



# New Faculty Resource Manual 2016–17

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# The College of Fine and Applied Arts



## Dean's Welcome

Greetings and welcome to the College of Fine and Applied Arts at Appalachian State University! We are glad to have you join our team of diverse, talented and innovative faculty. Adjusting to a new work environment, especially the complexities of a university, can be a difficult transition. In your first few days and weeks you'll learn about Human Resources policies and procedures, complete lots of paperwork associated with retirement and taxes, educate yourself on the intricacies of your new department and college, try to find your way around a new campus and prepare to teach your courses!

To help aid with this transition, we have prepared this New Faculty Resource manual for you to refer to and use. As you read through the areas, I encourage you to provide feedback regarding what information was valuable to you and what we might add in the future to better support and help new faculty members.

Again, I welcome you to the College of Fine and Applied Arts and wish you a smooth transition into life in Boone and at Appalachian.

## About the College

Appalachian State University's College of Fine and Applied Arts is a dynamic and innovative group of academic departments that provides a vibrant educational atmosphere, fostering the very best in teaching and learning. Departments include:

Applied Design  
Art  
Communication  
Military Science and Leadership  
Sustainable Development  
Sustainable Technology and the Built Environment  
Theatre and Dance

The college is characterized by the educational approach of integrating theory and practice, offering students the knowledge and experience for continued education or employment. Programs within the college feature opportunities for hands-on experiential learning, international experiences and interdisciplinary engagement. The college emphasizes undergraduate teaching, while being active in grants and sponsored research.

The Fine and Applied Arts website is a great place to stay informed. Check the news and events feeds regularly to keep up-to-date with college happenings. The faculty and staff pages contain valuable information that can help you throughout the year. Check [faa.appstate.edu](http://faa.appstate.edu) regularly to stay informed.

# Appalachian State University Mission and Vision

## The Mission

Appalachian State University prepares students to lead purposeful lives as engaged global citizens who understand their responsibilities in creating a sustainable future for all. Our location in the distinctive Appalachian mountain town of Boone, North Carolina, profoundly shapes who we are. As a constituent institution of the University of North Carolina system, we fulfill our core academic missions of teaching, scholarship and service in ways that honor our geography and heritage.

We bring people together in inspiring ways. The transformational Appalachian experience develops individuals who are eager to acquire and create knowledge, to grow holistically, to act with passion and determination, to embrace diversity and difference and to become contributing members of society.

We create rich environments where students can thrive. Our students are educated broadly and are simultaneously equipped with strong disciplinary knowledge. Academic learning occurs in a wide range of undergraduate, selected masters and intermediate programs and the doctorate in Education offered on campus, at off campus sites and online.

Faculty and students engage in research and scholarship that advance knowledge and address the problems of our region, state and world through creativity and innovation. Learning takes place within formal and informal instructional settings with dedicated faculty members, in co-curricular programs that enrich classroom experience, in interdisciplinary educational formats and through outreach to the local community and beyond. Appalachian cultivates diverse and vibrant arts that enrich the cultural and intellectual climate of the campus and region.

We promote a spirit of inclusion that inspires students, faculty and staff to form relationships extending well beyond graduation. Our students think critically, communicate effectively, make local to global connections and understand the responsibilities of community engagement. We embrace our obligation to help create healthy, just and sustainable societies by equipping our students to live with knowledge, compassion, dedication, humility and dignity.

## The Vision

Appalachian State University aspires to be the destination institution for dedicated students who seek challenging academic programs and co-curricular experiences, engaged faculty and a vibrant campus culture that will shape them into engaged, responsible global citizens. Inspired by the ideal of sustainable community, we seek to deliver the southeast's best comprehensive, progressive education. Additionally, the university will provide excellent value; will be an influential world citizen; and will develop a distinctive identity built on the university's strengths, location and tradition.

For more, including Appalachian State University's core values, sustainability statement, and history, visit [appstate.edu/about/mission.php](http://appstate.edu/about/mission.php).

