



COLLEGE OF
ARTS AND SCIENCES
CONNECT. ACHIEVE. SUCCEED.

**New Faculty
Orientation**
2021-2022

Welcome!



Welcome to the College of Arts and Sciences (CAS) at OSU! We are glad you are here. You are joining an excellent group of faculty who come from nationally recognized programs across the country and take pride in being student-centered scholar-teachers that integrate their research into teaching and service.

This packet is snapshot of resources that you will need as you begin to settle in here at OSU. Our intranet site, CASNET (casnet.okstate.edu) is an online repository of resources and links to important information, including an interactive PDF of this booklet.

About CAS

CAS offers a diverse range of innovative fields from art to zoology. With 24 departments representing the arts and humanities, social sciences, and sciences and mathematics, we are OSU's largest and most diverse college. CAS is home to all of these, and also delivers the University's undergraduate core curriculum to all bachelor's degree-seeking students.

Our tagline "**CONNECT. ACHIEVE. SUCCEED.**" demonstrates our commitment to recruit top talent and **CONNECT** with prospective and incoming students; to prepare and guide our current students to **ACHIEVE** both inside and outside of the classroom by offering quality instruction and an array of hands-on learning opportunities; and to provide our alumni with a solid foundation to **SUCCEED** in their careers and make a positive impact on our community, state, nation and world.

Our Mission

The College of Arts and Sciences at Oklahoma State University, consistent with the University's land-grant mission, promotes distinction in teaching and student learning; fosters research, scholarship and creative activities by faculty and students; and engages the entire university community, the people of Oklahoma, the nation and the world by advancing knowledge of science and the arts in an environment that encourages innovation. In carrying out its mission, the college maintains its commitment to academic freedom, academic responsibility, and diversity of expression, experience and culture.

Vision Statement

The College of Arts and Sciences will be recognized as a center of interdisciplinary collaboration and imaginative, groundbreaking scholarship. The college will be a leading academic unit among land-grant universities by fostering engaged student learning, pursuing innovative research and translating our discoveries into accessible knowledge. Our graduates will be prepared to flourish both professionally and personally and to contribute to the well-being of an increasingly diverse, global and connected society.

Social Media

Follow us on social media at [@okstatecas](https://twitter.com/okstatecas) and share your CAS stories using [#CAScowboys](https://twitter.com/CASCowboys)



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College of Arts and Sciences Leadership Team



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Dean



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Research and Facilities



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Associate Dean for
Academic Programs



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Assistant Dean, Academic Services



Reneé G. Tefertiller
Director, Fiscal Affairs



Craig Freeman
Assistant Dean, Senior Inclusion Officer

Teaching and Student Affairs



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College of Arts and Sciences Student Academic Services

Student Academic Services is part of the Student Success Center on the second floor of Life Sciences East. The director represents the dean in day-to-day matters concerning undergraduates. Major functions include:

Academic Advising

We provide academic advising for freshmen, undeclared and non-degree-seeking students. These groups include approximately 1,200 students, or about 25 percent of CAS enrollment. When students are ready and eligible to declare a major, they are assigned to an advisor in the academic department. Our academic advisors also assist declared majors when departmental advisors are unavailable.

CAS Career Services

Career Consultants provide assistance with career exploration, resume development, mock interviews, and the individual job and internship search needs of CAS students. Career Consultants are available for classroom and student organization presentations.

First-Year Seminar

We coordinate the College's required freshman seminar course (A&S 1111), a one-credit class. Student Academic Services academic advisors and volunteers from among CAS faculty, departmental advisors, and Student Affairs professional staff teach a combined total of 38 to 40 sections each fall and two sections in the spring.

Other Functions

- Reminders to faculty when final grades are due each term
- Academic appeals (violations of academic integrity or grade appeals on behalf of the Dean)
- Transfer and articulation issues (with community college advisors)
- Coordination of class schedule preparation with CAS departments
- Student petitions for late drop, excessive hours, general education substitutions, etc.
- Grade changes (on behalf of the Dean)
- Catalog revisions (CAS/A&S sections)

Syllabus Attachment

Please include the Syllabus Attachment with your syllabus for each course. Updated versions for each semester may be found at <http://osu.okstate.edu/acadaffr/> under "Resources for Faculty & Staff."



College of Arts and Sciences Student Academic Services

Adding Classes

The “unrestricted” add period runs through the first day of the second week of classes. Students may drop and add online during this time.

The “restricted” add period runs Tuesday through Friday of the second week of classes. Students may add during this period if (1) class enrollment is below classroom capacity and the departmentally established maximum and (2) the course instructor gives permission. A drop/add card will need to be signed by instructor and advisor, then the student must take the card to the Registrar, 322 Student Union.

Only department heads (and their designees) may change the size of a course to allow a student to enroll in a full course.

Course Drop Policy

Be careful with terminology in your syllabus. At OSU, “drop” refers to an individual course; “withdraw” means to drop out of all courses. The deadlines for dropping (12th week) and withdrawing (14th week) are different and can be confusing for students. There are no administrative or instructor-initiated course drops at OSU.

Key drop and withdrawal dates

Through the first day of the second week: dropping a course results in no transcript notation, no tuition or fees charged for the course, and no action required on the part of the instructor. Students may drop online.

Tuesday through Friday of the second week: Students may drop with no grade, but only a partial refund of tuition and fees.

Weeks 3-12: Dropping a course results in automatic W, which does not affect grade point average. Please have at least one major exam or major assignment graded and returned by this deadline so students can make an informed decision regarding remaining in your course.

In weeks 13 and 14: Students may drop individual courses (or multiple / all courses), but the instructor will assign a final grade of W or F.

Students withdrawing from the university (i.e., dropping all classes) receive automatic W’s through week 12; then W or F as assigned for each course from week 13-14. Courses withdrawn with F show on transcript and calculate in GPAs just the same as courses completed with F.

Disabilities

Direct students who identify themselves to you as having a disability to Student Accessibility Services (405-744-7116) if they have not already contacted that office. The staff in that office will meet with the student to review and verify documentation of a qualified disability. If accommodation is determined necessary in your course, you will receive a letter from Student Accessibility Services with recommendations (e.g., special testing arrangements).



College of Arts and Sciences Student Academic Services

Academic Alerts

Faculty can submit information about students with excessive absences or having difficulty. These alerts produce an email notification to both student and advisor, and advisors typically follow up by phone to encourage the student to take appropriate action. Advisors are encouraged to email faculty regarding their contact with the student.

Pre-finals Week

OSU Policies and Procedures Letter 2-0210

- Classes meet as scheduled.
- No assignment, test or examination accounting for more than 5% of the course grade may be given.
- No activity or field trip may be scheduled that conflicts with another class.
- This policy excludes make-up and laboratory examinations, out-of-class assignments or projects made prior to pre-finals week, and independent study courses.
- Deviations require advance approval of the department head, dean and executive vice president.

