

JACKSONVILLE STATE UNIVERSITY

NEW FACULTY ORIENTATION

AUGUST 5TH & 6TH, 2025

109 & 110 Merrill Hall



Presented by Faculty Commons

Jax State's Center for Excellence in Teaching and Learning

ABOUT NEW ADJUNCT FACULTY ORIENTATION (NFO)

Welcome, faculty, to the 2025 New Faculty Orientation (NFO), hosted by Faculty Commons—Jax State’s Center for Excellence in Teaching and Learning. At Jax State, we’re committed to supporting your success from day one with resources, connections, and guidance to help you thrive in the classroom and beyond.



Goals of New Faculty Orientation:

- Welcome new faculty and foster community
- Introduce key university policies and procedures
- Connect faculty with campus leaders and offices
- Share faculty support resources and handouts
- Highlight development opportunities through Faculty Commons
- Address questions as faculty begin their JSU journey



FACULTY ESSENTIALS: MEET THE PRESIDENT

Dr. Don C. Killingsworth, Jr.



Dr. Don C. Killingsworth, Jr. has dedicated most of his professional career to Jacksonville State University. In addition to earning his bachelor's and master's degrees from JSU, where he also served as SGA President, he has held positions as Coordinator of Academic Advisement and Chief External Affairs Officer before eventually taking on the role as the 13th President of Jacksonville State University.

Outside of the university, Dr. Killingsworth is deeply involved in community affairs. He has served as the former president of the Calhoun County Area Chamber and Visitors Center Board of Directors. He is a member of the City of Jacksonville Industrial Development Board. Furthermore, he holds the position of vice chair of the Alabama Council of College and University presidents. He serves as the Vice Chair of the board of directors for Conference USA. Dr. Killingsworth is also a committed Calhoun County Rotary Club member who recently graduated in the Class XXXIII of Leadership Alabama.

Originally from Alexander City, Alabama, Dr. Killingsworth is married to JSU alumna Kristi Killingsworth. Together, they have two children and find joy in residing in the historic President's House on the campus grounds.



FACULTY ESSENTIALS: PRESIDENT'S CABINET



Dr. Christie Shelton
Provost and Executive Vice
President



Dr. Arlitha Williams-Harmon
Senior Vice President for
Finance & Administration



Vice President for Student
Affairs and Enrollment
Management



Vice President for
Information Technology



Vice President for
Philanthropy



Mr. Greg Seitz
Athletic Director



Ms. Leigha Cauthen
Chief External Affairs Officer



Ms. Emily Bonds Davey
Chief University Council



Ms. Gloria Floyd
University Council/Title IX
Coordinator



WELCOME & INTRODUCTIONS

JSU alumna Dr. Christie Shelton has served the university in various capacities including Lab Coordinator, BSN Program Director, Co-Principal Investigator, Associate Dean and Dean of the School of Health Professions and Wellness (formerly College of Nursing) before taking on the role of Provost and Senior Vice President. She has a passion for serving others and is the number one cheerleader for JSU faculty.



Provost and Executive Vice
President for Academic Affairs,
Dr. Christie Shelton



Vice Provost for
Academic Affairs,
Dr. Staci Stone

Dr. Staci Stone came to JSU in 2018 as Dean of the School of Arts and Humanities (now College of Arts, Humanities, and Sciences) after 18 years of teaching and administrative experience at Murray State University. In 2023, Dr. Stone was named Vice Provost of Academic Affairs overseeing numerous offices including Online@JSU, Faculty Commons, Dual Enrollment, Sponsored Programs, Institutional Research and Effectiveness, and the International House. She has also been an integral part of creating and introducing the new general education program, Jax MIX.



WELCOME & INTRODUCTIONS

Mica Mecham currently serves as the Director of the Rebecca O. Turner Faculty Commons, Jacksonville State University's Center for Excellence in Teaching and Learning. Prior to accepting the position with Faculty Commons, Ms. Mecham taught for 16 years in the Department of English, earning the title of Distinguished Instructor in 2022. As the Director of Faculty Commons, Ms. Mecham organizes professional development and training opportunities for faculty, including New Adjunct Faculty Orientation. Additionally, oversees faculty recognition events including the Faculty Research Symposium and Faculty Awards. Ms. Mecham recently earned her M.S. in Instructional Technology, graduating in August 2023.



Director of Faculty Commons
Mica Mecham



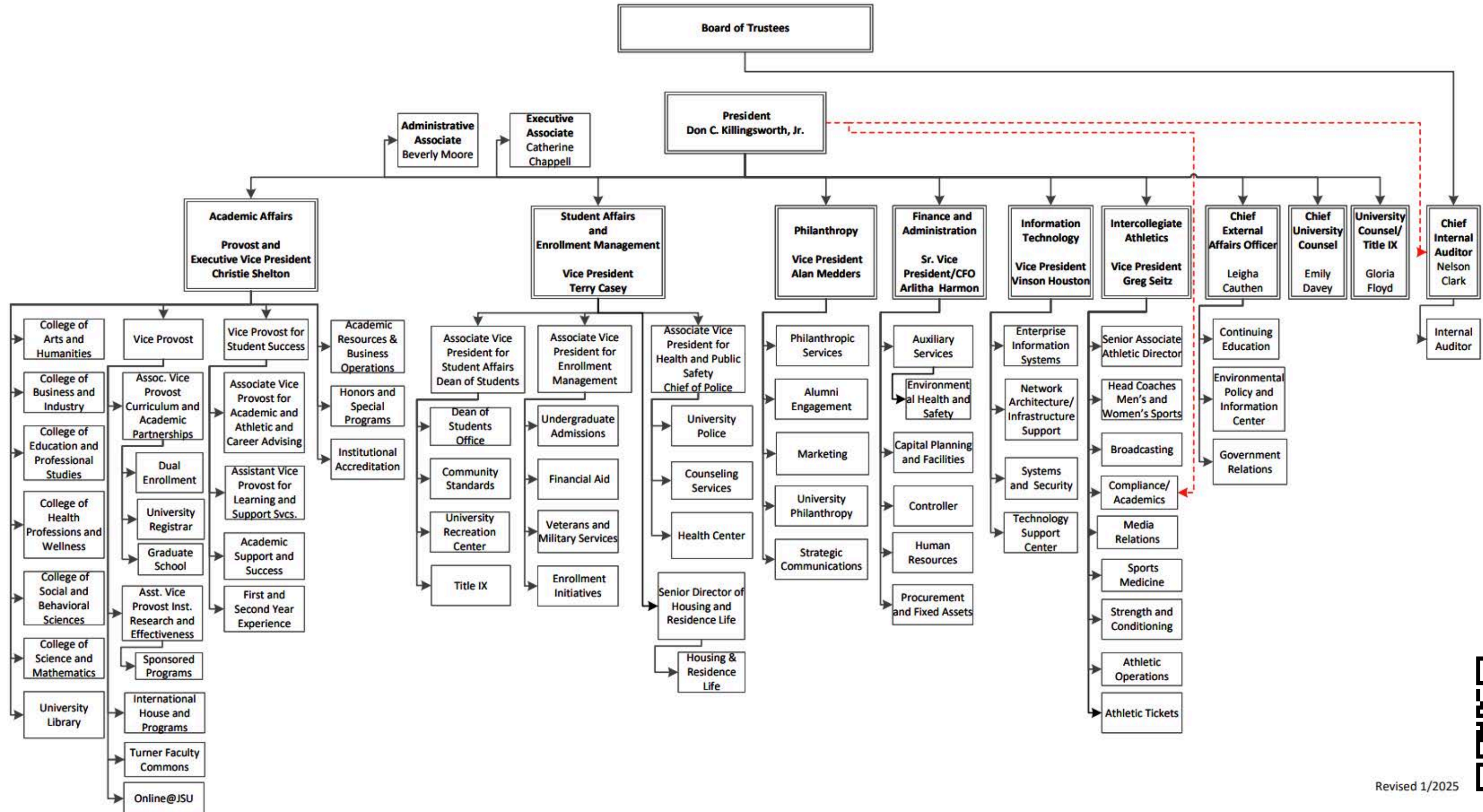
Training and Events Coordinator
for Faculty Commons
Brandy Roberts

Training and Events Coordinator for the Rebecca O. Turner Faculty Commons, Mrs. Brandy Roberts, has worked in Faculty Commons since 2017. She has worked with three Faculty Commons directors (two of whom have retired), and as a result, brings a wealth history and knowledge to the office. She is an integral part of organizing and coordinating all Faculty Commons professional development trainings and workshops, as well as all other major events hosted by Faculty Commons. Ms. Roberts earned her M.B.A. in 2018 and has experience teaching online adjunct courses for the College of Business and Industry.



