

Leven School Resource Guide and Policy Manual
Kennesaw State University - University College
Michael A. Leven School of Culinary Sustainability and Hospitality

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University College

Michael A. Leven School of
Culinary Sustainability and Hospitality

1. DIRECTOR'S WELCOME

The Michael A. Leven School of Culinary Sustainability and Hospitality (CSH) aims to exemplify the very best in student-centered learning and scholarly teaching. Our unique degree program infuses sustainable business practices into all facets of Culinary and Hospitality Management, educating leaders with the skills, knowledge, and abilities to maximize efficiency, productivity, and profitability.

In this Leven School Resource Guide and Policy Manual, you will find key information about how faculty can find support and resources, as well as our essential policies and expectations. The purpose of this guide/manual is to be a practical first-stop reference for faculty teaching in the Leven School. If certain policies and expectations are incorrect, missing, or unclear, please contact myself or Administrative Specialist, Tamz Stuck.

For an overview of the key components of the Leven School, please see our [Leven School website](#) which includes information about our program, and multiple resources for faculty, staff, and students.

Welcome, and thank you for being a part of the Leven School. I greatly appreciate your contributions to our students' success.

Christian Hardigree

Christian Hardigree
Founding Director and Professor
Michael A. Leven School of Culinary Sustainability and Hospitality
University College

2. GENERAL KSU INFORMATION, SUPPORT, AND RESOURCES

Resource	Description
KSU NetID	Your NetID allows you to log into your Zimbra email, Owl Express, D2L, and many other systems. Activate your net ID immediately after you have been onboarded by Human Resources. The link to the KSU NetID Login and Activation screen is:
Buckley Form	All KSU employees must complete and submit this form as soon as hired. Print, sign, and submit to Leven School Admin. Asst.
Required KSU Trainings	There are a variety of online training courses faculty and staff are required to complete as a new hire, renew annually, or renew periodically. Pay attention during your new employee orientation and to KSU emails requiring you to complete such trainings.
Card Services	The Card Services Center issues both your faculty id and parking pass.
KSU homepage	KSU has a very helpful campus intranet page, connecting you to all aspects of working at KSU such as campus maps, dining options, and more. You can use the search box at the top of the page if one of the links doesn't lead you to what you need. You can also click on "Phone Directory" under the Quick Links to find contact information for any person or department on campus.
Campus Carry Law Info - USG Campus Carry Law Info - KSU Public Safety Owl Express	<p>The University System of Georgia guidelines on the "campus carry" law.</p> <p>Additional information on campus carry from KSU Public Safety.</p> <p>Under the new law, and with a few exceptions, properly licensed individuals may carry concealed handguns in public university classes if they are conducted in buildings and facilities not otherwise exempt from the new law. Licensed carriers may NOT, however, carry handguns to classes where high school students are enrolled. To determine if high school students are enrolled in your class check Owl Express. Under <i>Faculty Services</i> tab, click on <i>Class Roster by Course Number</i> link. One of the following messages will display at the top of each class roster.</p> <p>Campus Carry Information: High School Students are Enrolled in this Section Or Campus Carry Information: No High School Students are Enrolled Note: The information displayed is subject to change during</p>

	registration, and as students withdraw throughout the semester.
Faculty Affairs	Faculty Affairs is a unit of Academic Affairs. The office is primarily responsible for managing policies and procedures related to faculty, overseeing faculty searches and hiring, handling faculty leaves, and coordinating faculty evaluations and reviews related to tenure, promotion and post-tenure review. This office is also responsible for providing faculty training, helping coordinate faculty development activities, and keeping faculty records.
New Faculty Resources	A new faculty resources site is provided by Faculty Affairs. The site provides an overview of faculty guidelines and resources for new faculty.
KSU handbook site	Contains links to various documents that contain policies and procedures relevant to the KSU community. The University Handbook (UH) includes information that applies to all constituencies of KSU (staff, students, faculty, administrators, vendors, members of the external community, etc.). The Employee Handbook (EH) pertains to KSU employees (i.e., anyone who receives a paycheck from KSU) while the Faculty Handbook (FH) contains policies and procedures that pertain only to faculty. Links to the undergraduate and graduate catalogs are also provided as they contain some policies and procedures relevant to faculty, staff and students.
Technology Support - University Information Technology Services (UITs)	<p>UITs provides training and support for a variety of technology services. See website for listing of services provided, drop-in sessions, workshops, training materials, and other support. All technology-related issues should be directed to UITs whom you can contact at:</p> <p>Phone: 470-578-6999 Email: service@kennesaw.edu</p>
Desire to Learn (D2L)/Brightspace	<p>D2L is KSU's online course platform that you will use to manage your CSH courses.</p> <p>D2L can be accessed using your net id.</p> <p>After logging in you will see a list of courses for which you are the instructor of record. If you do not see your courses listed contact the service desk (see UITs box above). Training and support for D2L is provided by UITs (types of training, and all resources are on their website).</p>
Owl Express	System used to locate final class rosters, monitor course enrollment, and input final grades.
Zimbra Email	KSU email system. All KSU related correspondence must occur

	through the use of your kennesaw.edu email address. Private email addresses are not used for KSU related business. Similarly, all correspondence with students must occur through the student's official KSU email address, or through D2L.
Registrar's Office	Website contains all academic calendars and graduation dates. Please note that final exam dates/times are dictated by the University, and must comply with the final exam schedule.
Leven School website	Leven School website with general information. Most accessed components include; 1) Faculty resources - promotion and tenure guidelines, by-laws and org. charts as well as a link to Faculty Affairs, 2) Student Resources - links to academic advising (the NEST), financial aid, jobs and internships, scholarships, student and professional organizations, and CSH majors D2L course, and 3) Courses - list and short description of each CSH course and course check sheet.
Center for Excellence in Teaching and Learning (CETL)	CETL promotes research based pedagogies that foster student academic engagement, learning, and success. CETL supports the integrated professional development of all faculty and administrators.