Final Exams

The final exam schedule for the semester is included in the Enrollment Guide. Do not reschedule your final exam.

Final Exam Overload Policy (Academic Regulation 3.13)

In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (4-digit course number) to reschedule that examination at a time of mutual convenience during final exam week

(Common final exams are not among those to be rescheduled.) The student should submit this request in writing two weeks prior to the beginning of final exam week. The faculty member may request that the student provide a copy of his or her schedule to confirm the difficulty. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the Office of the Provost.



Incomplete Grades

The student should initiate the request.

Assignment of grade of “incomplete” requires (1) majority of work for course completed with a grade of D or better, and (2) extenuating circumstances preventing student’s timely completion.

When the instructor specifies the conditions the student must fulfill in order to complete the course, he or she will also specify the grade the student would receive with no further work completed. This temporary grade (“IX,” “IC,” “ID” or “IF”) will be recorded on the online grade form and the unofficial transcript until the final grade is assigned. Neither a grade of “IA,” nor a condition that the student must repeat the course, is permitted.

Upon completion of any or all of the remaining requirements, the end of the instructor’s specified time limit, or the end of a one-year period from the date the incomplete grade was assigned (whichever occurs first), the temporary grade is changed to reflect the final grade for the course. A change-of-grade form is required to assign a final grade when coursework was completed. Otherwise, the default grade will automatically be assigned after one year.

Grade Changes

The “Instructor Change of Grade” form is used to correct errors after submission of final grade (due to miscalculations, etc.) or to remove an incomplete. The form may be downloaded from:

<http://registrar.okstate.edu/Forms> (Look for “GradeChangeForm”)

The justification line must be completed. In unusual circumstances, attach a memo to provide sufficient detail.

Justifications that refer to “extra” credit after the fact cannot be approved unless the extra credit opportunity was available to the entire class (announced in class or noted in syllabus).

Grade Appeals

Information on academic appeals and violations of academic integrity can be found in the OSU Policies and Procedures Letters 2-0821 & 2-20822 at these links:

<https://stillwater.sharepoint.okstate.edu/Policies>

Or:

<http://osu.okstate.edu/acadaffr> (under “Resources for Faculty & Staff/Students”)



College of Arts and Sciences Student Technology Fee Competition

Purpose

The purpose of the College of Arts and Sciences Student Technology Fee (STF) competition is to support the purchase, maintenance, and replacement of technology used for scheduled instructional activities. In addition to providing recurring support for student laboratories and personnel, the STF Committee sponsors a competitive program each fall and spring to support CAS projects proposed by CAS faculty and students.

About

The competition is managed by a committee of students and faculty representing a cross-section of departments and programs, and is chaired by Associate Dean Andrew Doust.

The CAS STF competition encompasses equipment such as computers and related hardware, cameras, storage devices, printers, and hardware and software used to support the instructional mission. The main intent of the competition is to support technology resources that are used in instruction, therefore computers used by faculty, furniture and renovations are not eligible.

Examples

Examples of proposals include: marine geophysical equipment, digital cameras, musical instruments, professional video recording equipment, growth cabinets, microscopes, lighting systems, podcasting equipment, mathematical visualization software, eye-tracker software, computer-assister routers, audio recording equipment, autoclaves for student labs, X-ray powder diffractometer, etc.!

Criteria

Criteria used for evaluation requests includes: eligibility of requested technology (such as whether it is going to be used for student instruction), impact on instruction and learning, number of students and number of courses impacted, sustainability, accessibility, synergy, and cost effectiveness.

There are three types of proposals:

1. **“Quick Turnaround” requests**
With a limit of \$25,000, no requirement for a bid, and no annual commitment
2. **“One-Time” requests**
With costs over \$25,000, requiring a bid or an annual commitment
3. **Laboratory requests** where there is a substantial need for student computers in labs to be included in a replacement cycle.

All requests need to be signed off and ranked by the department head.
Fall deadline this year is Oct. 1 for “Quick-Turnaround” requests only
 (“One-Time” requests are called for in the Spring)

Contact

Andrew Doust

Associate Dean, Academic Programs
andrew.doust@okstate.edu



[Download STF Proposal Form](#)



ITLE

Institute for Teaching and Learning Excellence

ITLE supports teaching across the OSU campus. We provide instructional-related services and resources to OSU faculty, instructors, and graduate teaching assistants.

Teaching Support

ITLE facilitates professional learning communities, hosts workshops, conducts course observations and consultations, and offers other learning opportunities to faculty, instructors and graduate teaching assistants on topics targeting improved instructional delivery and student performance.

PD on Demand

The Teaching and Learning Support Staff works with departments and colleges to develop and deliver individualized, focused professional development.

Faculty Teaching Fellows

Faculty in each College, who have a history of successful teaching, have been identified to provide front-line teaching support to faculty peers including syllabus review, teaching feedback, and coaching.

Online Teaching Support

ITLE supports faculty teaching classes using distance technologies, including all campus broadcast classrooms, and provides a program designed to prepare faculty how to design and teach online courses.

Instructional Technology Services

ITLE has professional staff who can work with faculty to identify effective instructional technology tools and provide technical and instructional support for using them.

Canvas Support

ITLE has a team of staff who provide workshops, online resources, and individual support to help faculty use the online classroom effectively.

Multimedia Services

ITLE works with faculty to develop instructional materials that use video, computer graphics and animations, and other multi-media sources.

itle.okstate.edu | 744-1000

“Student Engagement, Student Success”

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Important Links



Academic Integrity



Appeal of Final Grade Not Involving Alleged Violations of Academic Integrity



Gender Discrimination and Sexual Harassment Policy



Syllabus Attachment



Beginning College Survey of Student Engagement

The full list of all OSU policies and procedures are available online at this link:
<https://adminfinance.okstate.edu/policies/index.html>

Research



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Associate Dean for Research and Facilities

201 LSE



Dr. Kristen Baum

405-744-5663 - kristen.baum@okstate.edu

Research Support Services - Grants and Contracts

202 LSE



Mitzi Riggs - Assistant Director, Sponsored Programs

405-744-8456 - mitzi.riggs@okstate.edu

Tori Lightfoot - Research Support Services Manager (Proposal Development)

405-744-3336 - tori.lightfoot@okstate.edu

Emilie Tallent - Grants and Contracts Specialist (Proposal Development)

405-744-8458 - emilie.tallent@okstate.edu

Jennifer Heusel - Grants Coordinator (Budgets)

405-744-8453 - jennifer.heusel@okstate.edu

Chemistry; Computer Science; Geography; Languages and Literatures; Media and Strategic Communications; Microbiology and Molecular Genetics; Music; Statistics

Jami Moery - Grants Coordinator (Budgets)

405-744-8455 - jami.spiva@okstate.edu

Art, Graphic Design and Art History; Geology; History; Mathematics; Physics; Theatre

Lisa Sperry - Grants Coordinator (Budgets)