NAVIGATING JAX STATE

Organizational Chart





NEWFACULTY ESSENTIALS

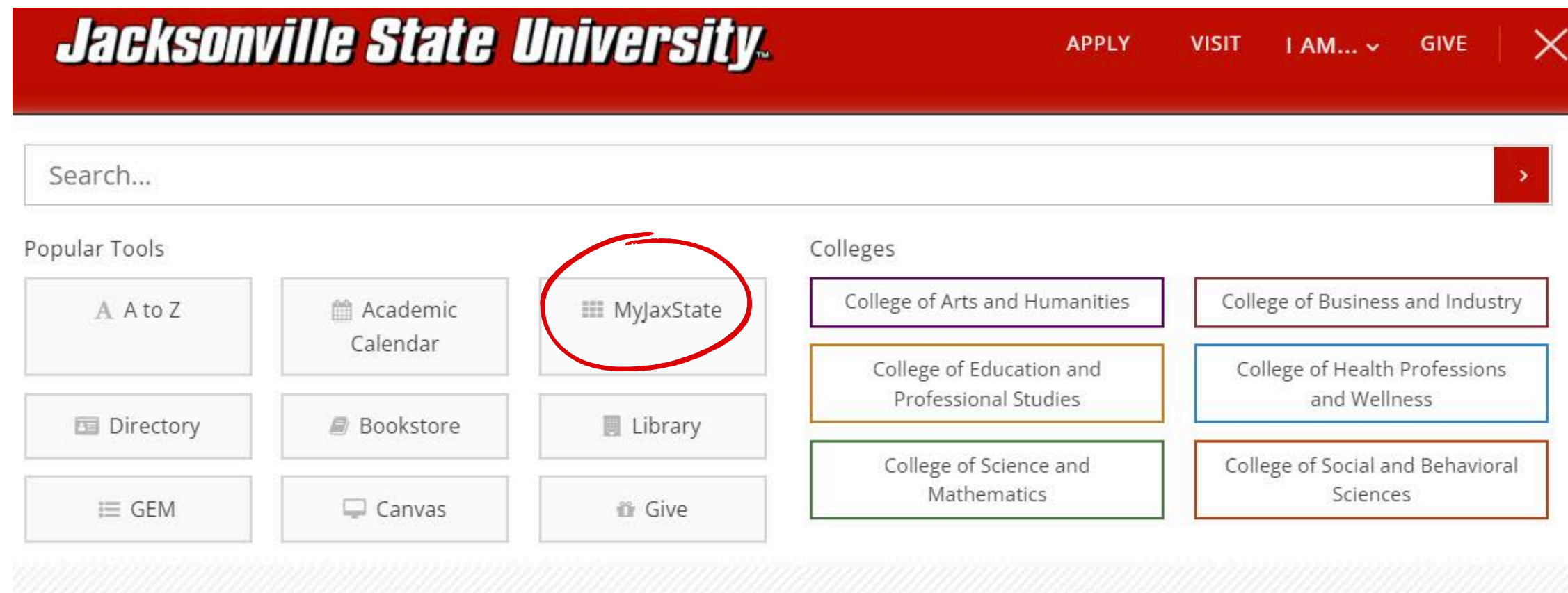
NEW FACULTY ESSENTIALS: ESSENTIAL INFO & TOOLS

University Structure & Academic Affairs Info:

- Org Chart:
 - Mission Statement
 - Strategic Plan
 - Academic Affairs Information
- MyJaxState Basics
 - Login Information
 - Important Tiles
- Microsoft
 - Office 365
 - OneDrive
 - Calendar



NEW FACULTY ESSENTIALS: MYJAXSTATE



MyJaxState is Jacksonville State University's web portal that provides access to all web-based services including class registration, financial aid, student accounts, transcripts and more. You can also access quick links to GEM, Banner and CANVAS in the MyJaxState portal under the "Home" tab.

The default password for MyJaxState is J- followed by your six-digit date of birth and the last four digits of your student ID number in the format J-MMDDYY####.

MyJaxState uses Single Sign On (SSO) to sync your account information with GEM, therefore you will use the same password to access your GEM and MyJaxState.


Your MyJaxState password can be reset from the main log in page by answering your security questions or by filling out the form below.






For more information on how to access MyJaxState, please call the Technology Support Center at 256-782-8324 or email us at support@jsu.edu.

NEW FACULTY ESSENTIALS: IMPORTANT REMINDERS


MyJaxState Information: Important Tile Cards


Faculty/Advisor 




-  Banner for Faculty & Advisors
-  Curriculum Management
-  JSU Navigate


- ▶ Class and Course Schedules
- ▶ Digital Measures
- ▶ Faculty Adoption & Insights Portal
- ▶ **Financial Aid Attendance Verification**
- ▶ Grade Change Form







[MORE](#)


Parking 



-  Construction Parking Information

-  Decal Registration Information
- ▶ **Purchase Parking Decals**
-  Bicycle/Scooter Registration
-  Campus Parking Regulations

Campus Services 

-  Bookstore
-  Campus Transit - jsuRide
- ▶ **Dining Services**
-  Housing
-  Mail Services
-  RMC/JSU Health Center
-  University Police

Faculty/Advisor 

-  Banner for Faculty & Advisors
-  Curriculum Management
- ▶ **JSU Navigate**

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- ▶ Grade Change Form

[MORE](#)





NEW FACULTY ESSENTIALS: IMPORTANT REMINDERS



Department of Human Resources 326A Angle Hall; 265.782.5007



Allison Casey,
Director, Human Resources



Eric Johnson
Assistant Director

The HR Team at Jax State is eager to answer your questions and give you all the tools and resources for your journey at JSU. Their goal is to help you understand JSU's vision, mission, and values, as well as the benefits and opportunities associated with employment at the university.

Before beginning work at JSU, you will need to complete the following new hire paperwork. You will access these forms inside of your [MyJaxState](#). Upon log-in, you will open the New Employee card in the left navigation, and then select the forms under the Human Resources column.

- USCIS I-9 Form
- W-4 Form (Federal Tax Form)
- A4 – Alabama Tax Form
- Confidentiality Agreement
- Direct Deposit Authorization Form
- Employee Profile Form
- Veteran Self-Identification Form
- Veterans Selective Service Certification Form
- Collection and Usage of Social Security Numbers


New Faculty Guide


- [Introduction to the University](#)
- [New Employees](#)
- [Benefits Guide](#)





Faculty Identification: JCard


My Account Links

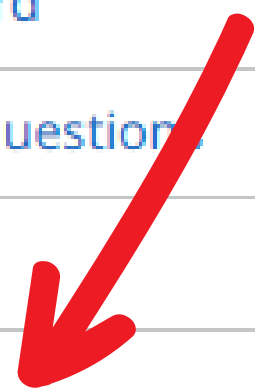
-  [Change MyJaxState Password](#)

-  [Update Account Recovery Question](#)

-  [Manage Duo Devices](#)

-  [ID Card Management](#)

-  [Update Addresses and Phone Numbers](#)



ID Office

Theron Montgomery
Building
4th Floor

Hours of Operation:
Mon-Fri: 8:00am-4:30pm
256-782-5270

All students, faculty, and staff are required to have a Jax State Identification Card known as a JCard. Faculty will use the JCard system for dining, bookstore, athletic event admissions, etc. Manage your JCard through the OneWeb portal located on your MyJaxState account. You must have your hiring paperwork processed to receive your ID.