3. DEPARTMENTAL ASSISTANCE

As a program of hospitality, any member of the Leven School team will attempt to answer your questions. However, the information listed below may help you get to the answer you are looking for a little bit quicker.

Contact	Role	Ask Me About
Christian Hardigree chardigr@kennesaw.edu 470-578-2032 702-217-8336 mobile	School Director and Professor	Facilities, general curriculum, personnel issues, events, funding, CSH program procedures and processes, KSU policies and processes and procedures Academic misconduct investigations; navigation of KSU systems (e.g. Digital Measures, Curriculog, Concur, etc.); faculty governance and committee service Course content and assessments, texts, teaching strategies, student issues, testing, and faculty development in Professional Development, Law, Strategy, Event Management, and Wedding Planning
Anne Kreminski	Administrative Specialist VII	Reimbursements, invoices, other financial

akremins@kennesaw.edu 470-578-3082		questions
Tammy "Tamz" Stuck tstuck@kennesaw.edu Phone 770-578-7974	Administrative Specialist V	General office operations and assistance, office supplies, website updates, general events info, dept. event scheduling, official document processing, Ipad (Hosp. House) and/or computer cart (Conv. Cntr.) reservations, Prillaman computer lab exam reservations, course bookstore orders, instructor desk copies
Jonathan Brown jbrow729@kennesaw.edu 470-578-6171	Lecturer Team Lead - Utility and Beverage Courses	Beverage and purchasing related community connections Course content and assessments, texts, teaching strategies, student issues, testing, regularly meeting with and faculty development in Spirits, Wines, Beer Culture, Fundamentals of Brewing, Purchasing, Cost Control
Denise Knapp dknapp2@kennesaw.edu 470-578-7753	Lecturer and UC Distance Learning Coordinator Team Lead - Nutrition and Food Science Courses	D2L assistance Course content and assessments, texts, teaching strategies, student issues, testing, regularly meeting with and faculty development in Food Science, Nutrition, and Plant Based Cuisine
Richard "Rich" Matthews rmatth33@kennesaw.edu 470-578-6276	Lecturer Team Lead - Chef related courses	Course content and assessments, texts, teaching strategies, student issues, testing, regularly meeting with and faculty development in World Cuisines, Services Management, Quantity Food Management, Basic Culinary Skills, B&P
Daniel Henderson dhende58@kennesaw.edu 470-578-5088	Limited Term Instructor Special Projects Coordinator	CSH majors D2L course, alumni connections, internship and career placement opportunities
Aaron Russell arusse63@kennesaw.edu 470-578-7974	Chef Liaison	Food, beverages, and small equipment/items for Leven School events and classes
Jorge Perez Arocho jperez66@kennesaw.edu 470-578-7974	Limited Term Instructor Hickory Grove Farm Education and Lab Manager	Farm education, labs, partnerships, community visits, and volunteering

Michael Blackwell wblackw2@kennesaw.edu 470-578-7974	Hickory Grove Farm Operations Manager	General farm operations and plantings
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Below are additional resources and policies pertinent to full time faculty.

Resource	Description
Office of Finance and Accounting/Travel	Office that handles finance and accounting. This is where you get info on EPro, OwlPay, and PCard procedures - see http://procurement.kennesaw.edu/index.php Office also oversees FT employee travel. Go to Concur section (travel system) for tutorials and training materials on how to create a travel request and get reimbursed for travel expenses.
Volunteer Kennesaw State University	System the Leven School uses to establish volunteer needs and track student volunteer hours. All full-time Leven School faculty need to be familiar with this system. Contact Lindsay Johnson ljohn318@kennesaw.edu in the Department of Student Engagement for access and directions. See below for related policies and guidelines.
Curriculog	KSU's online curriculum management solution. This site is used for those who are involved in adding, modifying, and terminating/deactivating curriculum proposals (courses, minors, certificates, and degree/major programs). Prior to gaining access to Curriculog, you must complete training for your user role (proposal originator, curriculum committee chair/faculty administrator, and/or curriculum committee member) in order to access the Curriculog system. See website.
Digital Measures	System used by faculty to input teaching, service, and scholarship activities. Your resulting activity report (in which you highlight the quality and significance of your work) is used in annual review discussions. Training materials and workshops available - see website.
People Admin	System used to conduct faculty searches. Training materials and important resources from Faculty Affair available on website.
Virtual EMS (Event Management System)	System used to book a meeting or event space: 1) Click on My Account and login -- use your netID and password. 2) Choose Quick Reserve and then Reserve a Simple Meeting. If you are going to serve food (in which case you will need a food form - see Leven School Admin. Asst.), or need to do something more involved, choose Event Requests.
UITS Technology Request page	Process for ordering computer accessories:

	<ol style="list-style-type: none"> 1) Type in what you need (select “gently used” equipment if UITS has it available). UITS then determines the correct model and gets a quote from the official KSU supplier. 2) The quote will be sent to you via email from UITS. Submit that quote to Christian to get her signed approval for the purchase. 3) Give the quote to the administrative assistant or business manager to be submitted for purchase.
Office of Strategic Communication and Marketing	Contact this office to have a professional headshot taken. We will use the picture on our website and for various events, press releases, etc.
service@kennesaw.edu	<p>Email service to get phone service/voice mail established or have an existing phone changed into your name.</p> <p>This email is the one you use to place a work order about technology related issues.</p>
Hallpass	The Hallpass portfolio includes remote access to the office desktop, to the network drives, and to the campus Intranet.
AIM	Handles special requests for work orders, repairs, and/or cleanings.