405-744-8452 - lisa.sperry@okstate.edu

Communication Sciences and Disorders; English; Integrative Biology; Philosophy; Plant Biology, Ecology, and Evolution; Political Science; Psychology; Sociology

Research Support Services - Student Research

202 LSE



Rachael Eaton - Program Manager for Student Research

405-744-5663 - rachael.eaton@okstate.edu



Proposal Submission Process

Notify CAS Research Support Services of your plan to submit a proposal

Requires a minimum of 3 weeks notice

PI meets with Grants Coordinator to develop a budget

PI provides budget justification, project summary and additional documents as needed for routing packet

Grants Coordinator generates routing packet

Proposal Specialist downloads application materials, sets up proposal files, reads guidance and starts proposal application

Proposal Specialist sends detailed checklist and internal deadlines to PI

PI sends proposal documents to Proposal Specialist

Proposal Specialist fills out proposal application and uploads proposal documents

Proposal Specialist sends complete proposal package to PI for final approval

Fully executed routing is returned to RSS

PI gives approval to submit

ROUTING

- Principal Investigators
- Department Heads
- Associate Dean for Research
- OSU Compliance (University Research Services)
- OSU Grants and Contracts Financial Admin. (GCFA)
- OSU VP for Research

Requires 7-10 working days

Proposal submitted



College of Arts and Sciences Internal Grant Programs

(Available to tenure-track and career-track faculty.)

Arts and Sciences Research (ASR) Grant Program

One summer month of faculty salary (and benefits) or \$10,000 seed grant to support research and scholarly activities.

Announced	early December
Proposals Due	mid-late January
Awards Announced	March
Funding Period	July 1 – August 31
Deliverable Due	October 15

Faculty are eligible to receive ASR funds once every 4 years. Faculty are ineligible if they will receive 2 or more months of summer support from another source during the year of the award. Faculty salary is not an eligible expense for the seed grant option, and proposed seed grant projects should not overlap significantly, either intellectually or financially, with active or completed funded research projects. Standard conference travel is not eligible for support.

+1 Supplement (ASR+1)

Up to \$1,000 for research-related travel to support an ASR summer salary grant. Funds may be used to visit archives, collections, research facilities, or research sites, meet with research collaborators, visit program managers when trying to secure extramural funding for research projects, or participate in a workshop, exhibition, or performance.

Funding Period	July 1 – June 30
Deliverable Due	August 15

This is a supplement to the ASR summer salary option. You cannot apply only for travel funding. Standard conference travel is not eligible for support.

Community Engagement Grant Program

Up to \$2,500 for community engaged research/scholarly activities. Examples of possible projects include implementation of a community engaged learning course, series of seminars/workshops or other outreach events, creation of a digital archive or podcast, community problem solving or focus groups, service learning, and development of mentorship programs. Additional funding has been allocated to support community engaged activities that focus on diversity, equity, and inclusion.

Announced	early February
Proposals Due	early March
Awards Announced	mid-April
Funding Period	July 1 – June 30



College of Arts and Sciences Internal Grant Programs

Proposal Review Program

Provides faculty with feedback on their grant proposals prior to submission to an external funding agency by providing \$500 honoraria to external reviewers.

No specific deadlines, except applications must be submitted a minimum of 30 calendar days prior to funding agency's submission deadline.

Subvention Funding Program

Up to \$3,000 to assist in the publication of peer-reviewed scholarly books by university and other scholarly presses, with priority given to highly selective and prestigious presses.

No specific deadlines, except requests must be submitted and approved before the final manuscript goes to press.

Travel Grant Program

Up to \$1,200 for research-related travel. Funds may be used to visit archives, collections, research facilities, or research sites, meet with research collaborators, visit program managers when trying to secure extramural funding for research projects, attend a conference when making a professional presentation, or participate in a workshop, exhibition, or performance. Funds can be requested to support one trip or conference.

	Spring	Fall
Announced	early September	early February
Proposals Due	early October	early March
Awards Announced	December	April
Funding Period	Jan 1 – June 30	July 1 – Dec 31
Deliverable Due	Aug 15	Feb 15

Faculty may only receive one travel grant per fiscal year.

Contact for Internal Grant Programs

Dr. Kristen Baum

kristen.baum@okstate.edu



College of Arts and Sciences Supported Memberships

Newberry Consortium in American Indian Studies (NCAIS)

The NCAIS encourages the use of the Newberry collections in American Indian Studies to facilitate relevant writing, education, research, and discussion. As an institutional member, OSU sends a graduate student to the NCAIS Graduate Workshop and Summer Residential Institute, as well as a representative to the Faculty Advisory Committee Meeting.

OSU graduate students are eligible to apply for Graduate Student Fellowships (\$2,500/month) and OSU faculty are eligible to apply for a residential Faculty Fellowship (\$25,200/semester).

More information is available at:

<https://www.newberry.org/darcy-mcnickle-center-american-indian-and-indigenous-studies>

OSU Contact: Dr. Richard Boles (richard.boles@okstate.edu)

Newberry Center for Renaissance Studies Consortium (CRSC)

The CRSC encourages the use of the Newberry collections in the fields of late medieval, Renaissance, and early modern studies (ca. 1300 – ca. 1750).

As an institutional member, OSU receives funding each year for OSU students and faculty to travel to the Newberry Library.

More information is available at:

<https://www.newberry.org/center-renaissance-studies-consortium>

OSU Contact: Dr. Cristina Gonzales (cristina.gonzalez@okstate.edu)



College of Arts and Sciences Supported Memberships

Council on Undergraduate Research (CUR)

CUR provides professional development opportunities to support and promote mentored undergraduate research, scholarship, and creative inquiry.

Examples of virtual programs and resources include:

- Access to Advocacy Toolkit
- Access to Bibliographies on Assessment and Integrating Research into the Curriculum
- Access to CUR's Newswise Subscription
- Access to CUR Webinar Archive
- Access to Undergraduate Researchers Registry
- Access to Post on Job Board
- CUR Enewsletter
- Cure Webinar Registrations (up to 10 free)
- SPUR (Scholarship and Practice of Undergraduate Research) Electronic Subscription
- Discount (30%) on Wiley Publications
- Discounted Registration to CUR Dialogues, Biennial CUR Conference, National Conference on Undergraduate Research, Institutes, Program Review, etc.

To activate your free Institutional Membership, complete the following steps:

- Go to the website: <https://www.cur.org>
- Use the *myCUR* dropdown menu in the upper right-hand corner, and select *My Account*
- Sign in or create an account.
 - If you previously had an account with CUR, use your email address to access the password reset tool.
 - When creating an account make sure to use Oklahoma State University as the name of your primary organization.
- Manage your subscriptions
 - Select topics on which you would like to receive information.
- Confirm your institutional affiliation
 - Scroll to the bottom of your account page and use the Manage My Institutional Relationship button.
 - If you are signing up for the first time and see "No Results" you will need to wait up to 24 hours for your account to link.
- Manage your membership benefits
 - OSU has an enhanced institutional membership. You can activate your enhanced membership by selecting the Manage My Membership button and then selecting the Activate Member Benefits button.

