

**FAU**  
JOHN D. MACARTHUR CAMPUS  
Florida Atlantic University

*Celebrating 10 years*  
• AT JUPITER •

# FACULTY RESOURCE BOOKLET

**August 2009**

5353 Parkside Drive • Jupiter, FL 33458  
(561) 799-8500

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For more complete information, consult the Faculty Handbook available online at:  
[www.fau.edu/provost/facultyinfo.php](http://www.fau.edu/provost/facultyinfo.php)

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## ADMINISTRATIVE OFFICE HOURS

	<u>Monday – Thursday</u>	<u>Friday</u>
<u>Administration Offices</u> (AD 223-232)	8:00am – 5:00pm	8:00am – 5:00pm
<u>Faculty Support Staff</u> –		
CAUPA, Arts & Letters, Science (SR 226)	8:00am – 7:00pm	8:00am – 5:00pm
College of Education (EC 202)	8:00am - 6:00pm	8:00am – 5:00pm
Honors College (HC 131)	8:30am – 5:00pm	8:30am – 5:00pm
<u>Cashier's Office</u> (SR 125)	8:30am – 4:30pm	8:30am – 4:30pm
Wednesday Only	8:30am – 6:30pm	
<u>Student Services</u> (SR 139)	8:00am – 7:00pm	8:00am – 5:00pm

## BOOKSTORE

The bookstore at the John D. MacArthur Campus is located in The Burrow. It is open from 10:00am to 7:00pm Monday through Thursday and 10:00am to 2:00pm on Friday. The bookstore is closed on Saturday and Sunday. Hours are extended at the beginning of each term. Call 6-8538 for detailed information.

## CLASSROOM MAINTENANCE AND SET-UP

Maintenance and repair of classrooms and offices is arranged by processing an electronic work order at <http://www.uavp.fau.edu/workcontrol/>. An individual faculty member or a faculty secretary may complete the on-line request.

The maximum capacity of each classroom is posted, and the number of desks and the number of students enrolled should not exceed this capacity. If the actual number of desks is less than the stated capacity, please call Ext. 6-8549 to report it. During the semester, chairs are not to be removed from the classrooms or placed in hallways, as this constitutes a violation of the fire codes. The majority of classrooms are arranged in a lecture-style format. If you or your students rearrange the desks in the classroom, as a courtesy to the next class, please return the room to its original set-up. Maintenance staff is unable to rearrange classrooms between classes.

## COMPUTER ACCOUNTS, EQUIPMENT, AND LABS

For the most current information, refer to the IRM home page: <http://www.fau.edu/irm/>.

## COPYING

For photocopying, complete a "Work Order" form and submit it to the faculty secretary. Allow a five-day lead-time for all copying. Last minute copy jobs may not be possible. Faculty members are urged to submit all copying for classes prior to the beginning of the semester to the faculty secretaries. A maximum of ten transparencies can be copied per request. Copyrighted material cannot be photocopied. (Refer to Library Copyright Policies section of this Resource Handbook.)

## COURIER SERVICE

The courier travels to the Boca Raton Campus daily from the John D. MacArthur Campus. Departure from the MacArthur Campus is usually between 10:00am and 10:30am. Interoffice mail is delivered to the Boca mail room for distribution. In rare instances, if you have a need for special delivery to a department or a

pick-up from a department, please complete a special delivery form available from faculty support staff. If you have boxes being delivered to another campus, please do not over pack boxes. It is easier for the courier to lift numerous lighter boxes than one heavy one.

A courier from the Treasure Coast Campus makes a daily delivery and pick-up at the MacArthur Campus every Monday through Friday at 9:45am.

### **DESKTOP TECHNICAL SUPPORT**

When you have questions or problems or need help with your desktop or laptop computer, please submit all requests, questions and technical support issues to FAU's Help Desk. Once a support ticket is issued, our local group (NCS Consulting) will be assigned most requests. FAU has a 24/7 Help Desk, with many features. Along with telephone based technical support, you will be able to submit your own ticket, see where your request is in the queue, and chat online with a service representative. The telephone number is 7-3999 or toll free at (866) 885-8325.