# Human Resources Check Sheet

To help you get started with your new hire and benefits paperwork, we've prepared this check sheet of the main items you should be sure to cover with Human Resources. You'll have a chance to complete these at orientation, but if you'd like to get a head start, the forms can be found at the links below.

## New Hire Forms

[hrs.appstate.edu/faculty-staff/forms](https://hrs.appstate.edu/faculty-staff/forms)

- Automatic Payroll Check Deposit
- Biographical Data Sheet for All Employees
- Credentials Verification
- Form I-9 Employment Eligibility Verification
- Form NC-4 Employee's Withholding Allowance Certificate
- Form W-4 Employee's Withholding Allowance
- Overtime Agreement
- Parking Permit Form and AppCard (Photo ID) Request Form
- Physical Examination (if applicable)
- Selective Service (if applicable)
- Total State Service Form (if applicable)
- Request for Secondary Employment (SPA, if applicable)

## Benefits Forms

[hrs.appstate.edu/faculty-staff/benefits](https://hrs.appstate.edu/faculty-staff/benefits)

- State Health Plan
- NC Flex Forms (including dental and vision coverage which is NOT included in the State Health Plan and must be requested and paid for separately)
- State Retirement Enrollment
- Supplemental Retirement Programs (optional)
- Complete New Employee Orientation (orientation dates and times can be found at [hrs.appstate.edu/faculty-staff/orientation](https://hrs.appstate.edu/faculty-staff/orientation))

Familiarize yourself with the appropriate handbook and policies and procedures manuals and other employee information found at [hrs.appstate.edu/faculty-staff](https://hrs.appstate.edu/faculty-staff).

For additional information or help with any employment matters visit [hrs.appstate.edu](https://hrs.appstate.edu). Please note that the HR office is located off campus at 330 University Drive. Hours are 8 a.m.-5 p.m. Monday-Friday.

## North Carolina State Retirement

All permanent full-time and three-quarter time employees (employed for the full academic year or for a minimum of 9 months out of the year) contribute to a retirement plan provided through Appalachian State University. Faculty, staff and EPA administrators who are employed permanently at least three-quarter time have a choice between the two types of retirement plans. Each retirement program is a qualified retirement plan under the Internal Revenue Codes.

- The Teachers' and State Employees' Retirement System ([TSERS, a defined benefit plan](#))
- The Optional Retirement Program (ORP, a defined contribution plan). Options include [TIAA](#) and [Fidelity](#).

Faculty and staff can also elect a supplemental retirement plan through [Prudential](#), [TIAA](#) or [Fidelity](#).

# AppCard

The AppCard is your university identification card. This allows you access to buildings and parking lots, fitness facilities (for a fee), provides library access and can be used at on-campus dining facilities if you select a dining plan. You will fill out the AppCard/Parking Permit request form as you fill out your new hire paperwork. Take that form to the AppCard Office (located on the lower level of Trivette Hall) and the staff there will assist you. For more information, call 828-262-6414

## Parking

### Permit

To secure on-campus parking privileges, you will need to register your vehicle and obtain a parking permit. Permits are required for vehicles parked on campus between the hours of 7 a.m. to 5 p.m., Monday-Friday. The annual fee of \$204 is collected via monthly payroll deduction. One hang-tag permit will be issued per faculty/staff member. **A parking permit serves as permission to park but does NOT guarantee a parking space.**

All parking permits are valid from the date of issuance and will expire on August 15 of the academic year unless otherwise noted on the permit. Lost or stolen permits may be replaced for \$5, by completing a lost/stolen permit report in person at the Parking and Traffic Department.

To obtain your permit, take the AppCard/Parking Permit request form ([hrs.appstate.edu/faculty-staff/forms](https://hrs.appstate.edu/faculty-staff/forms)) to the Parking Office in the lower level of the Rivers Street Parking Deck. Be sure to note your license plate number and make and model of vehicle. The permit hangs from your rearview mirror and must be visible when parking on campus. For more information, call 828-262-2878

### Disability Parking

Faculty, staff and students, including those with disabilities, must obtain and properly display an Appalachian State University parking permit appropriate to their category. Individuals with disabilities who wish to access handicap parking must obtain and properly display a distinguishing license plate, removable windshield placard or a temporary removable windshield placard pursuant to N.C.G.S. 20-37.6(b) and (c) from the North Carolina Division of Motor Vehicles. Applications for these license plates and windshield placards may be obtained from the University Parking and Traffic Department or the nearest DMV office.

