

Quick Reference for New Tenure-track Faculty

General Teaching Issues

Undergraduate Majors and Minors

The on-line *majors handbook* details the requirements for a major or minor in Psychology. Students entering in Fall 2006 (freshmen or transfer) follow the new major curriculum, so keep their entry year in mind when advising. Psychology curriculum requirements may be found at:

<http://psych.tulane.edu/undergraduate/curriculum.php>

Student requests to transfer credit (from a previous institution, summer school, study abroad) must be approved by the Department's curriculum committee; students may find requisite forms in the main office.

Course Offerings

New courses that will be offered regularly must be approved by the Department's curriculum committee, and then will be sent through

Special offerings also may be made for courses not offered on a regular basis or that are offered for the first time (but prior to Committee approval). The main office can advise which numbers are used for such offerings, depending on whether they are seminars or lectures, labs, et cetera.

Honors Thesis

The Honors Thesis in Psychology must be empirical. In addition to the faculty supervisor, there is a "second reader" from the Department and a "third reader" from another department. Details, including necessary GPA for honors and deadlines for ethics approval, are at

<http://psych.tulane.edu/undergraduate/research.php#otherrequirements>

Independent Study

Students may serve as research assistants in exchange for course credit by registering for Psyc351,352,491,492,661,662. A workable heuristic is to consider 40 hours in the lab throughout the semester as equivalent to 1 credit hour.

Clarifying to students how their participation will be graded and what your expectations are is a good idea, given that independent studies rarely have a syllabus. Although students may work closely with graduate students, regular full-time faculty serve as the instructors of record and assign the grade.

A new four-credit independent studies course (Psyc481, Psyc482) counts as a psychology laboratory course. It therefore should have the features of a lab course as described in the majors handbook (i.e., data collection, APA-format write-up etc).

Syllabi

SSE does not appear to have specific requirements for syllabi content. We are in a SACS accreditation cycle, though, so the university expects each syllabus to have course objectives and course outcomes on it. In addition, many faculty find it useful to include information about the honor code, policies for absences or missed exams, and links to the Educational Resource Center. Many faculty link syllabi to their websites. The main administrative secretary will post your syllabi if you send either a .pdf or MSWord file.

Absences

The University has a published policy about absences from classes, including for students participating in university-sponsored events (e.g., athletic competitions). The short version is that students are expected to attend all classes, and must receive approval *during the first week of classes* for absences for sponsored events. The policy appears toward the end of the Code of Student Conduct

<http://studentaffairs.tulane.edu/judicial/CodeofStudentConduct.pdf>

Examinations and Other Assessments

Final examinations must be given on the date and time recorded in the Schedule of Classes. A change may be made if every student agrees in writing and the registrar approves the change. All undergraduate courses must have a final exam, unless waived by the Department Chair. “Takehome” finals or “final papers” that are used in lieu of a final exam cannot be due prior to the scheduled final exam. When in doubt, consult the Associate Deans of Newcomb-Tulane College.

Retention of course materials. Any materials used to determine grades that are not returned to students must be retained for 6 months after the conclusion of the semester. If you do not expect to be on campus during that period (e.g., off-campus research leave), please leave materials with the main office or with the TA. The ***Buckley Amendment*** protects the confidentiality of certain information in student records to which instructors are privy.

Be advised that the Buckley Amendment applies to parents, who may believe that they have the right to information about their children. (You may release information to the Newcomb-Tulane Dean’s office, who can determine whether the student has permitted parents to obtain such information). In

accordance with this Amendment, student exams and papers should not be left in the hallways where other students can see the grades. Further, grades should not be posted in any way that can identify students. Posting by alphabetical order or social security number does not protect confidentiality. *Blackboard* offers a secure virtual alternative to physical posting of grades.

Undergraduate student workers and assistants should not handle examinations in any way (i.e., copying, stapling). In case there is a violation of the honor code, this policy will protect our student workers from suspicion of complicity.

Students who have physical or learning *disabilities* should have contacted the Educational Resource Center (<http://erc.tulane.edu/>) . Students with accommodations (e.g., extended time) must provide you with a copy of the accommodation granted by the ERC. If they are to take exams in the ERC, they should give you “the blue sheet” to complete at least 1 week prior to the exam.

Grade Changes and Incompletes

Grade change forms (available in the main office) can be completed if the faculty member miscomputed a grade or if a student’s work was misplaced. The College rarely will grant grade changes for students who already have graduated, and will not grant grade changes for extra credit or re-write opportunities that were not available to all students.

As per the undergraduate catalog, *incompletes* are granted at the discretion of the faculty member and must be resolved in a finite period of time. The faculty member may wish to put the conditions necessary for resolving the incomplete in writing, to avoid misunderstanding from the student or the College.

Honor Code and Appeals

The Department has established procedures for academic complaints levied against instructors and teaching assistants. In the unlikely event that a student brings a complaint to the attention of the Department Chair, the Chair is obligated to provide a copy of the procedures to the student. A .pdf copy of the policy may be found on our website at:
<http://pandora.tcs.tulane.edu/psych/pdfs/appealProcedure.pdf>

The *Honor Code* appears on-line at <http://studentaffairs.tulane.edu/judicial/CodeofStudentConduct.pdf> If you suspect an honor code violation, feel free to ask the advice of a faculty member who has been at Tulane for a while.

TA Assignments

Students with a full teaching assistantship are expected to work 12-15 hours per week for the TA assignment.