To make an online request, visit the Help Desk website at <http://www.fau.edu/helpdesk>, select "Request Support" Tab, and then click on "Submit Ticket". Log in and enter your request. Your username is your FAU email address, and your password is your first name. Change your password the first time you login. If there is a problem entering the ticket, please contact the NCS Consulting Group and someone on staff will help you through it. The NCS web address is: <http://www.fau.edu/irm/northern/>.

### **EMERGENCY PROCEDURES & TELEPHONE NUMBERS**

Each building has a building safety supervisor who is the emergency coordinator for that building. The building safety supervisor is responsible for ensuring the safety of the building occupants during an emergency. If it is necessary to leave the building or the campus because of a hurricane or other emergency, individual faculty members are responsible for preparing their offices and equipment in accordance with emergency procedures.

#### **HOTLINE NUMBERS**

In case of an emergency such as a hurricane, the hotline numbers listed below will provide updated messages on the status of class and office schedules for all FAU Campuses.

<b>Jupiter Campus Emergency Hotline</b>	<b>(561) 799-8020</b>
<b>Boca Raton Campus Emergency Hotline</b>	<b>(561) 297-2020</b>
<b>Broward Campuses Emergency Hotline</b>	<b>(954) 236-1800</b>
<b>Port St. Lucie Campus Emergency Hotline</b>	<b>(772) 873-3330</b>

#### **MEDICAL / FIRE / POLICE**

In case of medical, fire, or police emergencies **call 911**, then call Campus Police (339-0015) so emergency service personnel and vehicles can be properly directed.

If a student is involved in an accident or incident, he or she should be referred to the Administrative Offices of the campus to complete an "Accident/Incident Report" form. If a faculty or staff member is involved in an accident or emergency, he or she should obtain a "First Report of Injury or Illness" form from the faculty secretaries.

### **FACULTY SECRETARIES**

Suzanne Deffendall (6-8608)	CAUPA, Arts & Letters, Science
Aniela Aponte (6-8638)	Education
Donna Lauzon (6-8135)	Education
Dawn McCrery (6-8103)	Honors College

## GUEST PARKING PERMITS

Guest parking permits must have a two-week lead time for processing and be requested through Boca Traffic and Parking.

Faculty Secretaries can assist by requesting the guest decals for you, **but must have the following information at least two weeks in advance:**

1. Exact date of your event
2. Name of event itself (guest lecturer for XYZ 3456 class, etc.)
3. Number of guest parking permits requested
4. Names of those people who will be using the guest parking permits

The cost for a guest parking permit may be up to \$2.00 each.

For more information you may visit Traffic and Parking's Guest Parking webpage at: [http://www.fau.edu/parking/vis\\_form.php](http://www.fau.edu/parking/vis_form.php).

## INFORMATION RESOURCE MANAGEMENT (IRM)

The most current information regarding Information Resource Management can be found on the IRM Home page, <http://www.fau.edu/irm/>.

## KEYS

Faculty office keys are issued by Campus Services upon receipt of a signed key authorization form. Faculty secretaries will have the appropriate individual sign the authorization and return it to you for submission to Campus Services. Students may not be issued keys to your office or any lab unless students are graduate assistants on the University payroll system. Upon reassignment to another campus or termination, all keys must be returned to Campus Services by the last day of service.

## LIBRARY

MacArthur Campus Library Hours:

### Fall and Spring Terms

Monday - Thursday	8:30am – 9:00pm
Friday	8:30am – 5:00pm
Saturday	10:30am - 7:00pm
Sunday	12:30pm - 9:00pm

### Summer Terms

Visit our web site for Summer Hours

The computer lab has 24 computers with access to the Internet, library databases, IRM and Microsoft Office applications. This is an open lab for students and the public. Faculty may request use of the Lab for instruction on an occasional basis. The library requests 7-day advance notice for scheduling purposes. There are also 16 computers outside the computer lab, including one with assistive software.