For more information about parking, visit [parking.appstate.edu](https://parking.appstate.edu).

## Emergency Notifications

During your first few days, be sure to visit Appalachian's Emergency website, [epo.appstate.edu](https://epo.appstate.edu), to read the university's emergency plans and to find campus resources, information about personal preparedness, training and exercises and emergency contact information. We encourage you to take the time to review all emergency information, as faculty members are expected to know what to do in emergency situations and your students will look to you for guidance.

AppState-ALERT is the University's voice and text 24/7 emergency messaging system. [Register for this notification system to be alerted about campus emergencies, weather closings and more.](#)

# University Quality Enhancement Plan (QEP)

Appalachian State University's five-year Quality Enhancement Plan topic is "Global Learning: A World of Opportunities for Appalachian Students." We are committed to introducing students to different cultures and teaching them how to live and interact in a global society. We help students explore the world – in multiple and varied ways.

## QEP Goals

1. Develop globally competent knowledge
2. Cultivate intercultural competencies (i.e, increase student's ability to work effectively with others who are different from them)
3. Foster globally competent citizenship

Information and resources for faculty, staff and students can be found at [qep.appstate.edu](http://qep.appstate.edu), by calling 828-262-8095 or by emailing [qep@appstate.edu](mailto:qep@appstate.edu).

## Contacts:

Dr. Garner Dewey  
Director of the QEP  
[deweygg@appstate.edu](mailto:deweygg@appstate.edu)

Ms. Terri Lockwood  
Director of Programs  
[lockwodtl@appstate.edu](mailto:lockwodtl@appstate.edu)

## General University Policies

New faculty are expected to know the below university policies. Be sure to also review the University's Faculty Handbook for more detailed information at [facultyhandbook.appstate.edu](http://facultyhandbook.appstate.edu).

### Academic Integrity

Appalachian State University's Academic Integrity Code is designed to create an atmosphere of trust and respect. The Academic Integrity Code outlines user-friendly procedures and mechanisms for resolving alleged violations of academic integrity. The code is the result of cooperation among Appalachian's faculty, students and administrators, and promotes a campus dialogue about academic integrity.

### The Academic Integrity Code

Students attending Appalachian State University agree to abide by the following:

- a. Students will not lie, cheat or steal to gain academic advantage.
- b. Students will oppose every instance of academic dishonesty.

Students shall agree to abide by the Academic Integrity Code when submitting the admission application.

Violations of the Academic Integrity Code will be handled on a case-by-case basis. Faculty should address incidents as possible Academic Integrity Code violations only when, in their professional judgement, such violations were intentional on the part of the student.

Faculty members are responsible for educating students about academic integrity by placing a statement about the Academic Integrity Code on class syllabi. Further, faculty members are encouraged to limit opportunities for dishonest behavior. More details, including a printable version of the code, can be found at [studentconduct.appstate.edu/pagesmith/2](http://studentconduct.appstate.edu/pagesmith/2).

## Office Hours

Every faculty member is required to be available to consult with students for a minimum of 1.5 hours per week for every three student credit or instructional workload hours during the regular academic year. During summer session, office hours are half of what is expected during the regular academic year. Each academic unit will maintain an office hours policy that establishes standards regarding a mix among formal office hours, meetings in other locations and electronic communications appropriate for faculty members and curricula in that department. A schedule indicating the times available for formal office hours, meetings in other locations and electronic communications must be listed on course syllabi and provided to the departmental, program or school office at the beginning of each semester. Electronic communication addresses, URLs and/or phone numbers must be listed on course syllabi and also provided to the faculty member's academic unit office.