Free memberships also available to undergraduate students, graduate students, post-doctoral scholars, and staff. This opportunity is made available by support from CAS, the VPR's Office, and the Henry Bellmon Office of Scholar Development and Undergraduate Research.

CAS Contact: Dr. Kristen Baum (kristen.baum@okstate.edu)

Continued on next page...



College of Arts and Sciences Supported Memberships

National Center for Faculty Development & Diversity (NCFDD)

The NCFDD is a nationally recognized, independent organization that provides online career development and mentoring resources for faculty, post-docs, and graduate students.

The NCFDD provides a variety of virtual programs and resources including:

- Weekly Monday Motivator
- Monthly Core Curriculum Webinars
- Monthly Guest Expert Webinars
- Access to Multi-Week Courses
- Access to Dissertation Success Curriculum for graduate students
- Private Discussion Forum for peer-mentoring, problem-solving, & moderated writing challenges
- Monthly accountability buddy matches
- Access to 14-Day Writing Challenges
- Access to the Member Library that includes past webinar materials, referrals, and readings

To claim your free Institutional Membership, complete the following steps:

1. Go to <http://www.facultydiversity.org/join>
2. Choose your institution from the drop-down menu.
3. Select “Activate my Membership”
4. Complete the registration form using your institutional email address (i.e. @okstate.edu)
5. Open your institution email to find a confirmation/welcome email and click “Activate Account” in the email.

Free memberships also available to graduate students, post-doctoral scholars, and staff.

OSU Contact: Dr. Kristen Baum (kristen.baum@okstate.edu)



College of Arts and Sciences Supported Opportunities

Contact: Dr. Kristen Baum (kristen.baum@okstate.edu)

The Conversation

The Conversation publishes articles (600 - 1,000 words) based on scholarship and research (not opinion pieces).

Faculty can respond to an “Expert Request” (distributed via email to Department Heads) or “pitch” their own ideas. <https://theconversation.com/us/pitches>

Articles with Oklahoma State University authors can be found at <https://theconversation.com/institutions/oklahoma-state-university-2062>

Experts Directory

Supports faculty research by compiling current information about scholarly activities across Oklahoma State University from internal and external sources and from faculty updates to their profiles.

More information is available at <https://info.library.okstate.edu/experts>

Humanities, Arts and Design Program

The Office of the Vice President for Research provides grants up to \$10,000 for research projects in Humanities-, Arts-, and Design-based disciplines. Proposals are due near the end of the fall semester.

President’s Fellows Faculty Research Award

This program supports faculty by equipping them to conduct groundbreaking research through \$20,000 awards.

Eligible faculty must be tenured and within 5 years of their date of tenure.

President’s Fellows Leadership Initiative

Provides funding for faculty to participate in leadership development opportunities that align with the President’s focus on the three R’s – Reputation, Research and Retention. Recipients attend highly visible and nationally prestigious external leadership development programs.

Nominations can be submitted twice a year (usually August and February). Please note that OSU nominees for the Higher Education Resource Services (HERS) Leadership Training for Women in Higher Education program are typically selected in the fall.

For more information: <https://www.hersnetwork.org/programs/hers-institute/>

Read and Publish Deal with Cambridge University Press

OSU faculty and students can publish Open Access articles in Cambridge University Press journals without processing charges through 2023, including the 53 open access journals and the 311 journals containing open access listed at:

<https://www.cambridge.org/core/what-we-publish/open-access>



College of Arts and Sciences Policy on New Faculty Start-Up Funds

About

The College of Arts and Sciences provides start-up funds (as negotiated at the time of hire) for new faculty. The Office of the Vice President for Research provides partial funding for some positions in disciplines where external funding is expected. The funds are to be used for a computer, equipment, supplies, lab renovations, travel, and non-faculty personnel costs necessary to establish a nationally recognized research program.

Policies

- All faculty are required to buy an office computer using their start-up funds, unless specified otherwise in their offer letter.
- Funds must be expended within 36 months of the first day of employment.
- Start-up may be spent on salary for post-doctoral scholars, technicians, graduate students, and undergraduate students. Start-up may not be used for faculty salary. In most cases salaries are a small percent of a start-up budget (20% or less), with the exception of disciplines where people are the primary resource needed for research. The VPR's Office recommends not using start-up to support post-doctoral scholars during the first year, as this is often not an effective use of funds when setting up a research lab.
- Funds up to \$10,000 may be budgeted for conference travel over three years. Other types of travel (e.g., travel to research sites and/or laboratories) should be listed separately.
- Start-up may **not** be used for individual memberships, such as for professional societies.
- **All faculty with start-up of \$25,000 or greater** must provide a detailed budget with itemized expenses for a computer, equipment (items greater than \$5,000 listed separately), supplies, lab renovations, travel (including number of trips), salaries (including pay rate and length of employment), and benefits.
- Some departments may have specific restrictions on expenditures based on departmental policies. Please discuss your start-up budget plans with your Department Head.
 - Budgets must be approved by the Associate Dean for Research (ADR) prior to purchases, with the exception of an office computer. Budgets must be approved during the first semester of appointment.
 - Requests to reallocate funds from one category to another must be submitted in writing and approved by the ADR. Movement of funds into the salary category may not be allowed.

Extensions

Time extensions are generally not allowed. In the case of extenuating circumstances, requests for extensions must be submitted in writing to the ADR, with an endorsement by the department head, no later than three months before the end of the start-up period.



College of Arts and Sciences Faculty Mentoring Program

Overview

Tenure-Track Faculty

- New Assistant Professors - Work with Department Head to select a department mentor and a university mentor by May.
- All mentors must be tenured and should be at a rank above the mentee
- Examples of variations to the mentor-mentee model: mentoring committee with 2-3 department mentors; two mentors outside the department

Career-Track Faculty

- New Teaching Assistant Professor - select a department mentor by May
- Mentors may be tenure-track or career-track and should be at a rank above the mentee

Associate Dean Responsibilities

- Provide suggestions for university mentors when required
- Provide resources on best practices
- Annual workshop for mentees
- Annual workshop for mentors

CAS Responsibilities

- Request mentoring activities be included in A&Ds, excluding confidential content

Department Head Responsibilities

- Designate temporary mentor for new faculty
- Meet with new faculty to discuss selection of mentors
- Facilitate selection of mentors
- Encourage mentoring

Department Responsibilities

- Develop a document to describe how the program will be implemented within the department
- Support culture of mentoring

Additional Details about Mentoring

- Department mentor meets with mentee monthly (one meeting per semester is required)
- University mentor meets with mentee once or twice per semester
- Mentee is responsible for arranging meetings
- Mentor changes occur through the Department Head (ADR included if needed)

Contact

Rebecca Brien

Associate Dean for Personnel and Faculty Development
rebecca.brien@okstate.edu
405-744-5663



College of Arts and Sciences Faculty Mentoring Program

Faculty Mentoring, College of Arts and Sciences, Oklahoma State University

Effective 2018-2019

Introduction

Departments within the College of Arts and Sciences are already actively engaging in mentoring, through an informal process. The purpose of the formal mentoring program is to build upon these practices and create a broader culture of mentoring across the College and University. Numerous studies show the positive impacts mentoring relationships have. For example, female faculty in economics who applied to be in a mentoring program were randomly assigned to participate in the program (treatment group) or not (control group). After five years, those in the treatment group had on average: three additional publications, four more NSF or NIH grants and a 25 percent higher likelihood of having a top-tier publication. Mentoring should not be only at the level of junior faculty. In fact, research shows faculty often feel their mentoring ends at promotion. However, faculty need successful mentoring to continue through promotion to professor and regent's professor.