With Owl Card ID, faculty members are able to access over 300 databases and more than 19,000 online journals off campus using [EZ-Proxy](#). Interlibrary loan requests for materials not available from FAU Libraries may be requested through [ILLiad](#). Faculty due dates for books owned by the FAU libraries are always December 30 and June 30.

The library is wireless and has an all-night study area. Course Reserve materials may be placed in the library or online. There are online forms [for print, online, and media reserves](#). The library also has a room for small group videoconferencing. Requests for videoconferencing may be made through the [R25](#) reservation system.

Faculty members are urged to participate in collection development. Please speak to any of the librarians to become involved in this vital process. Library orientations or customized database instruction is encouraged for instructors assigning research to students. Contact any of the librarians to arrange instruction. Detailed information on library services and resources can be found at <http://www.library.fau.edu/npb/npbfac.htm>. You can also visit <http://www.library.fau.edu/npb/orient.htm> for more information regarding Jupiter faculty services.

The Library phone is Ext. 6-8530 / (561) 799-8530  
Dean of University Libraries: Dr. William Miller (Boca Raton), 7-3717  
MacArthur Campus Library Director: Ethan Allen 6-8030

### **LIBRARY COPYRIGHT POLICIES**

Consult the text of the law and the Congressional guidelines, as well as the American Library Association's [Model Policy Concerning College and University Photocopying for Classroom, Research, and Library Use](#). For complete information on FAU Libraries copyright policies go to [www.library.fau.edu/policies/pubpol/copyrigh.htm](http://www.library.fau.edu/policies/pubpol/copyrigh.htm).

### **MAIL AND MESSAGES**

Please check your mailbox for mail and packages or your voice mail for phone messages. Mailboxes for faculty in the College of Arts & Letters, CAUPA and Science are located on the second floor in the Student Resources/Classroom Building (SR).

The Honors College faculty mailboxes are located in Harriet L. Wilkes Honors College, HC 110, the Hibel Fine Arts Building, HA 129, and on the second floor of the Wilkes Building.

The College of Education faculty mailboxes are in the Education/Classroom Building, EC 206.

### **MAIL AND MAIL VOUCHERS**

The campus Mail Center is located in AD 124 and operates on the following schedule:

8:30am	Open Monday - Friday
9:15am	Delivery and pick-up of campus mail
10:00-10:30am	Courier leaves to deliver mail to Boca Campus
12:00-2:00pm	US Post Office daily pick-up
3:00pm	Delivery and pick-up of campus mail
5:00pm	Closed

The Mail Center distributes mail and packages received from the U.S. post office and other carriers to the areas indicated above. Packages that use a tracking system will require your signature when delivered by the Mail Center to your unit. If you are unavailable, faculty secretaries may sign for the package and place it in your office. The Mail Center will accept stamped personal mail and packages that are pre-paid for pick up by USPS, UPS and Fed Ex. You may also use the Fed Ex container located on the east side of the Scripps RF building. Your name and return address must appear on all packages, and we ask that when you order items that will be delivered to campus you request that the vendor specify your name on the package.

You must complete a mail voucher for any mail that requires postage. Mail vouchers are available from faculty secretaries. On the voucher, fill in your budget account number, the number of pieces that require postage, and the method of delivery requested, and sign the voucher. Your department will be charged back on a monthly basis.

## OFFICE AND TEACHING SUPPLIES

General office and teaching supplies (pens, pencils, board erasers, file folders, etc.) are available through the faculty secretaries. Large quantities of items must be requested early. Special items may also be ordered through the secretaries.