## Peer Review

The University of North Carolina system, of which Appalachian State University is a member, requires that all institutions establish a review process for faculty performance evaluation. Every academic department must provide for direct classroom observations by peers in at least two courses, when possible, for all probationary faculty and in all classes taught by teaching assistants.

The academic departments may establish their own process so long as it conforms to the following guidelines:

- Direct classroom observations by peers must take place at a minimum before each personnel decision involving a probationary faculty member
- Peer observation teams must consist of at least two members
- "Peer" is to be defined by each individual department
- Peer observation teams will conduct direct classroom observations using a written instrument approved by the department
- Peer observation teams must prepare a written statement of their assessment and recommendations
- Written statements of assessments and recommendations prepared by peer observation teams must be conveyed to the faculty member in a timely manner
- A copy of the written statement prepared by the peer observation team must be presented to the department chair of the faculty member being observed

For more information, visit [faa.appstate.edu/welcome-faculty-staff](http://faa.appstate.edu/welcome-faculty-staff). More detailed information specific to your academic department may be found on that [department's web page](#) or through the department chair.

## Post-Tenure Review

Post-tenure review is a comprehensive, formal, periodic evaluation of cumulative faculty performance. This procedure ensures faculty development and supports and encourages faculty excellence.

Tenured faculty members will be subject to the annual review as well as a comprehensive, cumulative review on a regular basis. This review will provide the opportunity for evaluation of all aspects of the professional performance of faculty whose primary responsibilities are teaching, research and / or service.

Post-tenure review is organized at the academic department or unit level and implemented by a faculty-elected post-tenure review committee. The faculty member being reviewed will have the opportunity for response and the results will be reviewed by the department chair and dean.

More details, including a printable version of the review process, can be found on the [FAA website](#).



## Textbook Rentals

The university bookstore provides a rental system to full-time undergraduate students for all hardback textbooks. The book rental is included in tuition and fees and entitles students to receive all required hardback textbooks. The decision of whether or not to use a textbook rests with the department. Faculty members may consider using alternative forms of publications in place of or in addition to textbooks. These alternatives, as well as the rental program, may help keep costs down for students. All course materials should be selected by the departments and faculty member(s) offering the course. The faculty of each department establishes procedures for the selection of course materials.

Rental books must be used for at least two consecutive years. The same book must be used four times in the two-year period if the course is taught both fall and spring semesters. It must be used two times in the two-year period if the course is taught only once per year. When books are placed on rental, this constitutes an agreement with students and the bookstore that, barring unforeseen circumstances, the book will be used each semester the course is taught for at least the two-year rental cycle.

Some books or materials will not be on the rental program and must be purchased by students. These may include books for graduate, summer and extension / distance education courses, or when the same book will not be used for at least two consecutive years for an undergraduate course. In addition, supplemental books, lab manuals and workbooks and annual volumes must also be purchased by the student.

## Course Syllabi

Please become familiar with the information on [academicaffairs.appstate.edu/syllabi](http://academicaffairs.appstate.edu/syllabi) and tailor your course syllabi accordingly. The site contains information about academic integrity, disability services, attendance (including religious observances), and student engagement with courses.

# Assessment

## Assessment Mission

The mission of the assessment group within the Office of Institutional Research, Assessment and Planning (IRAP) is to establish and support a culture of evidence-based decision making at Appalachian State University.

## Goals and Outcomes

Academic, administrative and service units will have ongoing assessment processes in place that document student learning and / or the impact of their services.

- Each unit will have learning and / or program goals related to the unit's and the university's missions.
- Each unit will have measurable outcomes and goals.
- Each unit will annually document the changes made as a result of assessment efforts.
- Faculty and staff charged with assessment will demonstrate familiarity with services provided by the assessment group in IRAP.
- Faculty and staff charged with assessment will contact IRAP for workshops and individual consultations and report satisfaction with information received through these activities.
- Faculty and staff charged with assessment will be able to list at least three different sources of institutional data that they might use to aid their unit's assessment efforts.
- Faculty and staff charged with assessment will be able to describe services available through IRAP to support their efforts.
- Faculty and staff charged with assessment will report satisfaction with the information available on the IRAP website and with services provided by the office.
- Faculty and staff charged with assessment will report satisfaction with support available through IRAP to aid in their assessment efforts.
- For more information, including resources and FAQs, visit [irap.appstate.edu/institutional-effectiveness/assessment](http://irap.appstate.edu/institutional-effectiveness/assessment).