This is intended to be a living document to outline the mentoring program for CAS at OSU and will focus on the policies surrounding the program and the timeline for implementation. Departments will be tasked with implementation of the program and providing an additional document for faculty specific to the implementation of the program at the department level.

Mentoring Requirements

New tenure-track faculty members

All new tenure-track faculty will select a department mentor and a University mentor by the end of their first year, beginning in 2018-2019. Mentors should be tenured faculty. Selection will be in consultation with their department head/departmental advisory committee. Additional suggestions can be solicited from the Dean's office for University mentors. For departments with bigger faculty numbers, the mentee can form a mentoring committee with two or three department mentors. For smaller departments, two mentors outside of the department can be used, instead of one within the department and one outside of the department. Faculty who have not undergone reappointment before 2018-2019 will be required to select a department and University mentor. Pre-tenure faculty who have gone through successful re-appointment have the option to select a department and University mentor.

New non tenure-track faculty members

All new non-tenure track faculty will select a department mentor by the end of their first year beginning in 2018-2019. Faculty who have not undergone re-appointment before 2018-2019 will be required to select a department mentor. Faculty who have gone through successful re-appointment have the option to select a department mentor.

Associate Professors

All Associate Professors will select a department mentor by the end of the first semester of their promotion, beginning in 2019-2020. This faculty member should be a Professor within the department or University. It is recommended that, beginning 2019-2020, all associate professors select a mentor.

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College of Arts and Sciences Faculty Mentoring Program

Responsibilities of the Dean's Office

The Dean's office, through the Associate Dean for Personnel and Faculty Development (ADPFD), oversees the mentoring program. The ADPFD or a representative will keep a list of all mentoring pairs within the College and University. Each year, the ADPFD will sponsor two workshops—one for mentors and one for mentees. The purpose of these workshops is to provide resources to faculty on best practices for mentoring and to develop and strengthen the culture of mentoring already occurring with the College. The ADPFD will also provide supplemental help to mentors and mentees by way of additional best practices and resources. The ADPFD's office will designate a person of contact for all mentors and mentees to contact with any questions, concerns or issues. The Dean's office will also ask for mentoring activities to be included in the annual Appraisal and Development, for both mentors and mentees.

Responsibilities of Department Heads/Chairs

Each department head/chair should designate a departmental representative each year to serve as a temporary mentor for the first year for all new faculty. This would normally be a faculty member, so information is consistent if there are multiple new hires in a given year. During the first year, department heads should encourage faculty to meet and discuss possible mentoring relationships. By the end of the first year, department heads will meet with each new faculty member and discuss the selection of the mentors. Mentor selection is the responsibility of the mentee, but department heads help facilitate this process by setting the timeframe when a mentor should be selected and offering advice if requested. Department heads can also help connect faculty to University mentors outside of the department. Department heads should not serve as formal mentors for faculty within their own department.

Responsibilities of Departments

Many departments already have a culture of informal or even formal mentoring. It is at the department level that tenure standards are effectively communicated to all faculty. Departments are encouraged to continue to develop a climate of mentoring, including allowing informal, ongoing mentoring by everyone within the department. Departments should also encourage peer mentoring within the department and activities to support engagement across ranks, such as brown-bag lunches focused on teaching and/or research.

Responsibilities of Mentors

Successful mentoring begins with selecting a mentor who the mentee knows, trusts and wants to seek out for advice. Successful mentors need to be willing to make time to meet regularly with their mentees and help mentees establish goals from the relationship. The mentor is expected to report on mentoring activities during the annual Appraisal and Development review.

Qualities of a Good Mentor

Accessibility: the mentor needs to be available to meet with the mentee regularly. A regular schedule of meetings might be arranged at the start of each semester to facilitate the process.

Communication and Trust: successful mentors are able to communicate effectively with faculty and build a trusting relationship that allows for constructive feedback. Mentors are also willing to intervene on behalf of mentees (e.g., help in overseeing if a mentee has an excessive service load and raising this with the head of department).

Knowledge of department/University: successful mentors understand the expectations of the department and hold at minimum the rank the faculty member seeks during the next promotion.

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College of Arts and Sciences Faculty Mentoring Program

Benefits to the Mentor

- Increased job satisfaction
- Strengthening the department
- Increased collaboration
- Exposure to new ideas
- Organizational recognition
- Ideas for feedback about the mentor's own research and teaching

Types of Mentors

Department Mentors

Successful mentoring, especially for promotion, begins at the department level with mentors. The department mentor will be asked to meet with the department mentee more regularly than occurs between the University mentor and mentee, approximately once per month. Department mentors are expected to convey promotion and tenure standards and help faculty navigate through the department. Mentoring pairs are also encouraged to visit one another's classrooms at least once per semester so they may discuss teaching strategies and problems. Department mentors should also give guidance on quality and quantity of publications, appropriate discipline-level service and help steer faculty toward appropriate (and not burdensome) service (for pre-tenure faculty).

University Mentors

University mentors do not have a direct role in the mentee's promotion or tenure. As such, he/she may be able to provide general guidance and advice on broader issues, such as establishing a career-long research trajectory, work-life balance, and general questions about teaching, pedagogy and service. University mentors will be asked to meet with their mentee at least once or twice per semester through the tenure process.

Responsibilities of Mentees

Mentees are responsible for:

- Selecting a mentor by the end of their first year
- Arranging regular meetings with the mentor (at least one per semester)
- Establishing short- and long-term goals, in consultation with the mentor
- The mentee is expected to report on mentoring activities during the annual Appraisal and Development review.

Benefits to the Mentee

- Increased career satisfaction
- Increased career commitment
- Increased job satisfaction
- Better career outcomes (compensation and promotions)
- Increased networking opportunities
- Faster promotions
- Increased collaboration
- Exposure to new ideas

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College of Arts and Sciences Faculty Mentoring Program

Expectations for Both Mentors and Mentees

For successful mentoring, mentors and mentees should meet regularly throughout the year, regardless of how busy the mentor and mentee are. At a minimum, one meeting per semester is required. Research shows regular meetings provide keys to success. During the initial meeting(s), the mentor and faculty member should develop a list of goals for the mentoring relationship. A “roadmap to promotion” should be established with annual goals. Confidentiality of meetings should be maintained. During A&D, mentors and mentees should report the mentoring activities engaged in (such as frequency of meetings), so as not to break the confidence of the relationship.

