Students george.montgomery@sfasu.edu 936.468.7249 https://www.sfasu.edu/deanofstudents Rusk Building, Room 301

### **Student Conduct Office**



George Montgomery, Assistant Dean of Students george.montgomery@sfasu.edu 936.468.7249 Rusk Building, Room 301

The mission of the Student Conduct Office is to guide students through the conduct process in a learner-focused manner that provides a foundation for success, a commitment to responsible citizenship in a global and diverse community, and a desire to make positive lifestyle choices based on the core values of integrity, honesty, accountability, civility and respect.

## **Orientation & Transition Programs**



Brittany Beck, Director
beckbn1@sfasu.edu
936.468.6653
http://www.sfasu.edu/orientation/
BPSC, Room 3.301

It is the mission of the Stephen F. Austin Orientation office to provide Orientation programs to all new students and their parents that will aid families in the college transition process; that will inform students of available educational opportunities; and will seek to integrate students and their families into the Stephen F. Austin State University community.

## **Payroll Office**



Renea McDaniel, Manager
<a href="mailto:payroll@sfasu.edu">payroll@sfasu.edu</a>
936.468.2172
<a href="http://www.sfasu.edu/controller/payroll/">http://www.sfasu.edu/controller/payroll/</a>
Austin Building, Room 206G

Stephen F. Austin State University's Payroll Office is committed to providing the very best employee service possible. We want to ensure that our employees are paid accurately and on a timely basis. Payroll also assists employees with time reporting, leave balances, direct deposit, comp time, compensation, stipends, and more.

## **Registrar**



Mickey Diez, Registrar
Mickey.Diez@sfasu.edu
936.468.2120
http://www.sfasu.edu/registrar/
Rusk Building, Room 202

The Registrar's Office provides and assists faculty with online services including: rosters, grade input and grade changes, curriculum changes, individual class schedules, census attendance and the course catalog. This office also provides campus-wide, required FERPA training through myTraining and assists with any questions regarding specific FERPA situations.

## **School of Honors**



Dr. Michael Tkacik, Director mtkacik@sfasu.edu 936-468-2813 http://www.sfasu.edu/honors/ McKibben Building, Room 381

The objective of the School of Honors is to promote the intellectual curiosity of the University's most capable students, thus enabling them to confront complex issues. To accomplish this objective, the program offers Honors classes as well as Honors contracts (whereby the student will complete an additional project in an instructor's class which, if completed, will grant Honors credit for the class). Please contact Michael Tkacik for further information.

## **Steen Library**



Jonathan Helmke, Director helmkej@sfasu.edu 936.468.1537 https://library.sfasu.edu Steen Library, Room 203C

The Ralph W. Steen Library furthers SFA's mission by 1) offering expert research consultations to faculty, students, and groups, as well as instruction to classes, 2) supporting faculty in the development and creation of online academic journals and scholarship through ScholarWorks, 3) and providing access to electronic books, journals, streaming films, East Texas' history and the University's archives. Interlibrary Loan is also available to support research activities.

### **Student Business Services**



Jennifer McCall, Director of Treasury and Student Business Services jennifer.mccall@sfasu.edu 936.468.5001 https://www.sfasu.edu/sbs Austin Building, Room 204

Student Business Services provides services to students, faculty and staff, including (but not limited to): posting payments to student accounts, posting exemptions, validating student IDs, cashing checks up to \$50, posting student tuition contracts, initiating refunds and cash advances, depositing funds into department revenue accounts, dispersing payroll checks for those without direct deposit, and processing course late-add and reinstatement requests.

### **Baker Pattillo Student Center**



Nick Stallworth, Director
nstallworth@sfasu.edu
936.468.3401
https://www.sfasu.edu/studentservices/
BPSC, Room 1.301

The Student Center includes the following services: ballrooms, Barnes & Noble, Card Services, Convenience Store, Information Desk, Post Office, Printing Services, Reservations Office, and various restaurants. Multiple departments also have offices in the BPSC, including Dining Services, Multicultural Affairs, Orientation, Student Publications, the Veterans Resource Center, and more.