# Faculty Advising

Faculty advisors are vital to student academic development and success. In this role, faculty explain policies and requirements for degrees, assist with planning semester schedules, discuss academic plans that meet students' academic and career goals, assist with career decisions and help with personal issues by listening and providing a referral to the appropriate department when warranted.

Many resources are available to assist with you with advising.

- The [Faculty Frequently Asked Questions web page](#) is a helpful resource for common questions regarding graduation audits, drop/add procedures, etc.
- [University College Academic Advising Center](#) is located on the first floor of D.D. Dougherty, room 101, and open Monday-Friday from 8 a.m. – 5 p.m.
- The [Advisors' Toolbox](#) provides information about general education and transfer advising and policies.

The General Education Program comprises the beginning of an App State degree. This interdisciplinary curriculum provides a challenging, liberal education for all students throughout their undergraduate career. General Education provides the skills, knowledge and habits that prepare students for their major and life after graduation. For full details about the General Education curriculum, goals, and outcomes, visit [generaleducation.appstate.edu](http://generaleducation.appstate.edu).

Transfer students have unique needs as they continue their education with Appalachian. [The Office of Transfer Services](#) is a valuable resource if you are advising a transfer student. For specific questions, contact the Director of Transfer Articulation, Jane Rex, at 828-262-7877 or [rexjm@appstate.edu](mailto:rexjm@appstate.edu)

For more, visit [faa.appstate.edu/advising](http://faa.appstate.edu/advising). The FAA dean's office staff can also help with advising matters.

- Mark Miller, [millermh@appstate.edu](mailto:millermh@appstate.edu) or 828-262-3036
- Beth Brittain, [brittanbm@appstate.edu](mailto:brittanbm@appstate.edu) or 828-262-3037
- Amy Miller, [milleral2@appstate.edu](mailto:milleral2@appstate.edu) or 828-262-8033

## DegreeWorks

DegreeWorks is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps students and their advisors successfully navigate curriculum requirements. You can [access DegreeWorks here](#) and Tutorials are available on [degreeworks.appstate.edu](http://degreeworks.appstate.edu).

## Mapworks

Mapworks is an online resource that helps students achieve by directing them to resources specific to their individual needs. Mapworks also provides a way for faculty and staff to work with students to connect and collaborate. For more information, visit [map-works.appstate.edu](http://map-works.appstate.edu).

# Office of Research

The Office of Research provides support for the research, creative and scholarly endeavors of Appalachian faculty, staff and students. The Office of Research also collaborates with Special Funds Accounting on the fiscal management of awarded projects. Visit [orsp.appstate.edu](http://orsp.appstate.edu) for useful information to find funding, write and submit a proposal, prepare a budget, and manage projects.

## **The Office of Research provides:**

### [Events and Workshops](#)

Learn more about ongoing research and strengthen your proposal development, grant writing and compliance skills.

### [Grants Resources & Services](#)

- Helps faculty locate funding opportunities to support research, outreach and creative endeavors
- Provides consultations to help faculty develop their ideas into proposals
- Offers professional development events, print / online resources and editorial assistance to help faculty prepare strong proposals

### [Sponsored Programs](#)

- Provides the authorized institutional signature for submissions to and awards from external sponsors, including contracts, collaborative agreements, etc.
- Negotiates terms and conditions of all externally funded projects, services or research agreements
- Reviews, negotiates changes and provides authorized signatures for Material Transfer Agreements, Data Use Agreements and Confidentiality Agreements
- Offers programs, templates and online resources to assist both faculty and administrators with the development, internal review, submission and award management for externally funded activities

## **Belk Library and Information Commons**

The Belk Library and Information Commons contains information, resources, tools and more to help you with instruction and research. For a list of faculty services, visit [library.appstate.edu/services/faculty.html](http://library.appstate.edu/services/faculty.html). The library also employs subject specialists to assist you. To learn more, visit [library.appstate.edu/about/personnel/subject-specialists](http://library.appstate.edu/about/personnel/subject-specialists).