NEW FACULTY ESSENTIALS: CAMPUS LIFE



Faculty Dining: Dining Hall



Dining Hall

303 Trustee Circle,
Jacksonville, AL

Hours of Operation:
Mon-Fri: 8:00am-
4:30pm
256-782-5270

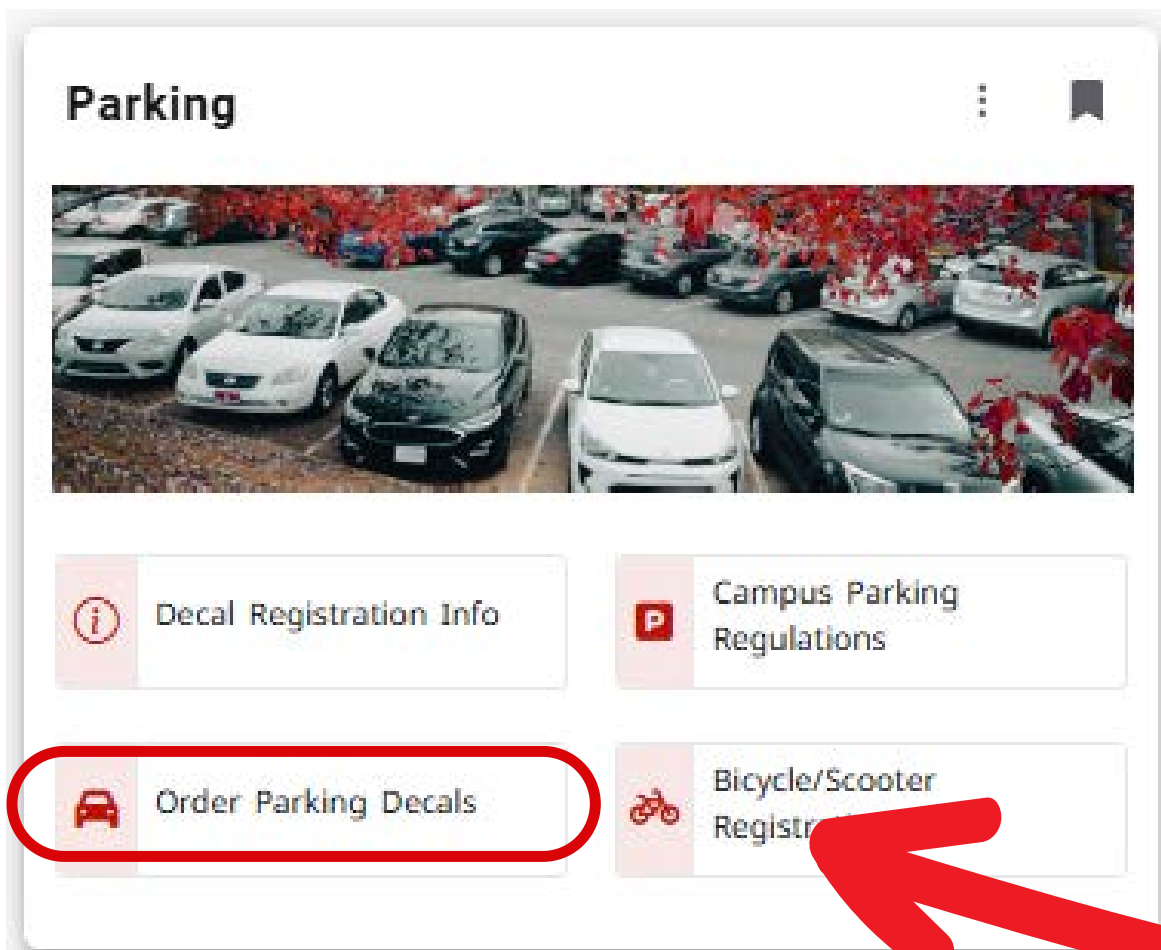
Visit the new and improved Jax State Dining Hall, featuring a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. Located in the center of campus, the cafeteria is a great place for new faculty to collaborate with colleagues or get a quick bite. Purchase meals through your JCard by accessing the OneWeb portal located on your MyJaxState account. You can also purchase your meals at the register when checking in.

Dining

-  [Dining Purchasing & Balances](#)
-  [Dorm Resident Meal Plan Selection](#)
-  [Hours of Operation](#)
-  [The Caf Menu](#)
-  [Meal Plan Information](#)
-  [Kiwibot Delivery](#)



Faculty Parking Decals



Know Your Parking Zone:

Red Faculty/Staff Zone: Reserved for Faculty and Staff parking only. Spaces will be painted with red lines and may contain gold zone signs.



The parking system will open for registration in August. There will be an email sent to all faculty when the system opens for decal registration. When open, all registration will be through MyJaxState at a cost of \$100.00 per decal. Employees with 25 years or more of dedicated service will order online free of charge. Faculty/Staff decal charges will be by payroll deduction only. Decals are distributed via the United States Postal Service to the address provided during the registration process.



Parking Services

Theron Montgomery
Building
4th Floor

Hours of Operation:
Mon-Fri: 8:00am-4:30pm
256-782-5566

NEW FACULTY ESSENTIALS: ACADEMIC SUPPORT RESOURCES

Information Technology Services



Technology Support is a centralized unit that offers Office 365 and other software application training and support for faculty.

For help from the IT office, please visit their website and submit a support ticket.


DUO:DUO Security is a service that allows a second factor, such as a mobile device, be used for authentication.




In order to better protect against cybersecurity threats and online fraudulent activities, DUO Two-Factor Authentication is required to access JSU email accounts and student financial accounts.



NEW FACULTY ESSENTIALS: ACADEMIC SUPPORT RESOURCES

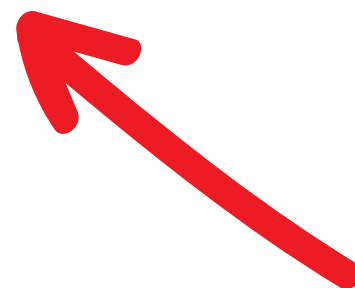
Financial Aid Verification

Faculty/Advisor 




-  Banner for Faculty & Advisors
-  Curriculum Management
-  JSU Navigate

- ▶ Class and Course Schedules
- ▶ Digital Measures
- ▶ Faculty Adoption & Insights Portal
- ▶ **Financial Aid Attendance Verification**
- ▶ Grade Change Form

[MORE](#)



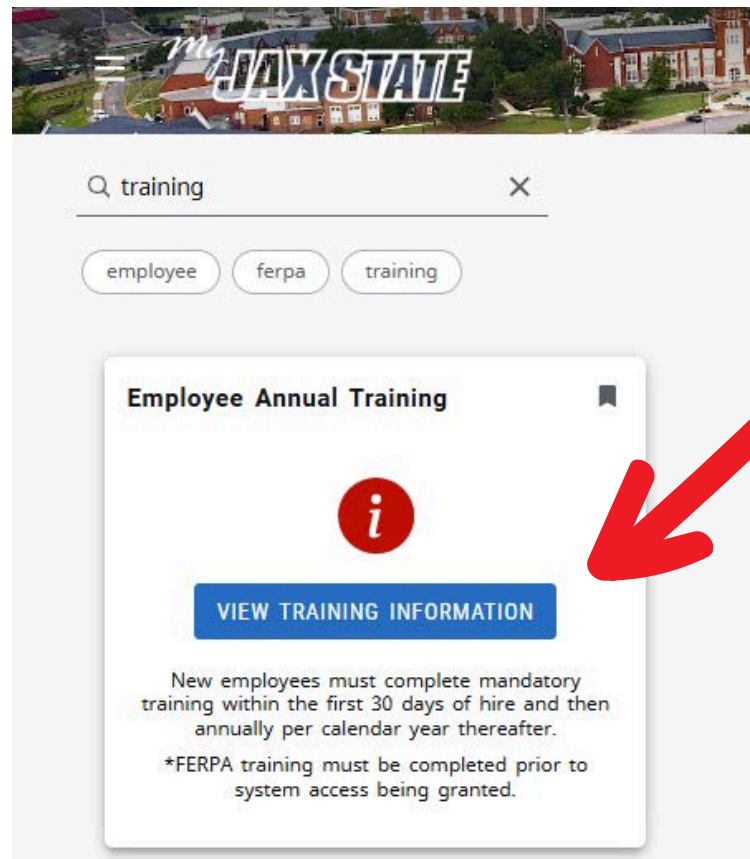
Faculty

- Do I need to complete attendance verification? 
- How do I complete attendance verification? 
- What must a student do to be confirmed as attending? 