4. POLICIES AND EXPECTATIONS

4.1 GENERAL

Regardless of a faculty member’s specific instructional responsibilities or type of employment, there are basic policies and expectations for all faculty teaching at Kennesaw State.

- Be on time. Faculty should start and end their classes and appointments at the scheduled time.
- Be professional in all interactions with faculty, staff, students, and the community. Use proper grammar and punctuation in all communications. Model the behaviors we seek for our students to emulate. Conduct yourself as though your actions/communications may be the subject of a newspaper article or an audit - honest, transparent, fair, and professional.
- Provide feedback to learners in a timely manner (e.g., returning graded papers and evaluated materials or responding to messages). Learners need substantive feedback about the quality of their performance in order to understand what they do well and in what ways they need to improve. As a general rule, responses to emails should occur within 24 hours during the workweek, and by the following workday if the email is received over the weekend. Grading should be completed, and input into the D2L gradebook, within one calendar week of the due date of substantive assignments.
- Relate instructional methods to learning objectives.
- [Respect and maintain confidentiality](#) (e.g., grades, personal information, incidences of alleged academic dishonesty, advising or special needs).
- Apply stated standards and expectations of the instructor, department, college, and university consistently, regularly and objectively to all learners.
- Communicate and enforce [KSU's policy with respect to academic integrity](#).
- Provide a detailed syllabus for each course at the beginning of the term.
- Provide written expectations/contracts for individualized learning experiences (e.g. outside of class

- activities, directed studies, internships, etc.).
- Be accessible to students - faculty should provide and publicize multiple means of contact for students and colleagues.
 - Respect religious, cultural, and gender differences.
 - Adhere to [KSU's policy prohibiting sexual harassment both in and out of the classroom](#).

4.2 FACULTY AVAILABILITY

KSU is proud of its reputation of faculty being available to students and colleagues outside of class time. To ensure this positive reputation continues, the Leven School expects faculty to use a variety of means to be available for student questions or conferences as well as consultation with colleagues, whether in person or electronically. Faculty should be flexible, within reason, in making appointments with students and colleagues. As a professional courtesy, faculty should reply to phone calls, emails, and questions from students and colleagues in a timely manner (no more than 24 hours during the workweek, or 72 hours if over the weekend or holiday).

Per the Leven School Bylaws, faculty are expected to be available to meet with students for approximately five office hours per week. Hours and methods of availability should be posted on your syllabi, and your door (where applicable). Since not all faculty have private offices, faculty should consider the following alternative meeting options if you need a private space to meet a student:

- Meeting with a student privately in an available Leven School office. Contact Tammy Stuck to arrange.
- Meeting with a student over [Skype](#) or [Google Hangout](#). (Not supported by UITS)
- Using [Blackboard Collaborate](#). (Supported by UITS)
- Speaking with a student over the phone

These are means of communication, but are not to be considered substitutes for holding regular office hours.

4.3 STUDENT PRIVACY POLICY (FERPA)

All faculty are required to abide by the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. FERPA rights begin at the time of enrollment, regardless of the age of the student.

Maintaining confidentiality of student records is everyone's responsibility at KSU. [Visit the online tutorial](#) for more information.

4.4 HOSPITALITY HOUSE

Everyone who teaches in or uses the Hospitality House should take ownership and assist with general house upkeep and security. Full time faculty should check and/or start laundry and clean the coffee machine when at the House. Return items to where you found them. Follow storage and inventory protocols, as well as general safety and sanitary protocols. Everyone prepping food needs to wear a hair net (if applicable, a beard guard), gloves, long pants, and closed toe shoes.

Under no circumstances will a faculty member grant access to students (enrolled or volunteering) to enter Hospitality House without a faculty member present. Faculty do not leave students unattended in Hospitality House. Students do not have unfettered access to the House for purposes of prep for the Pop Ups. Any prep

time must be overseen by the faculty member, and must be coordinated with any faculty who hold class (or events) at the house in advance to ensure minimal disruption.

If a student wants the department to purchase something for the House to support an upcoming event or project, that request must be submitted to the faculty member in writing. The writing should contain a description of the item(s), the cost, where to purchase, and the rationale as to why the expenditure will enhance the Leven School. The faculty member will give that information to the director, noting in writing whether they agree or disagree with the suggested expenditure.

Each faculty member teaching at Hospitality House should check all doors to ensure they are locked at the end of their class. The last person leaving Hospitality House should ensure that the front door lock is enabled at the LOCK position. Do not double swipe the door as open unless you are physically present. If you double swipe the door as open, do not go into a faculty office and close the office door.

The espresso machine is not a self-service bar, it is a mechanism for teaching students barista skills. It should only be run under the supervision of a faculty or staff member properly trained. Signage should be placed indicating that students may not run the machine without a faculty member present. The faculty or staff member running the machine is responsible to ensure that it is properly cleaned following each and every use. The area around the machine should be properly cleaned, as well. When we anticipate that the machine will be utilized, we should always have sugar, sugar substitute, and milk or cream available. As a program in Sustainability, we should try to coordinate the teaching cycle of the machine with an event we host, which allows students the opportunity to make various items, and the opportunity to serve guests to consume the items.