### **Learning and Research Services**

The Learning and Research Services Team seeks to provide outstanding service and quality instruction by connecting reference and information literacy services with other public service desks in the Library and Information Commons.

The public service desks are staffed the majority of hours the library is open. The Reference Desk is open until midnight with student assistants working after 9 p.m. The Circulation and Periodicals desks are open until the library closes with student assistants covering late night hours with the assistance of a night supervisor.

Reference Phone: 828-262-2820

Circulation Desk Phone: 828-262-2818 or 2819

Periodicals Desk Phone: 828-262-2790

Library Fax: 828-262-3001

### **Instruction Program and Services**

To help facilitate student success, the library offers instructional support. Librarians are available for research assistance or to answer questions about library services in-person or by phone, chat, text or email. In addition, the library has information and tutorials available online. Visit [library.appstate.edu/gethelp](http://library.appstate.edu/gethelp).

# Technology

Appalachian State University's Technology Support Staff operates within a zone-based support structure with one IT specialist per zone with one or more backup personnel. For more information, including support and service alerts, visit [support.appstate.edu](http://support.appstate.edu).

## Technology Orientation

As part of your overall orientation, a member of the IT team will provide a brief overview of IT support services at Appalachian. If you'd prefer a more in-depth technology orientation, contact your [IT consultant](#).

## Incident Reports

If you need IT support or service, [submit an incident report](#). Once submitted, a technician will respond to you as soon as possible. Look for these responses to come through your email. We will also reach you by phone if necessary. Be sure to include detailed information with your incident description to lessen the resolution time.

## Digital Measures

Digital Measures (DM) is a database for entering and managing annual report data for faculty at Appalachian State University. This web-based application will pool data for later review. Full-time faculty are required to use this system for their annual review.

You'll need to upload your syllabi, add your CV, and input your professional accomplishments as they occur throughout the year so all material will be included in the system prior to your review. DM allows for collaborative project reporting, so you'll need to work with your project team to determine who will add new information to DM each semester. If you need a refresher course, or are new to Digital Measures, we can run group or individual training sessions. You can also view our launch page ([faa.appstate.edu/digital-measures](http://faa.appstate.edu/digital-measures)) to get started.

## AsULearn

AsULearn (Moodle) is a course management system that allows classroom interactions to extend to the web. AsULearn allows you to post course information, hold class discussions, create and accept assignments and conduct exams online. AsULearn may be used to create a fully online course or to augment a traditional face-to-face class. For more information, as well as technology support, visit [support.appstate.edu/services/asulearn](http://support.appstate.edu/services/asulearn).

# Faculty Senate

The Faculty Senate serves as the instrument through which the faculty of Appalachian State University considers and acts on University matters. The Faculty Senate participates in the formation, implementation and review of University policy.

The Faculty Senate meets monthly during the academic term, with summer meetings scheduled as needed. Faculty members should communicate their professional concerns to respective Senators prior to the monthly meetings of the Senate.

Rosters, meeting schedules and information about the Faculty Senate's activities can be found on the [Faculty Senate website](#).

# Recreation Opportunities

Appalachian State University employees receive recreation opportunities as a perk of their employment. Health Promotion provides staff, faculty and spouses / significant others with information, programs and services to promote a healthy lifestyle. Major components of the program include exercise classes, dietary assistance and health screenings. Information can be found at [healthpromotion.appstate.edu](http://healthpromotion.appstate.edu) and through regular email communication from the Health Promotion staff.

The Health and Wellness Office also provides confidential counseling services to help with personal problems. Assistance is available at no cost to staff, faculty and their immediate family members. More information can be found at [cfs.appstate.edu](http://cfs.appstate.edu).