Students must be confirmed as attending their courses each term to receive federal aid. If a student is not confirmed as attending a course, financial aid could be removed from their account. Instructors will receive an email reminder for attendance verification each semester with the deadline listed.

Attendance verification should be submitted during the first week of classes. If a student is late added into a course, their attendance still must be verified using the same process. Access Financial Aid Attendance Verification in your MyJaxState portal.

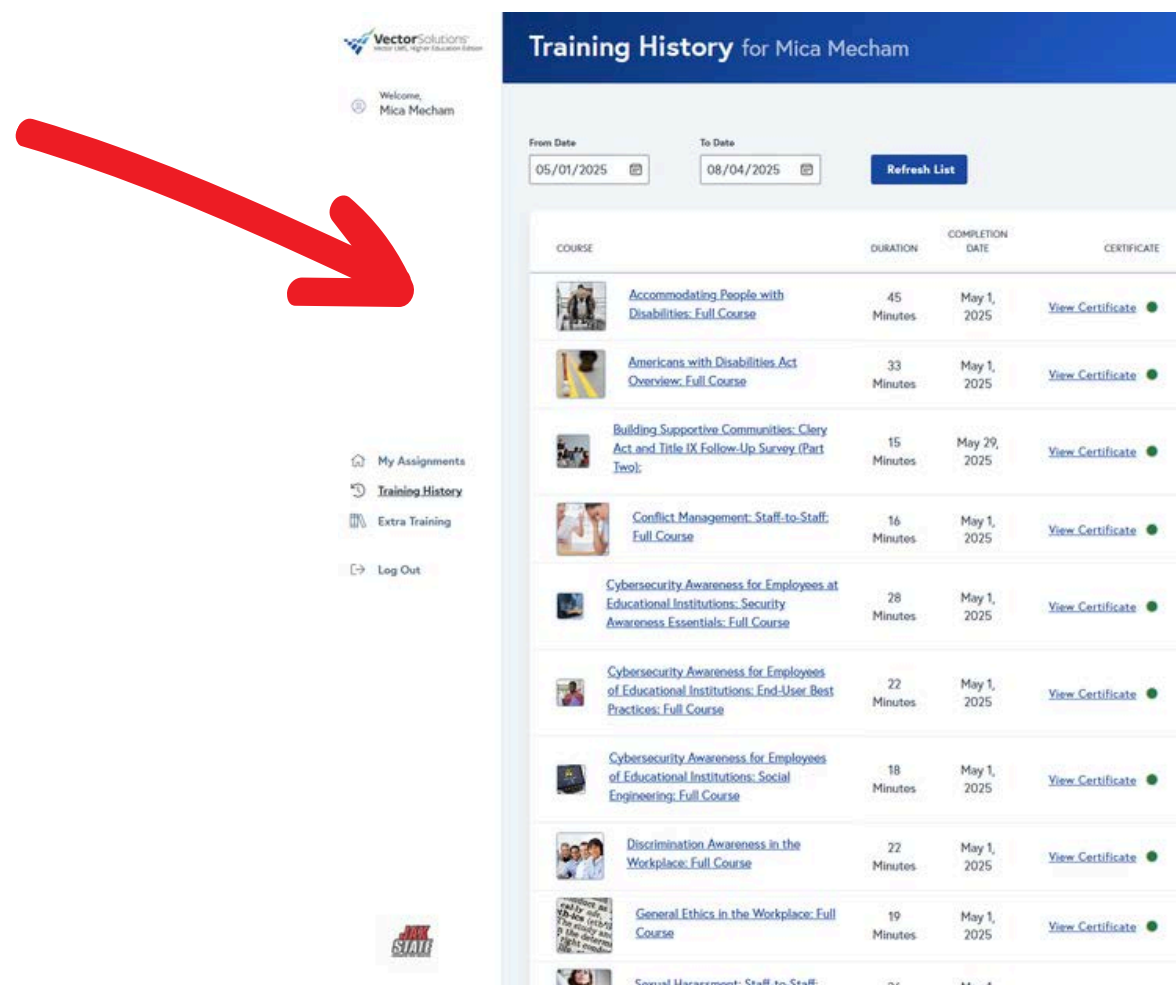
NEW FACULTY ESSENTIALS: ACADEMIC SUPPORT RESOURCES



FERPA Guidelines

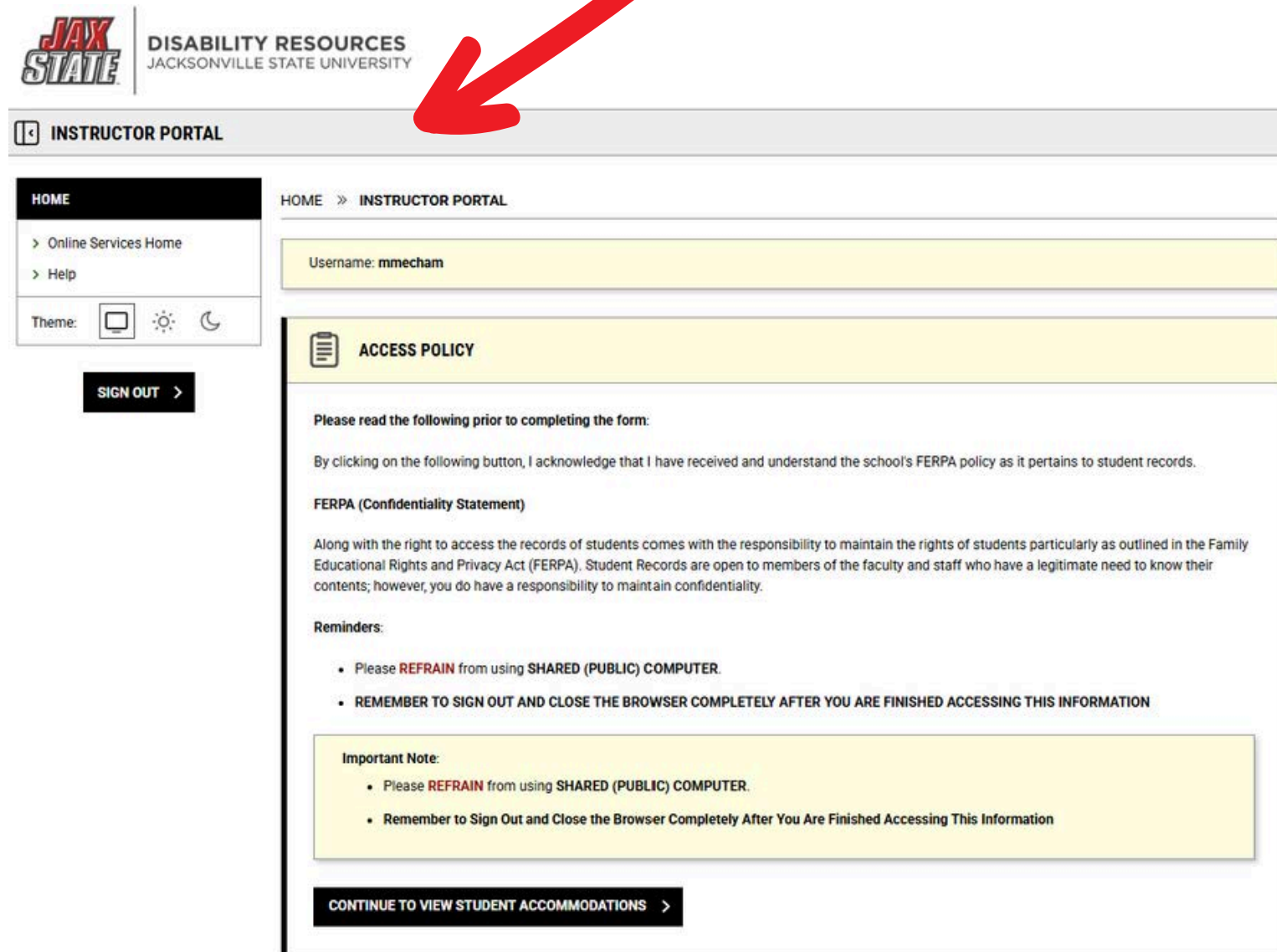
The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records.