Anything unusual around Hospitality House needs to be reported to the Assistant Director and Director immediately. If you put in an AIM request for something at the house, please notify the Assistant Director and/or Director. If you discover damage, report it immediately. If the compost bin is beginning to fill, please email Michael Blackwell.

Be sure to lock up the keyboards and mice in the faculty office following class. Do not allow students to rummage through the refrigerator and/or freezer, or to eat items outside of what is prepared as part of a class.

Any items broken in the course of a semester need to be documented. Inventory should be taken of all smallwares at the conclusion of the fall and spring semesters in all locations. Those inventories need to be reconciled with the damage reports to determine extraneous theft, loss, or issues.

4.5 FULL TIME FACULTY - ADDITIONAL EXPECTATIONS AND POLICIES

Department meetings will be held on a monthly basis, typically Fri. mornings from 8-11 am. All full time faculty are expected to attend. Following are other expectations and policies pertinent to full-time faculty.

4.5.1 Team Leads

Team Leads are responsible for preparing syllabus template(s) for their courses, regularly meeting with PTIs, coordinating course assessment, scheduling final exam labs, ensuring that courses are being properly run in D2L, ensuring that course content is updated and relevant to the industry, searching for/encouraging professional development opportunities for their faculty, and reaching out to Dr. Hardigree as needed with student issues, faculty problems, etc..

4.5.2 Volunteer Kennesaw State University (VKSU)

VKSU requires that events/needs be posted a minimum of two weeks in advance.

The VKSU/Get Connected system builds what is essentially an official volunteer/service transcript for each student's hours logged, including specific information on the date they served, the agency/department they served with, the total # of hours completed, and whether or not those hours have been approved by the agency/department as well as our office staff. The process for students to access these Official Volunteer Resumes requires only four simple steps. Then, depending on *your* preferences, students can either save the PDF file it generates and submit to you electronically OR print the PDF it generates and submit to you in hard copy.

In the event you have extenuating circumstances and/or are seeking additional verification of the Official Volunteer Resume submitted by a particular student (i.e. what the student submits does not look like the attached example), please be sure to notify the VKSU office immediately (Lindsay Johnson), then provide the name/KSU ID number of the student in question at least two weeks in advance of the deadline by which you will need this information. With the exceptionally high number of students participating in service-learning and faculty/staff seeking verification of these hours, the turnaround time for the VKSU office to produce any additional verification is two full weeks.

Only students enrolled through VKSU can volunteer. Exceptions must be pre-approved by the Director in advance in writing. (I say this last one b/c we have had community members want to volunteer at Hickory Grove. They are allowed to do so, but have to fill out the volunteer waiver in paper form since they haven't registered on VKSU).

The faculty person who put the event on VKSU is the person managing the volunteers for the day/time indicated. Prior to the volunteer event, the faculty member should contact all volunteers to remind them that they have registered, what to wear, when to show up, and any other special details. The faculty member should have a printout of who is signed up. That faculty member is responsible for logging the time in/out for each volunteer, and managing the volunteers during the volunteer prior.

Under no circumstances are volunteers to be left unattended/unsupervised.

Unless otherwise instructed to bring their own food, volunteers who are working in excess of 4 hours should be offered a meal by the program. For example, prior to a Pop Up, the students in the course should ensure that any volunteers are offered an "employee meal" prepared on site. Under no circumstances are the students

enrolled in the course responsible to buy food for the volunteers ... those costs should be factored into the Pop Up pricing as part of their course.

Volunteers should be properly trained/managed/supervised by the faculty member, not other students. If the faculty member wants other students to do initial training/management as part of a class, that training/management will occur under the supervision of the faculty member. Ultimately, the volunteer is reporting to the faculty member.

If there is an emergency that requires a faculty member to leave the site of the volunteer event, the faculty member will contact another faculty or staff member to oversee the volunteer prior to leaving. If s/he is unable to secure another faculty or staff member to temporarily oversee the volunteers, then the volunteers will be dismissed. Volunteers are never to be left alone at Hospitality House to engage in food prep without a faculty member overseeing their work.

Faculty members who put items on VKSU will sign off on the submitted hours that are submitted by the student ONLY AFTER comparing the hours submitted to their written log. Written logs of student volunteer hours will be submitted by the faculty member (scanned and emailed) to the Administrative Specialist V for retention. The log will include the student's name, KSU ID number, time in, time out, a description of their job duties, and the signature of the faculty member acknowledging the hours.

If a student wishes to build an item for use by the Leven School in exchange for volunteer hours, the project must be detailed in writing in advance. The student shall detail s/he is building, and how many hours s/he anticipates the item will take for creation. The Director and student must sign off on the deliverables, the due date, the specifications for the final project, and the agreed-upon hours. Upon receipt, approval of content, and transfer of ownership, the student may submit the agreed-upon hours for approval in VKSU.