Goals for the Mentor and Mentee

Mentors and mentees should have clearly established goals for specific time-periods. Mentees should set goals with specific needs in mind.

Examples of Short-Term Goals

- familiarization with the campus, University, College and academic environment
- networking
- understanding of policies and procedures, expectations for A&D, promotion and tenure
- helping set priorities-time management, balancing research, teaching and service
- resources if problems arise

Examples of Long-Term Goals

- career advancement
- developing visibility and prominence within the profession

Mentoring Areas (sample areas)

- getting to know the institution
- excelling at teaching and research
- understanding tenure and evaluation
- creating work-life balance
- developing professional networks

Mentorship Activities (sample ideas)

- discussing expectation regarding the mentorship relationships; agree on goals, schedule and objectives
- discussing short- and long-term career goals and professional interests; help plan a research and publication schedule; and critique manuscripts or proposals
- attending professional development programs/events/workshops sponsored by the institution or professional associations
- performing peer teaching observations; discussing effective instructional techniques, course development, curricular issues, teaching strategies and syllabi; inviting mentee to observe mentor’s classes

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College of Arts and Sciences Faculty Mentoring Program

- exploring scholarships and funding opportunities; discussing opportunities for joint research or evaluating applications
- discussing academic policies and guidelines and university governance; informing mentee of institutional resources and support system
- discussing student issues such as advising, motivating and preventing academic dishonesty
- sharing experiences on stress management, life/work balance and effectively managing time; discussing how to deal with feedback on teaching from students and administration
- discussing preparation for tenure and promotion and career advancement; assisting with the preparation of annual-review materials
- addressing special needs, concerns or questions and help in troubleshooting difficult situations
- facilitating introduction between mentee and other faculty with shared interests

Changing Mentors

In the case of changing commitments, leave of absences, mentor leaves OSU, incompatibility or where the mentoring relationship is not mutually fulfilling, a change in mentor can be made. The mentee should meet with the department-head first; however, if a faculty member would rather not discuss a unsatisfactory mentoring relationship with their head, the faculty member should meet with the Associate Dean for Personnel and Faculty Development to discuss a new mentor. Changes in mentors can and should be made without prejudice or fault. Faculty should be encouraged to seek out additional mentors or change mentors as the need arises.



College of Arts and Sciences Early Career Faculty Support Program

Fall 2021 | Fridays, Noon to 1:30 p.m. | ITLE room 126

Register at: itle.okstate.edu/event.html

Lunch Provided for Registered Participants

-
- August 27, 2021** **Supporting Undergraduate Student Success**
Dr. Chris Francisco, Interim Vice Provost for Undergraduate Education
Ms. Missy Wikle, Associate Vice President, First Year Success
Dr. Marilyn Middlebrook, Associate Athletic Director
- September 3, 2021** **Using Banner for Advisement**
Ms. Rita Peaster, Registrar
- September 10, 2021** **Academic Integrity: Strategies for Preventing Intellectual Dishonesty and What to Do When It Occurs**
Mr. Simon Ringsmuth, T & L Specialist, ITLE
Ms. Candace Thrasher, Manager, Academic Integrity
- September 17, 2021** **Resources to Support Your Research Agenda**
Dr. Ron Van Den Bussche, Senior Associate Vice President for Research
- September 24, 2021** **Effective Advisement and Interactions with Graduate Students**
Dr. Sheryl Tucker, Vice Provost & Dean, Graduate College
Dr. Jean Van Delinder, Sr. Associate Dean, Graduate College
- October 1, 2021** **Reflecting on Your Teaching Success – the Midterm Check**
Dr. Kristi Dickey, Teaching Support Specialist, ITLE
Dr. Gina Morris, Teaching Support Specialist, ITLE
- October 8, 2021** **Being Successful at OSU**
Panel of Early Career Faculty
- October 15, 2021** **Development Opportunities for High Achieving Students**
Dr. Keith Garbutt, Dean, Honors College
Ms. Jessica Sullins, Director, Scholar Development & Undergraduate Research
- October 22, 2021** **Effective Graduate Student Mentoring**
Dr. Brenda Smith, Associate Dean, Graduate College
- October 29, 2021** **Managing the Global Dimensions of Your Academic Career: International Research, Study Abroad, and Global Collaboration**
Dr. Randy Kluver, Dean, School of Global Studies and Partnerships
- November 5, 2021** **Documenting Your Effectiveness in Supporting the Three Elements of the Land Grant Mission: Curriculum Vitae, Annual Appraisal Documents and RPT Dossiers**
Dr. Cynda Clary, Associate Dean, Ferguson College of Agriculture
- November 12, 2021** **Reappointment, Promotion & Tenure (RPT) at OSU**
Dr. Jeanette Mendez, Interim Provost and Senior Vice President
- November 19, 2021** **Teaching with Open Educational Resources**
Dr. Kathy Essmiller, Assistant Instructional Professor, Edmon Low Library

Technology and Web Services



COLLEGE OF
ARTS AND SCIENCES



College of Arts and Sciences Technical Services (CASTS)

<https://support.okstate.edu> 405-744-6844 001 Life Sciences East cas-help@okstate.edu

About

CAS Technical Services assists CAS departments, faculty, staff and students with computer related issues.

Services We Provide

New Computers

- Pre-purchase consulting (assessment, advice, quote preparation)
- Configuration and Setup (delivery, software installation, network configuration, peripheral setup)

Existing Computers

- Upgrades to software (operating systems, applications)
- Upgrades to hardware (printer, scanner, memory, hard drive)
- Hardware repair or replacement (troubleshoot problems and assist in ordering new if necessary)
- Software analysis (troubleshoot software incompatibilities, re-installations)
- Facilitate warranty work and serve as liaison with vendors (provide loaner equipment when available)

Computer Labs, Multimedia Classrooms and Carts

- Pre-purchase consulting
- Design assistance
- Computer and peripheral installation
- Software installation and configuration
- Upgrade and replacement consulting
- Maintenance (Emergency and Scheduled)

Local Area Network Servers

- Apple MacOS/iOS system administration
- Windows Server configurations and upgrades
- Linux configurations and upgrades (limited)

Educational Volume Software

Coordinate volume software purchases for titles not available through Information Technology (IT), such as: Origin Pro, ChemDraw, STATA, and Nvivo

Staff

We are staffed with full-time professional technicians and experienced student technicians who strive to provide timely response and resolutions to all requests. We work closely with OSU Information Technology, using a common help ticket system to track and document service requests.