- Student Rights and When They Begin
- Educational Records & Examples
- Best Practices
- Disclosure Guidelines
- Penalties for Violating FERPA
- Faculty Specific FERPA Information
- FERPA Q&A



NEW FACULTY ESSENTIALS: ACADEMIC SUPPORT RESOURCES

Disability Resources



The screenshot shows the 'INSTRUCTOR PORTAL' for Jacksonville State University. At the top left, there is a logo for 'JAX STATE' and the text 'DISABILITY RESOURCES JACKSONVILLE STATE UNIVERSITY'. Below this, the page title is 'INSTRUCTOR PORTAL'. A red arrow points to the 'DISABILITY RESOURCES' header. The main content area is titled 'ACCESS POLICY' and contains a form with the following text:

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

At the bottom of the form, there is a button that says 'CONTINUE TO VIEW STUDENT ACCOMMODATIONS >'.

Faculty Aim Guides & Resources

The Office of Disability Resources is committed to providing services that facilitate the academic and personal goals of the students we serve. Students with documented disabilities are entitled to reasonable and appropriate academic accommodation in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. We are committed to equal opportunity for persons with disabilities without regard to disability.

- Accommodations Provided
- Student Accommodation Requests
- Faculty Responsibilities
- Discussing Accommodations with Students
- Best Practices & Helpful Tips for Teaching Students with Disabilities
- Creating an Inclusive Community
- Additional Resources



UNDERSTANDING OUR STUDENTS: STUDENT LIFE & TITLE IX



Dr. Joshua Robinson
Dean of Students



Gloria Floyd
University Counsel/Title
IX Coordinator

GROUP PHOTOS WITH COCKY



PLEASE HEAD TO THE ATRIUM FOR GROUP PICS. THEN RETURN TO 109 FOR LUNCH WITH DEANS & DEPARTMENT HEADS



**LUNCH WITH
DEANS & DEPARTMENT HEADS**

109 MERRILL HALL

12:00-1:00

ADJUNCT FACULTY ESSENTIALS: ACADEMIC ADMINISTRATION



Dr. Tim Lindblom
Dean, College of Arts,
Humanities,
and Sciences



Dr. Brent Cunningham
Dean, College of
Business
and Industry



Dr. Kimberly White
Dean, College of
Educational
and Professional
Studies



Dr. Tracey D. Matthews
Dean, College of Health
Professions
and Wellness



Dr. Maureen
Newton
Dean, College of
Social and
Behavioral Sciences



Dr. John Bauer-
Graham
Dean, Library
Services

Learn more about Colleges and Units Here





FACULTY SUPPORTS, RESOURCES, & TOOLS

FACULTY SUPPORTS, RESOURCES, & TOOLS

JaxBooks Access and the JSU Bookstore



Dr. Kevin Hoult
Associate Vice President
Auxiliary and Business
Services

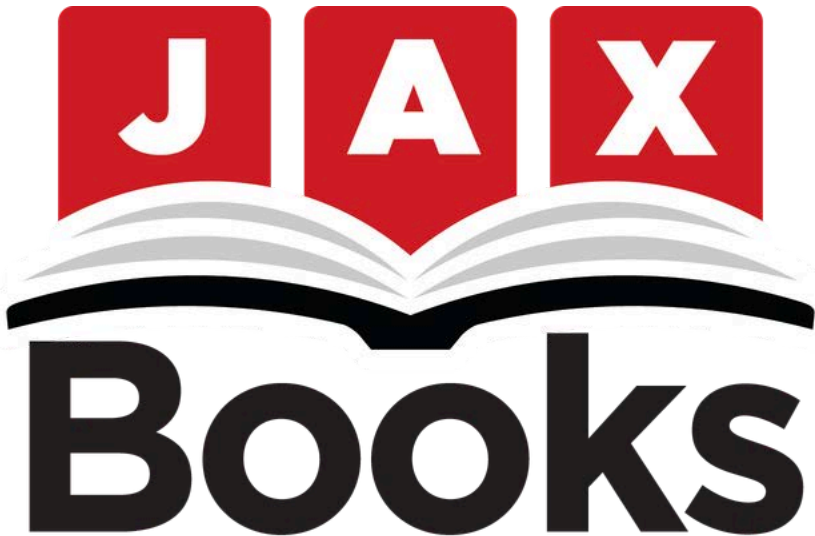


Kristi Webster
JSU Bookstore Manager

Jacksonville State University has partnered with Barnes & Noble College as well as various major publishers (such as Cengage, Hawkes Learning, Jones & Bartlett, Macmillan, McGraw Hill, Norton, Pearson, and Wiley) to offer the JaxBooks Program. The JaxBooks Program allows students to receive their textbooks through Canvas. Students gain instant access to their textbooks with a savings of 20-50% or more off the national retail price!



[JaxBooks Info](#)



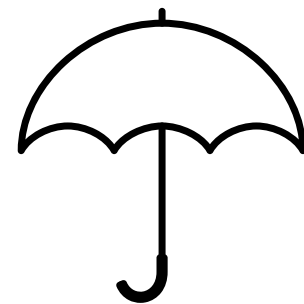
FACULTY SUPPORTS, RESOURCES, & TOOLS

Online@JSU

Available via email online@jsu.edu

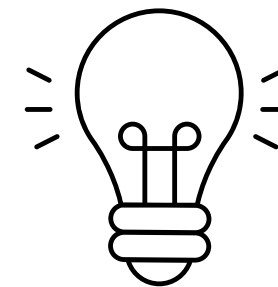


Online@JSU provides year-round professional development to JSU faculty related to all things online teaching and learning. We also provide technical support to faculty, staff, and students for the Canvas LMS, Honorlock, Turnitin, Studio, and more.



Support

Online@JSU provides technical support for faculty and students for Canvas, Turnitin, Studio, Honorlock, and more.



Development

Online@JSU provides professional development in the form of courses, presentations, workshops, demonstrations, and one-to-one consultations.



Expertise

Online@JSU will help you design learning experiences, create engaging assignments, and assist in designing and building your online courses.



ONLINE@JSU: GRADES TO BANNER

Grades to Banner

Fall 2023-1-SI-CS201-001-10559 > Grades to Banner

Fall 2023

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Grades to Banner**
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes

Final

There are 34 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Last Attended Date (mm/dd/yyyy)
	90.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	80.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	70.00% (C)	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
	75.00% (C)	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
	60.00% (D)	<input type="checkbox"/>	<input type="text" value="D"/>	<input type="text"/>	<input type="text"/>
	59.00% (F)	<input type="checkbox"/>	<input type="text" value="I"/>	<input type="text" value="F"/>	<input type="text" value="10/1/2023"/>
	89.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	99.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	94.00% (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	88.00% (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>



FACULTY SUPPORTS, RESOURCES, & TOOLS

The Student Success Center

The mission of the Student Success Center is to provide an integrated network of support to facilitate the academic and personal success of undergraduate students at JSU.