University Recreation offers a variety of opportunities for recreation including:

- Fitness and recreation at The Quinn Center, The Life Fitness Center, Mount Mitchell Gym and the Student Recreation Center. Interested employees must have their AppCard activated for access to these facilities at a cost of \$4 per month, paid via payroll deduction.
- Club sports offer students, faculty and staff a competitive outlet on a non-varsity level.
- Outdoor Programs includes kayaking, caving, hiking, rock climbing, canoeing and more. Employees may check out equipment or participate in activities.
- Intramural sports activities offer the opportunity to compete against peers in a friendly and structured environment.

For information on all University Recreation programs, visit [urec.appstate.edu](http://urec.appstate.edu).

## The Hubbard Programs for Faculty Excellence

The Hubbard Programs for Faculty Excellent promote success in faculty professional responsibilities and support all faculty in all career stages by offering a broad range of programs, resources and services in a variety of formats. Take advantage of the [Hubbard Center's services](#), especially as a new faculty member.

## The Arts at Appalachian

Appalachian State University boasts diverse and vibrant arts programs that enrich the cultural and intellectual climate of the campus and region. The Arts at Appalachian include:

- A variety of exhibition programs and workshops in the visual arts
- A performing arts series featuring world-renowned visiting artists
- Theatre productions, concerts and recitals by Appalachian's highly acclaimed Hayes School of Music and Department of Theatre and Dance
- Programs supporting student authors of poetry, fiction, plays and creative non-fiction
- Presentations and workshops by renowned authors
- A popular craft enrichment series offering workshops for all ages
- A nationally recognized summer arts festival
- A student-run programming series featuring an eclectic mix of arts and entertainment

For the Arts Calendar and links to various programs, visit [thearts.appstate.edu](http://thearts.appstate.edu).

# University Documentary Film Services

The University Documentary Film Services supports students, staff and faculty work in short scholarly documentary projects including:

- Coordinating existing documentary film efforts and resources on campus
- Providing information and support for producing documentaries
- Offering classroom instruction and workshops about basic documentary skills
- Archiving and disseminating campus documentary projects

For more information, visit [doc.appstate.edu](http://doc.appstate.edu).

## Programs of Interest

Appalachian State University offers opportunities for faculty members to grow and develop professionally and personally. Below are some programs that may be of interest to you.

### Service Learning

Service Learning is important at all levels of education. Across all disciplines, students have the opportunity to learn and gain hands-on experience while also helping to make their community a better place. Appalachian and the Community Together (ACT) ensures that students are aware of the social problems facing society and aim to get students involved in improving these issues within the community. The ACT Community Outreach Center provides resources to assist you in providing a valuable learning experience for students. Learn more about ACT and how you can integrate service-learning into your teaching by visiting [act.appstate.edu](http://act.appstate.edu).

### International Programs

At the University level, the Office of International Education and Development (OIED) is responsible for internationalizing the campus and programs. OIED manages Appalachian Overseas Education Programs, International Student Exchange and Study Abroad, International Outreach, International Research and Development and International Student and Scholar Services. For more information visit [international.appstate.edu](http://international.appstate.edu). Associate Dean Kern Maass leads international activities at the college level.

## Publicity

You and your students have news to share. If you've won an award, secured a grant, been published, led an innovative student project or have additional news, we'll help you spread the word. Additionally, if you need help planning or promoting an event, developing a flier or handout, drafting a press release or other design or copy needs, please contact:

Meghan McCandless, director of communications for the College of Fine and Applied Arts  
mccandlessmm@appstate.edu | 828.262.7249

### Perspectives

Perspectives, the Fine and Applied Arts newsletter, is published twice during the fall and spring semesters and is an internal newsletter featuring faculty and staff news and information. Submission deadlines are typically 10 days prior to newsletter delivery, and you'll also receive an email reminder calling for news submissions. To see deadline dates and previous issues, visit [faa.appstate.edu/perspectives](http://faa.appstate.edu/perspectives). The newsletter will be delivered electronically and posted on the FAA website.