4.5.3 Event Procedures and Policies

The Leven School hosts or participates in approximately 30 educational or community events per year. All full time faculty are expected to contribute to and participate in events. A schedule of events and participation rotation will be established at the beginning of each Semester. The following steps should occur prior to and after each Leven School event:

Leven School of CSH Community Event Checklist

- Prepare concept and budget
- Submit concept & budget for approval
- Food Form
- Design Menu
- Design Invitation
- Obtain KSU Design Approval
- Add to Marketplace
- Add to VKSU
- Schedule Venue
- Order Food, Pickup Food, Deliver Food
- Order Beverages, Pickup Beverages, Deliver Beverages
- Market Event via Marketplace, KSU Inform and via email "events list"

- ❑ Manage Reservations – Additional Marketing
- ❑ Field Potential Attendee Inquiries and Special Requests
- ❑ Schedule Personnel and Volunteers
- ❑ Remind Volunteers of Schedule
- ❑ Arrange Giveaway
- ...then Host Event!

During the event, make sure:

- 1) Alcohol is only served by Leven School staff or students working the event
- 2) Non-alcoholic beverages, in addition to water, are offered to guests
- 3) There is a back-up plan for guests with food allergies, issues, etc.
- 4) To have prominent information displayed on alternative transportation arrangements for guests who do not need to be driving. The program would rather pick up the cost than have someone get hurt.
- 5) To give guests a take away item with our logo on it

Please note, we have presidential permission/exemption to serve alcohol for courses and educational events. We also are not required to have a police officer present at our events. The exemption is posted in the cabinets above the Hosp. House kitchen desk and on the office cage.

Under no circumstances is a student required to use their own personal funds to purchase food or beverage items for Leven School events (or courses).

Students do not "run errands" for faculty. They should not be sent to pick up pizza, grab tacos, etc. If there is an emergency that necessitates someone running to the grocery store for a last minute item related to an impending event, the faculty member should first try to find another faculty or staff member to make the run. If no one is available, a volunteer may be asked to make the run using the faculty member's funds and the tax exempt form (the faculty member can submit for reimbursement). A student enrolled in the course should not be asked to make the run under any circumstances.

4.5.4 Purchasing Policy

1. Purchasing Procedures

Send a weekly requisition to rmatt33@kennesaw.edu by Wednesday for use on the following week. Chef Matthews will aggregate the orders and pass it on to Aaron by Thursday at 1 PM. Requisitions should be sent using the Class Requisition Form. If there is an issue acquiring something, you will be notified on your Kennesaw.edu email address by Thursday at 5pm.

2. Include pack sizes (case, gallon, etc.) or weights (preferred) in your req items and remember to take all of your classes into account.
3. If an item is a hard spec (i.e. brand, sourcing location, etc.) and substitutions are not wanted please notate on the requisition. Otherwise substitutions will be made as needed.
4. All items will be delivered on Friday AM for use on the following Monday – Wednesday. Items will be delivered Wednesday for use on Wednesday – Friday. The exceptions are fresh proteins which will be delivered as needed to maintain quality.
5. Any specialty items needed for the semester should be sent in before the first scheduled class meeting to allow time to source and order in a financially responsible manner and to add items to Chartwells' master order guide if needed. Several items are no longer available from Sysco and Gourmet Foods

International. We can still get them, but they will need to be ordered through a website or purchased from a brick and mortar store.

6. Aaron will check par levels and do an inventory in the dry store room, walk-in cooler, and walk-in freezer at the stadium for product before ordering on Thursday. DO NOT ASSUME THAT CURRENT INVENTORY WILL STILL BE THERE THE FOLLOWING WEEK. Be thorough on your req and include everything that you will need.
7. Emergencies will be dealt with as smooth and quickly as possible. If you forget to put in an order or leave something off your req, your first step is to contact Aaron and then follow up with an email copying both Chef Matthews and Dr. Hardigree.
8. Each skills instructor is responsible for checking product levels at the end of their class to ensure that the next instructor's class is set up and ready for instruction. Contact Aaron immediately with any discrepancies.
9. Product will be stored according to Servsafe storage guidelines. Make sure it stays that way. If improperly stored items are found, take pictures and email to Dr. Hardigree and Chef Matthews.
10. Paper supplies, dry goods, and most frozen items can be ordered at the start of the semester. Please look through your syllabus and include them on your first req.
11. Your items will be billed to your class. It is up to you to verify that your items are there. If you are missing something, you must contact Aaron ASAP and copy Chef Matthews and Dr. Hardigree.

4.6 COMMON SENSE AND ETHICS

Common sense is not a Super Power ... you don't need a cape to exercise it ... it should be present in everyone. Oops will happen. You own them. You acknowledge them. You learn from them. You proactively tell the Director and/or Assistant Director when you realize you made an Oops. You do not hide it, lie about it, or otherwise try to conceal it. Conduct yourself as though your actions may be on the front page of the newspaper, or the subject of an audit.

5. COURSE MANAGEMENT

5.1 CANCELLING, RUNNING LATE FOR, LETTING CLASS OUT EARLY, AND RELOCATING CLASS

Faculty members may not be absent from their teaching responsibilities, except for illness or extraordinary personal circumstances. During times when faculty are scheduled to teach, advise, hold office hours, or engage in service, faculty should not take meetings or personal time, such as vacation. Vacations should only occur in between Semesters or when not on contract. Faculty should not cancel, be late to, or let class out early.

5.1.1 Cancelling Class

If an illness or emergency occur that may necessitate a class being canceled, please do the following:

1. Contact your Course Team Lead to arrange for a substitute. If you cannot connect with your Course Team Lead contact Dr. Hardigree to arrange for a substitute. If you cannot reach them, contact the office Administrative Assistant Specialist V, Tamz Stuck. Do not simply cancel class.
2. After contacting someone, if it is determined that no one is available to cover your class, you will

be asked to post an announcement on D2L, along with online assignments and/or activities in lieu of a class meeting in D2L. The activities/assignments will need to be substantive enough to equate to the time missed in the class meeting.