Services

- Academic and Support Success for Students
- Academic, Athletic, and Career Advising for Students
- Learning Support Resources
- First and Second Year Experiences
- Campus Student Service Supports



Student Success Center
Houston Cole Library
256.782.5020

JACKSONVILLE STATE UNIVERSITY
STUDENT SUCCESS SUMMIT



February 10 - 11, 2026



Dr. Timothy King
Vice Provost, Student Success



Dr. Janet Bavonese
Associate Vice Provost, Academic,
Athletic, & Career Advising

FACULTY SUPPORTS, RESOURCES, & TOOLS

The Writing Center

The JSU Writing Center's (WC) mission is to provide encouragement, support, and guidance to all members of the JSU community to actualize their fullest potential as writers. The primary goal of the WC is to assist in students' development in effectively expressing individual ideas through both written and verbal communicative forms. We pride ourselves on meeting students where they are and utilizing the best writing pedagogy practices to work with our clients.

Writing Center Resources

- Digital Writing Lab
- Appointments for students through Navigate
- Writing workshops
- One-one-one 30 minute consultations held both in person or virtually

Room 230 and 228 Stone
Center

256.782.5545

jsuwrites@jsu.edu



FACULTY SUPPORTS, RESOURCES, & TOOLS

Houston Cole Library

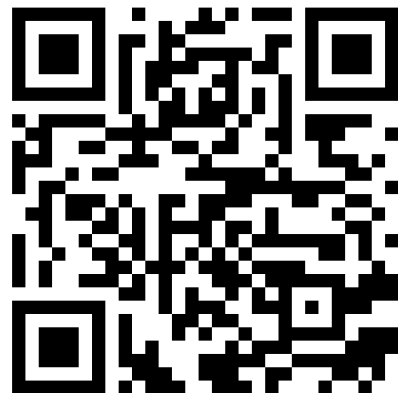


Library Instruction

- Library instruction is available for all classes.
- Your subject specialist librarian will tailor the instruction to your needs.
- The session can be held in the Library or your classroom.
- Assignment Consultation
- We can assist with assignments to introduce Library resources to your students.
- Embedded in Canvas
- You can have your subject specialist librarian be a part of your course.
- Library resources can be embedded in your course.

Course Reserves

- We can place print materials (books, DVDs, etc.) on reserve for your course in the Library.
- We can scan articles or chapters from a journal or book and put them on e-reserve.
- We can provide direct links to electronic articles/chapters that you can put in Canvas.
- As long as the request falls within copyright guidelines.



FACULTY SENATE WELCOME



Dr. Heidi Dempsey Professor
of Psychology
Faculty Senate President



Dr. David Dempsey Professor
of Mathematics
Faculty Senate Vice
President/President Elect

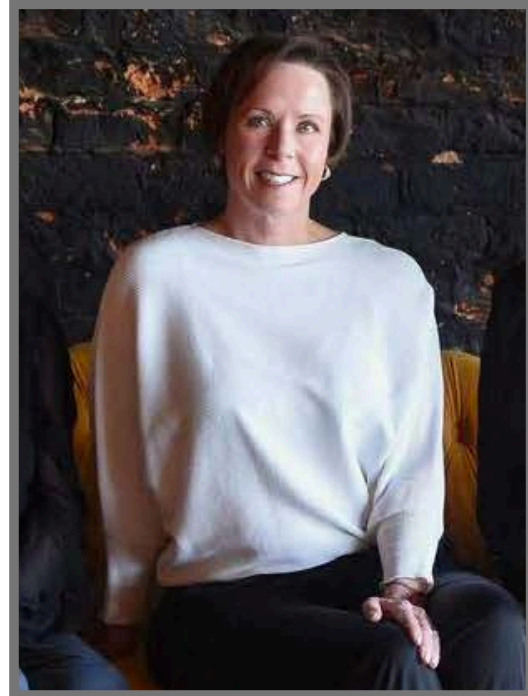
- Faculty Handbook
- Shared Governance
- Faculty Senate Committees
- Faculty Resources
- Reports, Minutes and Resolutions



FACULTY AND COMMUNITY Q&A PANEL



Johnny L. Smith
Mayor
Jacksonville, Alabama



Amy Angel
Amy Angel Team
KW Realty Group



Dr. Allen Gilbert
Assistant Professor
Sport Management



Rodney Bailey
Distinguished Instructor,
English
Coordinator for Marching
Southernners Colorguard



Dr. Falynn Turley
Associate Professor
Finance, Economics,
& Accounting

JACKSONVILLE STATE UNIVERSITY

NEW FACULTY ORIENTATION

DAY TWO:

AUGUST 6TH, 2025

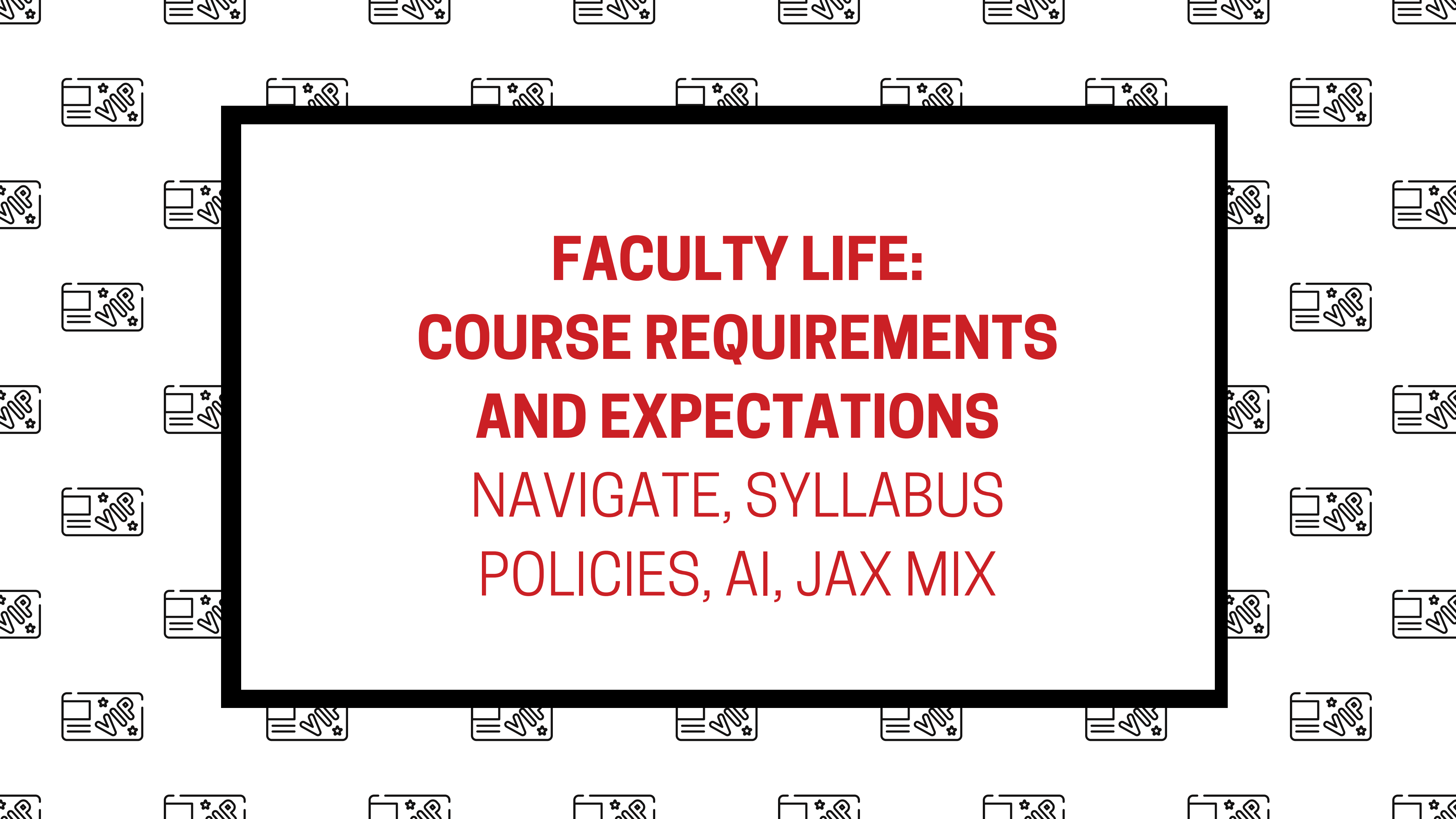
109 & 110 Merrill Hall



Presented by Faculty Commons

Jax State's Center for Excellence in Teaching and Learning





**FACULTY LIFE:
COURSE REQUIREMENTS
AND EXPECTATIONS
NAVIGATE, SYLLABUS
POLICIES, AI, JAX MIX**

FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS



Dr. Falynn Turley
Associate Professor
Finance, Economics,
& Accounting

Navigate: Student Success Technology

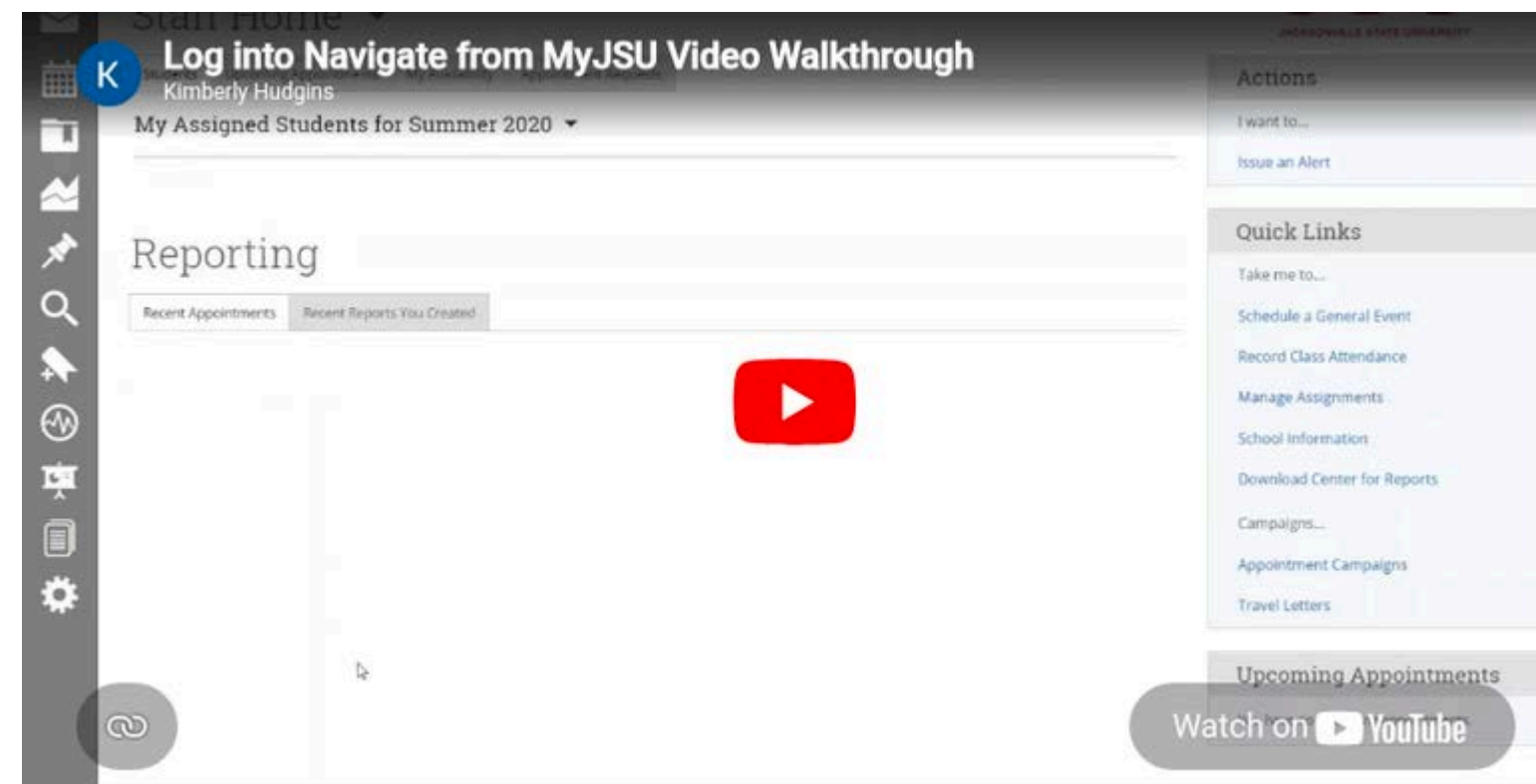
JSU Navigate will allow advisors, faculty, and staff the ability to:

- View a comprehensive student academic overview to provide quick, personalized guidance.
- Identify and prioritize students in need of support who require the most urgent attention.
- Maintain and share notes from student appointments and interactions.
- Set appointments with students and send email and text appointment reminders.
- Track advising appointments and walk-in traffic.
- Communicate with students directly from the platform.
- Run campaigns to reach out to students based on specific criteria and easily schedule and track appointments.
- Issue alerts on students needing additional support.

- [Sumit Feedback Reports](#)
- [Record Class Attendance](#)
- [Text Students](#)
- [Issue Alerts](#)
- [Check a Student Case](#)
- [Schedule an Appointment](#)

The JSU Navigate platform aims to increase retention and graduation rates by improving student achievement and engagement.

Developed by the Education Advisory Board (EAB), the program combines technology, research, and predictive analytics to help institutions positively change outcomes with at-risk and off-path students, helping JSU reach our graduation and retention goals. JSU has begun to implement and utilize Navigate, a student success management system that brings together advisors, faculty, support staff and students to create a coordinated care network that enables targeted intervention and proactive, strategic support for every JSU student.