## PARKING

Parking decals are required of faculty, staff and students at all FAU campuses. Decals can be purchased online through payroll deduction. To obtain your decal please go to the Traffic and Parking website <http://www.fau.edu/parking>. You may have your decal mailed to the address you provide. If you prefer to pay by check or credit card the instructions will also be available on the Traffic and Parking website.

Visitor parking is located on the Parkside circle and in the LLS parking area. The parking rate is \$1 per hour. A parking kiosk is available at both locations. The kiosk accepts cash or credit cards, but does not make change. For more information, go to [http://wise.fau.edu/parking/meters\\_faq.php](http://wise.fau.edu/parking/meters_faq.php).

## POLICE - SECURITY

The FAU Police Department on the MacArthur Campus has a 24 hour presence provided by eight full time officers. Their offices are located next to the Bookstore on the first floor of the Student Resources/Classroom Building (SR), Room 150. The officer on duty can be contacted by dialing 339-0015 or 6-8700. <http://police.fau.edu/jupiter/default.asp>

## REGISTRAR'S OFFICE

The Campus Registrar is responsible for providing campus record and registration services, which include scheduling classrooms, conducting registration, processing transcript requests, enrollment verifications services, reserving classrooms for meetings, computer lab reservations and a variety of other services. For information about these services, please call Ext. 6-8698.

## ROOM RESERVATIONS

Special room assignments for regularly scheduled classes are requested during course scheduling through your department. However, classrooms and the auditorium may also be available for faculty or departmental meetings and for University-sponsored events. To request a room or to check availability, please go to <http://r25.fau.edu>, the R25 Webviewer system. If you do not have a user ID, click on the email address indicated at this web site and request one so that you can complete the electronic room reservation request form. Faculty secretaries may also process room reservation requests. For more information, call the Campus Registrar's office at Ext. 6-8698.

Faculty should not book rooms for students or student organizations. These requests should be handled by Student Life and Recreation.

The AD auditorium has a smart podium that may be used by faculty who have been trained to use it. Use of the smart podium must be requested on the room reservation form.

## SECRETARIAL SERVICES

To request clerical services (copying, typing, mailings, etc.), individual faculty should complete a "Work Order" form. Place all requests in the box marked "Work Orders" located in the secretarial area on the second floor in the SR Building. Honors College faculty should see Dawn McCrery, and College of Education faculty should see Aniela Aponte or Donna Lauzon for secretarial services.

**For security reasons, exams should be given directly to a staff member.** Please allow a minimum of five business days for completion. NOTE: Staff can copy a maximum of ten transparencies per request. Larger orders will be sent to the Copy Center at the Boca Raton campus for processing. The turn-around time is approximately ten days. Work orders are generally completed in the order submitted. **DO NOT GIVE WORK ORDERS TO STUDENT WORKERS.** Submit all work requests to the secretaries; they will assign work to students as appropriate.

## STUDENTS WITH DISABILITIES

FAU is committed to making University facilities and services accessible and useful to students with disabilities and to fostering independence in these students. The University is required to make appropriate, reasonable accommodations necessary to ensure the student's independence. *To be eligible for the accommodations, each student must register with the Office of Students with Disabilities, which is under the Office of Diversity Services on the Jupiter Campus, and provide proper documentation verifying the disability.*

The faculty should consult with the OSD staff with any particular concerns regarding a student's accommodations.

If you have questions, contact the Assistant Director of Diversity Services, in SR 117, at 6-8585.

## TELEPHONE ACCESS

Press 6 before the number for any campus except Boca when dialing internal FAU extension numbers. For Boca, press 7. (Example: 6-8655 to contact the MacArthur Campus Registrar and 7-2429 for the University Registrar in Boca.)

## TRAVEL REIMBURSEMENT

Full-time faculty members who teach a class at another campus are eligible for travel reimbursement. Limited funds may be available through the colleges for conference travel. **As soon as you know your travel plans,** see a faculty secretary for the proper paperwork, which includes a travel authorization request (TAR).