#### **Student Success Center**



Raquel Skidmore, Director skidmorerr@sfasu.edu 936.468.5803 http://www.sfasu.edu/studentsuccess/ Steen Library, Room 104

The Student Success Center supports all undergraduates through intentional programs and services designed to empower students. The SSC works to ensure all students have access to the necessary resources and tools to accomplish their goals as a student and beyond graduation. The SSC's services and programs include: academic advising for undeclared, dual credit, and exploring students; Generation Jacks (GenJacks) program for first-generation college students; Jacks PASS alternative admissions program; SSC Peer Mentoring Program; SFA Student Success Course (SFAS 1101 for freshman and transfer students); Smith Hutson and Buddy Low Scholarship Programs; and the Texas Success Initiative (TSI).

## **Travel Office**



Brittany Goad, Disbursement Manager traveldesk@sfasu.edu
936.468.2432
http://www.sfasu.edu/controller/travel/
Austin Building, Room 132

The Travel Office works with individuals across campus with travel reimbursement guidelines, processing and reimbursement.

## **University Marketing Communications**



TBA

umc@sfasu.edu
936.468.2605

https://www.sfasu.edu/umc

Austin Building, Room 121

\*Please contact UMC for your complimentary professional head shot.

University Marketing Communications (UMC) is dedicated to increasing awareness of and support for SFA and its mission. Services provided include website development, writing, copyediting, graphic design, photography and videography. UMC serves as a liaison to the news media, manages the university's official social networks, and publishes an electronic newsletter for the campus. Additionally, the department produces Sawdust, the magazine of the Alumni Association.

## **University Police Department**



John Fields, Chief of Police john.fields@sfasu.edu 936.468.2252 http://www.sfasu.edu/parking/ Wilson Parking Garage, 1st Floor

The mission of SFA's University Police Department is to provide a safe environment to all students, staff, faculty, and guests through respectful, fair, and equitable policing and community engagement. We strive to provide excellence, integrity, and professional interaction with our campus community.

Parking Services is an important element of UPD. Parking Services strives to provide students, faculty, staff, and visitors with safe and reasonable access to university facilities. All students, faculty, staff, and visitors are required to display a parking permit when parked on campus. Please contact Parking Services for guest speaker and event permits sponsored by SFA departments. Parking regulations are enforced at all times.

## **Veterans Resource Center**



Stesha Colby-Lynch, Coordinator stesha.colby-lynch@sfasu.edu 936.468.6494 https://www.sfasu.edu/vrc/ BPSC, Room 1.102

The Veterans Resource Center (VRC) at SFA provides a space for veterans, dependents of veterans, and ROTC members to gather, socialize and form relationships with others that can provide networks of support that lead to feelings of inclusion at SFA. This space will be a hub for veterans programming efforts that can include connections with veteran faculty members and access to veterans' resources provided by the university and outside agencies.

# **New Faculty Orientation Committee**



**Dr. Joyce Johnston** 2023 Committee Chair Associate Dean Liberal & Applied Arts



**Dr. Jim Adams**Associate Professor
Sciences & Mathematics



Dr. Reuber Antoniazzi
Assistant Professor
Fine Arts



Mr. Zeke Bocklage Assistant Professor Fine Arts



**Dr. Suhyung Lee**Assistant Professor
Business



Ms. Kimberly Odems
Senior HR Representative
Human Resources



Mr. Justin Pelham Clinical Instructor Education



Ms. Megan Weatherly
Executive Director
Lumberjack Learning
Commons



**Dr. Tyler Welsh**Assistant Professor
Liberal & Applied Arts

# **Important Links**

Academic Affairs: <a href="http://www.sfasu.edu/acadaffairs/">http://www.sfasu.edu/acadaffairs/</a>

Academic Affairs Committees: <a href="https://www.sfasu.edu/acadaffairs/">https://www.sfasu.edu/acadaffairs/</a>

committees

Academic Calendars: <a href="https://www.sfasu.edu/acadaffairs/calendars/">https://www.sfasu.edu/acadaffairs/calendars/</a>

academic-calendars

Admissions: http://www.sfasu.edu/admissions-and-aid

Benefits: https://www.sfasu.edu/hr/faculty-staff/benefits

Campus Map: https://www.sfasu.edu/docs/campus-map.pdf

Course Equivalency Guide: <a href="https://ssb.sfasu.edu/sg/">https://ssb.sfasu.edu/sg/</a>

wf admissions.p course equivalency

Course Information: <a href="https://orion.sfasu.edu/courseinformation/">https://orion.sfasu.edu/courseinformation/</a>