3. Ensure all material for the day you miss will be addressed through online activities and assignments or in future class sessions. Your Course Team Lead can assist in helping you determine how to assess the students' learning through that alternative mechanism.

5.1.2 Running late for Class

If you are running late for class, notify the Leven School Administrative Specialist V (Tamz Stuck) by phone at 470-578-7974 so that a note can be put on the classroom door. If you are significantly late, we will make arrangements for temporary class coverage.

5.1.3 Letting Class Out Early

You should not let your class out early. If there is a need to leave class prior to the end-time of the class, please speak with your Course Team Lead a minimum of 48 hours in advance (or in the event of unavailability of your Team Lead, please contact Dr. Hardigree or Ms. Stuck). A substitute instructor and/or assignment may be warranted. Please note that students will celebrate when you cut class short - and then hammer you on your evaluations for "always" cutting class short.

5.1.4. Relocating Class

If your class is meeting in a location other than your regular classroom, please give a minimum 48-hour notice - verbally (where applicable), and posted as an announcement on D2L. Any changes in meeting location need to be provided to Ms. Stuck at least 48 hours in advance. The Leven School Administrative Specialist V, Ms. Stuck, will post a sign and inform "lost" students where the class is meeting. If the relocation is related to a field trip, please ensure that the students have completed the field trip form or that you have administered the D2L Syllabus Contract that includes the field trip form. All students must acknowledge the limitations of liability for participation in field trips. See Section 5.5 for more information about out of class activities.

5.2 D2L BRIGHTSPACE

[D2L Brightspace](#) is a learning management system used to plan, implement, and assess student learning. D2L is used heavily in all CSH courses. All pre and post course assessment, grading, communication with students, assignment postings and submissions, quizzes, etc. will occur in D2L (the use of paper and photocopying is highly discouraged - we are a program in Sustainability, so we can't go killing trees to make paper quizzes, exams, or handouts). Do not substantively change the course shell you inherited. If you have issues and questions about the course design within D2L, reach out to your Course Team Lead first.

Your Course Team Lead should be the first stop for questions/issues. UITS provides many levels of online, phone, and face-to-face training, resources, and support for D2L. Additionally, Denise Knapp is available to answer quick questions related to D2L.

5.3 ACADEMIC MISCONDUCT

Academic dishonesty is taken seriously at KSU. Students agree to uphold the standards of academic honesty outlined in the student handbook. Letting students know you will be looking for and will not tolerate cheating is

a great deterrent. [The Department of Student Conduct and Academic Integrity](#) has a document on cheating prevention we suggest you post in D2L. Additionally, the majority of assignments submitted in D2L will be linked to “Turnitin,” a tool that detects plagiarism. Make sure you examine the turnitin system generated originality reports on a timely and regular basis. This [Turnitin](#) document explains how to view originality reports and leave feedback for students. Your Course Team Lead will also be happy to assist you. If you have suspicions that a student might be cheating, reach out to your Team Lead or the Assistant Director. They will help you navigate CSH/KSU processes and procedures related to suspected student cheating.

Our industry is rife with instances of the slippery slope of integrity. We want instances of academic misconduct to be educational learning instances, not punitive. It is our responsibility to be effective in communicating the expectations for integrity, and diligent in ensuring the work product submitted by the students is original and authentic. Some students will make mistakes, and we want to use the process to guide them along the correct path. Do not try to handle an incident of misconduct “in house”. Follow KSU’s policy.

5.4 SYLLABUS RELATED

Use the syllabus template you were provided. The syllabus contains includes all required KSU syllabus policies and statements. Your suggestions for course updates, revisions, new assignments, test questions, etc. are certainly welcome, but please work with your Course Coordinator before making changes. Your Course Coordinator will ensure there is consistency across sections.

5.4.1 Attendance

Since attendance is usually a component of course assessment, each faculty member must include an attendance policy on his or her syllabus (this will be provided to you in the syllabus you inherit). Additionally, federal regulations governing the disbursement of financial aid require institutions to verify student attendance in class. See more information in the Grading Section following.

Students who are absent because of their participation in university-approved activities such as field trips and extracurricular events will be permitted to make up the work missed during their absences if the activity has a university-sponsored documented explanation.

5.4.2 Extra Credit

With the exception of a minimal number of points (e.g. five points to entice students to sign the syllabus contract), the use of extra credit is discouraged in CSH courses.

5.4.3 Sustainability

Culinary sustainability, the integration of culinary, foodservice, and hospitality management, is the anchoring piece of our program. Sustainability is woven and reinforced throughout the curriculum. Every course should touch on some element of sustainability, in a way that directly connects to that particular course’s learning outcomes. As sustainable practices are multifaceted and quickly evolving, we welcome your input as to how we can best prepare and teach our students.

5.4.4 Assessment

All courses are required to conduct a pre and post course assessment of student learning based on the course learning outcomes. Quizzes to assess student learning will be built into D2L (team leads build the quizzes). At the end of the semester compile your comparative data by course and submit to your team lead. Team leads should submit all their reports at one time to Tamz who will then post on the I-Drive. Results are used for required KSU assessment reports and to improve curriculum.