The secretary will need to know (a) dates when you will be traveling, (b) your destination, (c) method of transportation and (d) expected expenses. If you are attending a conference, the secretary will also need a copy of the conference agenda as well as information about whether meals will be provided.

Upon your return, see the faculty secretary again with original receipts from your travel. You will be asked to sign a voucher for expenses that may include (a) mileage at 44.5 cents per mile; (b) tolls (receipts needed); (c) per diem meals (reimbursed with certain time restrictions at \$6 for breakfast, \$11 for lunch, and \$19 for dinner); (d) airline tickets if paid by personal credit card; (e) conference registration if not paid by purchase order; and (f) hotel expenses.

## TUTORING / WRITING CENTER

The University Center for Excellence in Writing in Jupiter is devoted to the support and promotion of writing for all members of the FAU community—undergraduate and graduate students, staff, faculty, and visiting scholars. Our Center provides a range of free support services, including informed and sensitive readers who help writers become more reflective readers and more self-sufficient crafters of their written work. We will help at any point in the writing process (i.e. brainstorming, drafting, revision) with papers for courses, senior or master theses, dissertations, job applications, applications for graduate school, articles for publication, grant proposals, and other documents. In the future, we hope to provide a host of other services, including supporting computer-facilitated teaching and learning for writing classes, and hosting brown-bag discussions, workshops, and presentations by guest speakers for FAU and local communities.

Faculty members may refer students to the Center by having them make an appointment on-line at [www.fau.edu/UCEW](http://www.fau.edu/UCEW). The UCEW in Jupiter is located in the Student Resources/Classroom (SR) Building, Room 200 within the Faculty Suite on the second floor.

## VEHICLE RESERVATIONS

A limited number of University cars are available for faculty and staff traveling to other campuses and attending meetings within FAU's district. Campus vehicles may not be taken overnight or outside the State of Florida.

Vehicles are available on a first-come, first-serve basis at the Jupiter Campus upon completion and presentation of a Vehicle Reservation form to Campus Services, AD 126. Requests for specific model cars cannot be accommodated. All campus vehicle users must have a TAR number, which must be provided on the request form prior to reservation confirmation. Your department will be charged back on a monthly basis at 44.5 cents per mile. Forms are available from faculty secretaries and should be submitted to Campus Services at least 24 hours in advance. All users must have a copy of their most recent driver's license on file with Campus Services.

Keys may be picked up between 8:00am - 5:00pm, Monday through Friday. Special arrangements must be made if earlier key pick-up is desired.

The Honors College faculty will need to contact the faculty secretary (6-8103) to reserve an Honors College car or an admissions assistant (6-8646) to reserve an Honors College van.

For state auditing purposes and because departments are charged back for gas and mileage, it is important to log in/out mileage clearly and provide Campus Services with readable gas receipts upon return of the vehicle. After their use, please make sure that the credit cards are placed in the card insert provided.

Cars are to be returned to the campus parking lot and the keys returned to the Campus Services Office, AD 126, immediately upon return to campus. If the office is not open when the vehicle is returned, place the vehicle key in the box outside the office. If the AD Building is locked, call the University Police and leave the vehicle key with the officer on duty. As a courtesy to the next person, please leave the car free from trash and with at least a half tank of gas. A credit card is available for gasoline purchases.

## WEB SITE

The John D. MacArthur Campus has its own website at <http://www.fau.edu/jupiter/>. The website provides direct links to various campus resources such as library services, academic computing, room reservations, calendar of campus events, registration, etc. Visit our web site and learn more about MacArthur Campus and the University

## WEBVIEWER

You may view campus or university-wide events by going to the Webviewer calendar at <http://r25.fau.edu>. You may check events and contact information regarding these events or check for room availability for meetings and other events. Please call the campus registrar at Ext. 6-8549 for a demonstration.

### Disclaimer

Information contained in this publication is subject to change by action of the University Administration. Every effort is made to ensure that information contained herein is accurate.