Technology Manager	Norma Earp
Lab Coordinator/Computer Specialist	Cheryl Price
Sr. Systems Administrator	Daniel Scott
Deskside Support Coordinator/Computer Specialist	Susan Hartson
Lab Support Computer Specialist	Aaron Stoutzenberger
Accounting Specialist	Michele DeRaps
Support Assistant	Susan Brinker



College of Arts and Sciences Web Services

003 Life Sciences East

405-744-2918

About CAS Web Services

Web Hosting

As part of the free resources you can access, the department of web services can assist you in the hosting and development of websites for your use. We provide secure web hosting of Joomla, WordPress and HTML-based websites, along with the technical support and customizing your site.

Web Development

Web services provides a standardized Joomla CMS template for your use and the training to maintain content on your site for those who decide to utilize Joomla as their site foundation. Our training is provided one-to-one and can be done anytime that is convenient for you.

Online Video Conferencing

Web Services assists with licensing for Zoom.

Photo and Video Editing

Web services can help to customize your site for your needs – and assist with photography and video editing of your site content.

Technical Consulting

We are located in rooms 003-005 in the basement of Life Sciences East.
Please feel free to come by, call or email us with any questions related your web presence.

Staff

Gary Jonesgary.jones@okstate.edu..... 744-2918

Mark Morganmark.morgan@okstate.edu..... 744-2918



OSU Appropriate Use Policy

As an institution of higher learning, Oklahoma State University encourages, supports, and protects freedom of expression, the free exchange of ideas, and an open environment that facilitates the pursuit of scholarly inquiry. The purpose of this policy is to outline, in general terms, the University's philosophy about acceptable use of information technology resources, with the overall objective of remaining consistent with other OSU A&M policies, and respecting the rights and obligations of academic freedom while protecting the rights of others.

<https://adminfinance.okstate.edu/site-files/documents/policies/appropriate-use-policy.pdf>



Guidelines for Using Social Media

Suggested Guidelines for Using Social Networks in University Courses

Research consistently shows that social networking sites like Twitter, Facebook, Instagram, and others can, if used properly, be an effective tool for engaging university students with course content. Even though online social networks can have many benefits to instruction, they also represent serious dangers to important privacy standards mandated by FERPA and followed by OSU and other universities. Those dangers include the selling of student contact information to advertisers, sharing educational records (e.g., assignment feedback, etc) in a public forum, exposing faculty to possible illegal activities of students like underage drinking or drug use, forcing students to associate with others who become linked through networks like Twitter followers, Facebook friends, etc., and impacting future employment opportunities for students.

If social networks are used, the following recommended practices are designed to provide guidance to course instructors about the use of social networks so that the integrity of course-based assignments using social networking sites is supported as well as protecting students' privacy rights. When planning the use of public social networking sites for course assignments, instructors should consider the following:

- Prioritize use of University teaching software features that are like those found in social networks including user profiles, discussion boards, multimedia sharing and videoconferencing.
- Review the Terms of Use/Agreement for the site you plan to use to ensure that students' FERPA rights are not at risk and will not be violated. Provide students with disclosure information provided by sites so that they can evaluate potential privacy concerns (see links to Terms of Agreement).
- Use private or closed groups within social networks to protect against third parties intruding on the class discussion and sharing.
- Allow students to "opt out" of using public social networking sites, and provide a comparable alternative option for completing any assignment that involves such sites.
- Provide students with expectations regarding online posting and interactions including appropriate language, respectful tone, and avoidance of prejudicial or harassing statements. Share Netiquette Guidelines with students (i.e. rules for conduct when posting threads, sharing photos, replying to others, etc.) and enforce them.
- Establish criteria for replying to student submissions, including timeliness and appropriateness.
- Consider accessibility for individuals with vision, hearing, or other disabilities that would impede their full participation.
- Determine the technology requirements for participating in social network activities including device requirements, data requirements, software or application size, cost, and time. Identify avenues to accessing free technology for students who do not own smartphones, tablets or other devices that might be required to participate.
- Be aware of unique instances where students may be prohibited from using social networking sites (e.g., student athletes are discouraged from using social networking sites to prevent inappropriate contact with professional agents) or may be at risk on a social networking site for reasons such as personal or religious beliefs, a past history of abuse, etc.
- Faculty using student social networking activities as part of a research project must receive IRB approval and, as part of that process, must allow students to opt-out and offer a comparable alternative option to meet course requirements.



CAS Web Services Useful Links

Location	Website	Phone/Email
CAS Web Services	http://casweb.okstate.edu	744-2918
ITLE	http://itle.okstate.edu	744-1000
OSU Information Technology	http://it.okstate.edu	744-HELP
IT Announcements	https://apps.okstate.edu/itannounce	helpdesk@okstate.edu
Self-Help Resources	http://4help.okstate.edu	
IT Computer Labs	http://labs.okstate.edu	
Telephone Support	http://telecomm.okstate.edu	
Assistive Technology & Accessibility	http://access.okstate.edu	744-7116
ABLE Tech- Assistive Tech Device Loaner Program	http://www.okabletech.org	744-9748 abletec.okstate.edu
Edmon Low Library		
Creative Studios	http://info.library.okstate.edu/creativestudios	744-7615
Study Rooms	http://www.library.okstate.edu/using-the-library/study-rooms	744-9741
Laptops	http://info.library.okstate.edu/laptops	744-7117 liblap@okstate.edu
College of Education TECH Playground	http://edtech.okstate.edu/techplayground	tech.playground@okstate.edu

Technology Purchases

Purchasing Department	744-5984 or purchase@okstate.edu
State and University Contracts	http://okcorral.okstate.edu
Apple	744-9854 orangetech@okstate.edu http://universitystore.okstate.edu/orangetech

Other Computer Resources

Recommended Brands: Dell, HP, Microsoft

Catalogs: Dell, CDWG, GovConnection, HP

Outreach and Communications



COLLEGE OF
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College of Arts and Sciences Outreach

MISSION

CAS Outreach inspires enthusiasm for lifelong learning by elevating student success, strengthening engagement between the university and community, and providing enrichment opportunities to learners of all ages.

VISION

CAS Outreach strives to:

- **ADVANCE** knowledge through amplified teaching and learning opportunities via online programs, study abroad, professional development, conferences, camps and more.
- **MAGNIFY** the reputation of the College and its position as a national leader in liberal arts and sciences education and scholarship.
- **STRENGTHEN** the impact of the College by creating a bridge to community engagement and enrichment through partnerships, programming, research and service.





College of Arts and Sciences Outreach

TEACHING AND LEARNING

Outreach is here to provide resources for you and your department to provide learning experiences beyond the traditional classroom, including:

- Online Courses and Programs
- Faculty-Led Study Abroad Courses
- Concurrent Enrollment for High School Students

We offer support for these programs through overload pay, instructional design, a fully-equipped multimedia studio and producer, logistics for proctoring, coordination and budgeting.