5.5 OUTSIDE-OF-CLASS ACTIVITIES

Field trips offer students many educational opportunities and can be used by faculty to enhance courses. It is necessary to have advance clearance before scheduling and taking a class on a field trip. An email giving pertinent information about the field trip must be sent to Dr. Hardigree and the Leven School Admin. and include the [Department of Student Life field trip form](#). We have included the details of the Department of Student Life field trip form in the Syllabus Contract Quiz (long version), which the student is required to acknowledge. If you use this quiz, and if the student completes it, then you do not need the paper form. It is important that students understand that it is their responsibility to inform and clear a missed class with their other instructors. The Registrar will not inform instructors of students who missed classes due to field trips.

Field trips should be taken during the allotted class time. If a field trip is being scheduled outside of the class time, that information needs to be contained in the syllabus on the first day of class. If you have a question on this, please see your Course Coordinator or Dr. Hardigree.

5.6 GUEST LECTURERS

Inviting an industry expert to guest lecture in your class can be a highly beneficial learning experience for students. When possible, and if the speaker gives permission, we would like to video such lectures to show students in other courses. Contact [UITS Audio & Video](#) to request a recording of your guest lecturer.

Off-campus guests can be provided parking vouchers. Contact the Leven School Admin. Spec. V (Tamz Stuck) for information. Faculty must be present in the classroom while the guest speaker is presenting. The content of the guest speaker's talk should be incorporated into the assessment mechanisms for student learning (i.e. information from the talk may be included on a quiz, students may be asked to evaluate the content future assignment, students may be asked to prepare a written analysis comparing their talk to an article the students are assigned to read, etc.).

5.7 EXAM POLICIES

To help maintain the integrity of the academic program and to facilitate uniform procedures, faculty members are to adhere to the following policies regarding midterm and final examinations:

- All courses utilizing objective midterm or final exams will hold such exams on campus in a computer classroom. Instructors are to stay present in the computer lab during the time of testing.
- By the end of the second week of each Semester, you should submit your midterm and final dates to your Course Team Lead so s/he can secure a computer lab. Post the location of the lab in D2L.
- You will need a keycard to access the computer lab. Make arrangements with the Leven School Administrative Specialist V at least a day before the date you need the lab.
- All CSH courses are required to have a final exam/project.
- A final examination schedule is [published each semester by the Office of the Registrar](#). The final exam

must be administered during finals week at the time scheduled by the Registrar. Per KSU policy, final examinations may **not** be given during the last week of classes.

5.8 STUDENT CONCERNS/ACCOMMODATIONS

5.8.1 Concerns

It is not uncommon to have students who never show up for class, miss class frequently, or even quit attending, particularly if they are not our majors. Additionally, it is not uncommon for some students to fail to turn in assignments, turn them in late, incomplete, and/or incorrect; or experience and divulge personal issues during the semester. The following resources should be consulted when addressing student concerns:

- [The Behavioral Response Team](#)
- [Student Conduct and Academic Integrity](#)
- [Counseling and Psychological Services](#)

Recommendations:

- Take attendance and keep records: Try to monitor for the no-show, quit-coming, and frequently absent students. You can use the gradebook in D2L to keep attendance (hiding the “grade” from the students and not including it in your calculation).
- Have at least one or two graded items in the first four weeks.
- Remind students of the last date to withdraw without academic penalty, and return sufficient (35%) graded work by midterm.
- Catch students before or after class to discuss their standing in class and your concern for their success. Ensure these discussions are kept private (remember, FERPA).
- If a student has missed two or more consecutive classes, send them an email through D2L checking in on them.
- Schedule one-on-one meetings with students.

Do not hesitate to ask for suggestions as to how best approach and mentor students to improve retention and success.

5.8.2 Accommodations

You may have students for whom you need to make testing or other course accommodations. Students who need such accommodations will present you with a letter from [Student Disability Services](#). It is the student’s responsibility to get registered with Student Disability Services and to inform faculty at the beginning of the Semester of their needs. The letter will detail exactly what accommodations are needed, and will provide you with directions and resources for ensuring the student is accommodated. Do not make course accommodations for students without this letter.

At times, a student who has not gone through Student Disability Services will request an “accommodation” based on a doctor’s note. Refer them to Student Disability Services. If they continue, please contact your Course Team Lead or Dr. Hardigree as to how to proceed.

5.9 GRADING PROCEDURES

Keeping up with grading is an important aspect of being an effective instructor. Faculty must provide at least 35% of the total course grade to students prior to the last published day to withdraw without academic penalty.

Please pay close attention to announcements about this withdrawal date, as well as the deadline for final grade submission.

Final grades must be manually inputted into [Owl Express](#) by the instructor. Your D2L grade book does not connect to Owl Express. Instructions for submitting final grades is available at [Faculty Resources](#). If you miss the deadline to submit grades into Owl Express, the paperwork is lengthy and detailed.

Definitions and KSU procedures related to grading:

1. Administrative Emergency Withdrawal - when a student has a crisis that requires withdrawal from all classes during an active term, request should be submitted asap after emergency and no later than one week before last class. Emergency withdrawals are processed through the Dean of Student's office. Info online at:

<http://deanofstudents.kennesaw.edu/resources/withdrawal.php>

2. Academic Standing Appeal - when a student has a hardship and is seeking to have an F or WF changed to a W. This can be requested for one or multiple classes in current or past terms up to one year. This is processed through the Registrar's office. This is not a grade appeal, meaning the student is not arguing a grade was calculated incorrectly. Info online at: <http://deanofstudents.kennesaw.edu/resources/withdrawal.php>

3. Incomplete - emergency occurs within the last two weeks of the term and student was otherwise doing well (had a passing grade) and has completed most of the coursework, but due to legitimate circumstances is seeking more time to complete current courses. Must be approved by each individual professor, and if approved, gives the student until the end of the next enrolled term to complete coursework or defaults to an F (or up to one year if not enrolled). Do not award an Incomplete without first speaking with your Course Team Lead or Dr. Hardigree for guidance.