Brightspace/D2L (Desire to Learn): <a href="https://d2l.sfasu.edu">https://d2l.sfasu.edu</a>

Employee Scholarship Program (LEAP): <a href="https://www.sfasu.edu/hr/faculty-staff/benefits/lumberjack-education-assistance-program">https://www.sfasu.edu/hr/faculty-staff/benefits/lumberjack-education-assistance-program</a>

Employee Wellness: <a href="https://www.sfasu.edu/hr/faculty-staff/benefits/">https://www.sfasu.edu/hr/faculty-staff/benefits/</a>

employee-wellness

General Bulletin: <a href="http://catalog.sfasu.edu/">http://catalog.sfasu.edu/</a>

Help Desk: <a href="http://help.sfasu.edu">http://help.sfasu.edu</a>

Holiday Schedule: http://www.sfasu.edu/hr/123.asp

Human Resources: http://www.sfasu.edu/hr/

Insurance: https://www.sfasu.edu/hr/faculty-staff/benefits/insurance

Leave: https://www.sfasu.edu/hr/faculty-staff/leave

Parking Services and Map: <a href="http://www.sfasu.edu/parking/">http://www.sfasu.edu/parking/</a>

# **Important Links**

Resources for Parents and Expectant Parents: <a href="https://www.sfasu.edu/parenting">https://www.sfasu.edu/parenting</a>

Retirement: <a href="https://www.sfasu.edu/hr/faculty-staff/benefits/retirement">https://www.sfasu.edu/hr/faculty-staff/benefits/retirement</a>

Schedule of Classes: <a href="https://ssb.sfasu.edu:9060/prod/">https://ssb.sfasu.edu:9060/prod/</a>

bwckschd.p disp dyn sched

SFAS 1101: https://www.sfasu.edu/sfas1101/

SFA Press: <a href="http://www.sfasu.edu/sfapress/">http://www.sfasu.edu/sfapress/</a>

Student Organizations: <a href="https://www.sfasu.edu/student-life/student-">https://www.sfasu.edu/student-life/student-</a>

engagement/connection-involvement/student-organizations

Student Testing Services: <a href="http://www.sfasu.edu/ccs/testing/">http://www.sfasu.edu/ccs/testing/</a>

Teaching Excellence Awards: <a href="https://www.sfasu.edu/acadaffairs/">https://www.sfasu.edu/acadaffairs/</a>

<u>awards-honors/teaching-excellence-awards</u>

University Policy Manual: <a href="https://www.sfasu.edu/policies/">https://www.sfasu.edu/policies/</a>

University Records Management: <a href="https://library.sfasu.edu/etrc/records">https://library.sfasu.edu/etrc/records</a>

Wellness Release Time: <a href="https://www.sfasu.edu/hr/faculty-staff/">https://www.sfasu.edu/hr/faculty-staff/</a>

benefits/wellness-release

# Wi-Fi, mySFA, & Technology

#### Wi-Fi

SFA has three wireless access options: Eduroam, SFA-WIRELESS, and SFA-GUEST. All provide the same performance; however, Eduroam is preferred, as once you are registered with it, you will have wifi access at other participating institutions. Notes:

- Eduroam and SFA-WIRELESS require your mySFA username and password.
- SFA-GUEST does not require a username. The password is "golumberjacks" (all one word, no quotes).

For more information, visit <u>help.sfasu.edu</u> or call 936.468.HELP.

#### mySFA

mySFA is the portal through which many SFA services are accessed. As a faculty member, mySFA will be particularly important, as it is how you will access:

- class rosters
- midterm and final grade entry
- student records
- advising software

#### **Technology**

Desktop computers, desk phones, and other devices may be issued to you from your department. Your college's technology coordinator or Information Technology Services (ITS) will provide support with setup and maintenance.

All students and faculty have access to Microsoft Office 365, including installation of up to five licenses on devices. For more information, call 936.468.HELP.