COMMUNITY PROGRAMS

Aligning with the university's land-grant mission in preparing people to make a positive impact in the world, Outreach works with departments to provide quality community programs including:

- Professional development and career enrichment programs
- Conferences, workshops, webinars
- Community courses (noncredit) for lifelong learning and personal enrichment
- Day and resident camps for the K-12 audience
- German language learning for high school students across the nation



Student Success Center | 213 Life Sciences East | 405-744-5647



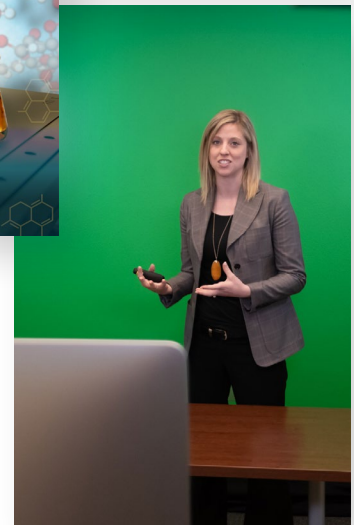
College of Arts and Sciences Outreach

COMMUNICATION

A big part of the Outreach mission is to increase the visibility and awareness of the distinguished programs, cutting-edge research, transformational services, and diversity in CAS. Our team works aggressively to help build the CAS brand for quality – to recruit the very best faculty and students, and celebrate the intellectual, cultural, professional and scholarly achievements of our faculty, students and alumni.

Outreach provides marketing and promotional support for the college through:

- Recruitment/Events
- Web Services
- Media Relations
- Spotlight Stories
- Social Media/Digital Marketing
- Video Storytelling
- Photography
- Newsletters/Email Marketing
- Magazines
- Podcasts



casnet.okstate.edu/communications
casoutreach@okstate.edu

SCHOOL OF GLOBAL STUDIES AFFILIATE FACULTY

The School of Global Studies offers an interdisciplinary graduate degree in global studies, drawing upon the expertise of faculty from across all the academic colleges of Oklahoma State University. The SGSP also works with faculty across the university to enhance the global reputation, reach, and impact of Oklahoma State University. The SGSP also works with affiliate faculty to promote the international expertise of our faculty through media and elsewhere. If you are interested in affiliating with the SGSP, either by teaching a class or working with us to advance OSU's global impact, please complete this form & obtain the signatures of your Department Head & Dean. Appointments are for three years, and are renewable. Upon completion, submit this form to Cathie Kincaid at Cathie.kincaid@okstate.edu, or by campus mail to the SGSP Dean's Office, Wes Watkins Center 107, Stillwater, OK.

Name _____

Office Address _____

Office Phone _____ Fax _____

E-mail _____

College/School _____ Department _____

Academic Position _____

Education (degree/institution/year) _____

Brief Statement of Interest, Goals, Objectives, or Other Relevant Items

(such as study abroad, technical assistance, collaborative research, international outreach courses, etc.)

International oriented Courses you currently teach or might
like to teach at OSU (Course Number & Title) _____

International Research (Specify type of activity & country) _____

International Outreach (Specify type of activity & country) _____

Relevant Honors & Awards _____

Internationally Related Publications (Three most recent or significant)

Focus Area Of
Interest

(The SGS curriculum provides four areas of focus, which allows our students to pursue their area of particular interest in more depth. Please indicate which of the following focus areas in which you are most interested.)

- International Trade & Development
- Global Communication and Public Diplomacy
- Global Crisis Management
- Global Leadership Development

Area(s) of International Expertise (A statement we may use in public domain relevant to your expertise)

Regional Area(s) of Interest (check all that apply):

- African
- Asian and Pacific Affairs
- European and Eurasian Affairs
- Near Eastern Affairs
- Western Hemisphere Affairs

Country Expertise:

Language Proficiencies (If you are interested in assisting with foreign language activities, please identify language(s) which you have proficiency speaking and reading.)

May we have your permission to utilize the information contained in this application on the School of International Studies Website and in School publications?

- Yes No

Date Submitted

Faculty Member

Department Head

Dean

Please attach current Curriculum Vitae.

Completed forms should be sent to:

School of Global Studies and Partnerships

107 Wes Watkins Center
Stillwater, Oklahoma 74078-8084
Phone: 405.744.6606
Fax: 405.744.7923

cathie.kincaid@okstate.edu
global.okstate.edu

Approval by SGSP Academic Committee

Staff Directory



COLLEGE OF
ARTS AND SCIENCES



College of Arts and Sciences Staff Directory

Administration (Dean's Office)

201 Life Sciences East

405-744-5663

Krutz, Glen	Dean	x5663 gkrutz@okstate.edu
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Wackler, Diane	Admin. Support Specialist	x5666 diane.wackler@okstate.edu
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Doust, Andrew	Associate Dean Academic Programs	x5663 andrew.doust@okstate.edu
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Scanlan, Lori	Admin. Assistant	x7978 lori.scanlan@okstate.edu
Lewis, Bobbi Kay	Associate Dean Outreach and Communications	x5647 bobbikay.lewis@okstate.edu
Burch, Sharon	Admin. Assistant	x5652 sburch@okstate.edu
Martindale, Amy	Assistant Dean Student Services	x5658 amy.martindale@okstate.edu
Smades, Charlie	Manager Faculty Services	x8075 charles.smades@okstate.edu

Business Office**202 Life Sciences East****405-744-5654**

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Lovelace, Autumn	Admin Supp Spclt II	x5654 autumn.lovelace@okstate.edu
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Tefertiller, Renee	Director Fiscal Affairs	x8707 renee.tefertiller@okstate.edu
Webb, Dawn	Sr Accounting Specialist	x3702 dawn.webb@okstate.edu
Fax		x3285

Career Services**213 Life Sciences East****405-744-5658**

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Potts, Donovan	Multimedia Producer	x4226 donovan.potts@okstate.edu
Wallace, Jason	Graphic Designer	x4035 jason.wallace@okstate.edu

Foundation Officers

400 S. Monroe

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Ketchum, Laura	Director of Development and Team Lead	405-385-0701 lketchum@OSUgiving.com
Davis, Cathy	Development Coordinator	405-385-5139 cdavis@OSUgiving.com
Zannotti, Glenn	Director of Development	918-606-8313 gzannotti@osugiving.com
Fax		405-385-0735

German Online

108 Gundersen

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Mann, Moon	GO Admin (Part-time)	x8383 moon.mann@okstate.edu
Mintmire, Catherine	GO MM Producer	x2614 catherine.mintmire@okstate.edu
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Prince, Carla	GO Instructor	x7781 carla.prince@okstate.edu
Scheaffer, Ellie	GO Program Coordinator	x6725 ellieks@okstate.edu

Outreach

213 Life Sciences East

405-744-5647

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Homann, Samantha	Marketing Assistant	x7015 samantha.homann@okstate.edu
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Kelly, Angie	Program Coordinator	x6989 angie.kelley@okstate.edu
Miller, Melissa	Fiscal Operations Coordinator	x6035 melissa.miller@okstate.edu
O'Mealey, Shane	Program Coordinator	x8462 shane.omealey@okstate.edu

Research Support Services

202 Life Sciences East

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