4. Final Grade options & attendance verification - federal regulations require that all professors verify attendance and issue the appropriate grade based on various circumstances. If a student never attended a class the professor issues a grade of NA (not F). If a student completely stops attending class before the published midpoint in term the instructor may issue either a W or WF (not F) based on the student's status in the course. After the published midpoint, the instructor must issue a WF. If professor issues W, the student doesn't need to do anything further, but if professor issues a WF the student can appeal to Academic Standing Committee for a W. Info online at: <http://registrar.kennesaw.edu/faculty-resources.php>

When students seek to appeal to the Academic Standing Committee they must get a form completed by each instructor. Regardless of the instructor's opinion on the matter, all instructors should complete the form and give it to the student to submit with their appeal packet. The student is NOT required to submit any documentation to the instructors or even discuss the circumstances with the professor (though certainly doing so may result in more favorable support on the form). However, the student WILL need to submit that verifying documentation to the Registrar's office as part of the appeal packet. The faculty committee will then review that documentation, the student's statement, and all the instructor forms, and then vote to approve or deny. The individual instructors do not approve or deny the request, they simply complete the form and return it to the student.

In summary - The only time a student is required to disclose "evidence" to professors about personal circumstances is if the student is seeking excused absences or an incomplete, but not for medical withdrawals or appeals.

5.10 COURSE EVALUATIONS

All courses are formally evaluated during the last two weeks of the Semester. Toward the end of the semester, faculty and students will receive an email notifying them of the open dates for online evaluations (completed in [Digital Measures](#), which students can access through D2L).

Students will be sent several email reminders to complete their courses evaluations for all classes, but explaining the importance of these evaluations will greatly improve response rates. Encourage your students and provide examples of ways that student comments have improved your teaching. You should strive for a minimum 50% completion rate. However, the use of incentives (e.g. pizza, extra credit, etc.) is discouraged. You can monitor your course completion rates in [Digital Measures](#).

Evaluations are generally available the day after final grades are due to the Registrar. To review your evaluations, go to the Digital Measures website available [through D2L](#). You will also receive an email with the results. The School Director, Dr. Hardigree, also has access to your results.

6. GENERAL EMPLOYEE INFORMATION

Below is an overview of general areas of interest to most employees. Detailed information on these and many other topics, guidelines, and policies can be found in your KSU staff, faculty, and/or university handbook. Please familiarize yourself with the handbook contents.

6.1 TIMESHEETS

Go to Payroll Services [ADP portal](#) to record your time. Full-time faculty record exception time. Part-Time faculty must enter all time worked in the ADP eTime application. Instructional Assignments include all hours associated with teaching including classroom, preparatory, grading, and office and meeting hours. Non-Instructional time includes, but is not limited to, research, attending workshops, and special assignments.

Please see Payroll Services [ToolKits](#) for detailed written and video instructions on entering time. **6.1**

6.2 PAYMENT

If you believe there is an error with your pay or did not receive pay, please contact Tamz Stuck. Tamz will direct the issue to the appropriate person or office.

Part-Time Faculty are paid in four paychecks, one at the end of the second, third, fourth, and fifth months they are teaching (i.e., Fall is Sep, Oct, Nov, Dec; Spring is Feb, Mar, Apr, May). [Payroll calendars](#) are available for your review.

Full-time Limited-Term Faculty are paid on the same schedule as full-time permanent faculty. The pay schedule follows [the payroll calendar for 10-month faculty](#).

6.3 BENEFITS

All KSU employees can personally access job and benefits related information (available only to full-time and partially benefitted employees) via the Self-Service Portal offered by Automatic Data Processing, LLC (ADP) (login [here](#)). Questions regarding benefits should be directed to HR. Faculty are also encouraged to review the [benefits resources on the Human Resources website](#).

6.4 CAMPUS EMERGENCIES

We all have a responsibility to be prepared in the event of an emergency or disaster. We want to keep ourselves and our students safe. Kennesaw State's Department of Public Safety (our Police Department) includes the Office of Emergency Management. Their responsibilities include preparation, preparedness, response, and recovery plans and training for our campus. To learn more visit:

- [What to do in the event of an emergency](#)
- [Emergency Response classes for faculty, staff and students](#)
- [Emergency Notification System on Campus](#)

In the event of an emergency on campus, it is best to contact our KSU police directly. We have our own dispatch center. Dialing 9-1-1 will require that your call be routed through the Cobb County dispatch center. Use the [KSU LiveSafe app](#), which provides for a direct connection to campus police and tips on safety and preparedness. Share this free app with and encourage your students to download it as well.

KSU emergency and non-emergency numbers are:

- Emergencies: 470-578-6666
- Non-Emergencies: 470-578-6206
- Non-Emergency E-mail: police@kennesaw.edu
- Tipster Line (Report Anonymously): 470-578-6305
- [Link to Emergency Quick Reference Guide](#)

Also, make sure that your correct phone numbers (mobile and landline) are current on file with HR. You can verify by visiting [ADP](#).

In the event of inclement weather or other situations which require building evacuation, a Building Crisis Coordinator will provide direction.