Graduate Training Issues

Admissions

Although there is a *Graduate Admissions Committee*, all graduate faculty examine the files of student applicants and submit recommendations for admissions to the Committee. The Committee endeavors to ensure equitable distribution of students among programs and individual faculty members, as well as attending to student quality.

Most potential students now acquire program information via our *brochure* (<http://psych.tulane.edu/graduate/programs-study.php>) online. In the summers, you will be asked for updated information for the webpage and brochure; updates at other times will be made upon request.

Newcomb-Tulane students may apply for the *4+1* master's program in psychological science. Information about the program and requirements are at <http://psych.tulane.edu/graduate/masters.php>

Degree Rules and Regulations

The requirements for the M.S. and Ph.D. degrees are described in the online Graduate Student Handbook posted as a .pdf file at: <http://psych.tulane.edu/graduate/current.php>). Information about transfer credit, required courses, and committee compositions is included. Students are responsible for completing their own paperwork, submitting fees, and so forth. SSE may or may not remind them nor will the Department. Questions about the graduate curriculum should be directed to the Graduate Training Committee.

SSE's grad website includes forms, deadlines, etc.

Faculty Meetings and Functions

SSE expects to hold two *regular meetings* in the fall and one regular meeting in the spring, usually at 3:30. Faculty are encouraged to attend.

Faculty typically attend a commencement ceremony in May.

Department faculty meetings usually are held Thursdays at 3:30 pm.

Start-up Funds and Grants

Start-up account numbers typically begin with a “2” and are referenced as “two-ledger accounts.” During the month of June, units are prohibited from using two-ledger accounts for purchases, so planning ahead is wise. Start-up funds can be carried over from year to year if arrangements are made with the executive secretary; typically, the Chair will ask for an estimate of projected expenditures for the coming year for planning ordinarily are “five ledger” accounts, and do not carry the June restriction with respect to purchases.

If a question arises with respect to *which account* should be charged, please see the executive secretary (who handles the budget) or Chair. The administrative secretaries do not have the authority to make decisions about whether something is charged to your start-up, the Department, a grant, et cetera.

Certain costs cannot be charged to start-up or to grants. Please check carefully before making a purchase that may not be reimbursable.

Annual Reviews / Promotion and Tenure

First and second year reviews of untenured faculty are held by the tenured members of the Department, and require only that the untenured faculty member provide the Chair with an updated vitae. Because these reviews are intended to evaluate progress, work-in-progress (e.g., grants submitted; manuscripts under review) should be noted on the cv).

Third year review is a substantive review at the department, School, and

University level. It ordinarily begins in the 5th semester at Tulane, with the Department providing its recommendation to P&T by December 1. The candidate should submit a copy of the portfolio Department by October 1 using SSE's format. Candidates for 3rd year review should submit a request for a semester-long research leave during the 4th year, pending successful 3rd year review.

Review for *tenure and promotion* to Associate Professor ordinarily begins during the 11th semester, with the Department providing its recommendation to P&T by December 1. By August 1, five copies of the curriculum vitae, five copies of selected publications, and a research plan should be submitted to the Department. The Department will solicit names of potential referees from the candidate; the candidate should avoid suggesting persons with whom he or she has had an extended professional relationship. The Department cannot rely solely upon persons recommended by the candidate. Each referee (no fewer than 2 and no more than 4) whose commentary is solicited by the Department receives a copy the materials. By October 1, a single copy of the dossier in SSE format should be submitted for the SSE P&T committee to use for its review and referees.

Annual reports and current curriculum vitae typically are due in late January; the Dean's office will request the information shortly before it is due.

Photocopying, Office Supplies, Resources

Please inform the main office if you remove the last of something from the *supply closet*. If you anticipate using a large volume of an item (e.g., an entire box of envelopes), please let the office know so that they can reorder in time

The copiers only work with particular *transparencies*; please obtain them from the main office. Your teaching and research assistants should use the 2011 copying for their TA and RA duties. Please remind them to record their use on the ledger, and also to indicate clearly which copies are personal copies (i.e., not for research or TA) for which they should be charged.

The 2011 room also houses a *scantron* and to a document-feeding scanner. Most graduate students know how to use the scantron, or rely upon advanced students for instruction. Few faculty run the scantron themselves.

Shared *department equipment* (e.g., LCD projectors) should be reserved in advance through the instrumentation specialist.

The Department controls several *seminar rooms*, and many have regularly scheduled meetings. Please speak with the main office to schedule rooms on "as needed" bases.

Useful Websites

Technology Services: Blackboard, tech classrooms,:

http://tulane.edu/tsweb/teaching_and_learning/index.cfm

Departmental Website: Psychology administrative assistant. Changes to your webpages, placing syllabi on-line <http://psych.tulane.edu>

Student Disabilities and Counseling Needs:

<http://erc.tulane.edu/>

Electronic Reserve of Copyrighted Materials:

<http://www.tulane.edu/~ill/EresFac.htm>

Emergency Information: <http://emergency.tulane.edu/> or 862-8080 Helpful during hurricane season to see if campus is closed

Facilities Services:

<http://servicewave.tulane.edu/home.html>

Office or classroom is hot, without lights, et cetera.

Animal Care and IRB Forms and Policies:

<http://tulane.edu/asvpr/iacuc/index.cfm>

<http://tulane.edu/asvpr/irb/index.cfm>

University Policies

e.g., conflict of interest, staff handbook, faculty handbook (including harassment and consensual relationships policies)

http://www2.tulane.edu/resources_policies.cfm