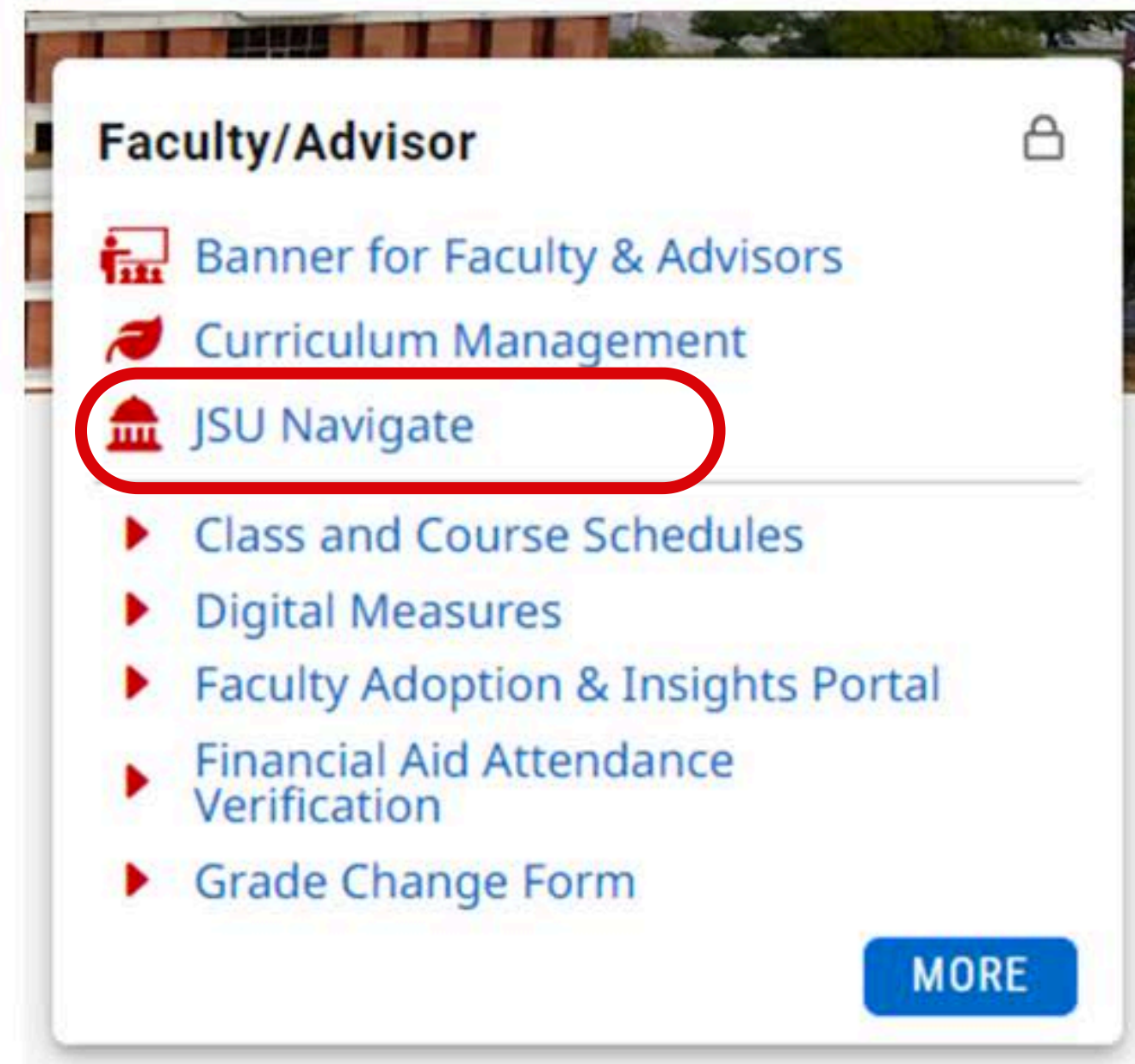
FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS

Navigate Demonstration:

Finding JSU Navigate

Once logged in to
MyJaxState...

- Faculty/Advisor Card
 - JSU Navigate



FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS

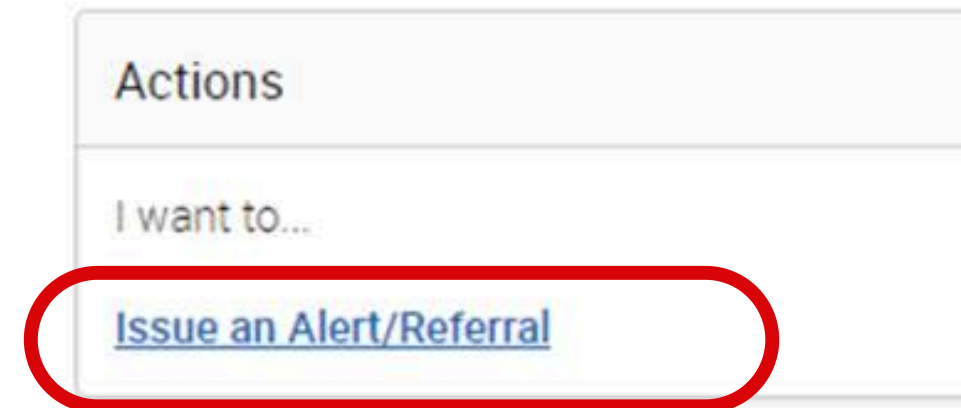
Navigate Demonstration:

Issue a Warning

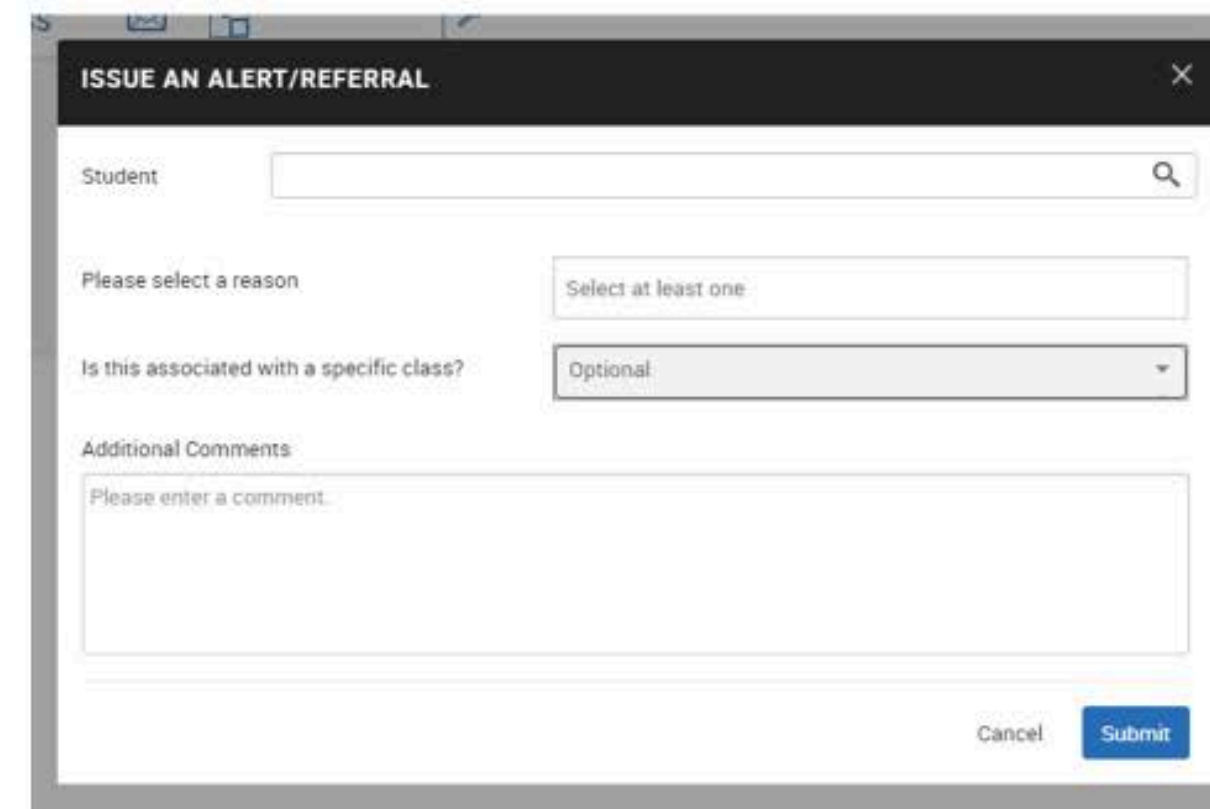
Right side of screen (usually under your photo), look for Issue an Alert/Referral.

A new window will appear that will allow you to search for a student.

Tip: After you select the student's name, use the drop down box to select your class. This helps especially if the student has a common name. Then go to the field to select the reason. You can select more than one.



A screenshot of a web interface showing a menu titled "Actions". Below the title, there is a section labeled "I want to...". Underneath, the option "Issue an Alert/Referral" is listed and highlighted with a red rounded rectangle.



A screenshot of a web form titled "ISSUE AN ALERT/REFERRAL". The form contains the following fields: a search box for "Student", a dropdown menu for "Please select a reason" with the text "Select at least one", a dropdown menu for "Is this associated with a specific class?" with the text "Optional", and a text area for "Additional Comments" with the placeholder "Please enter a comment.". At the bottom right, there are "Cancel" and "Submit" buttons.

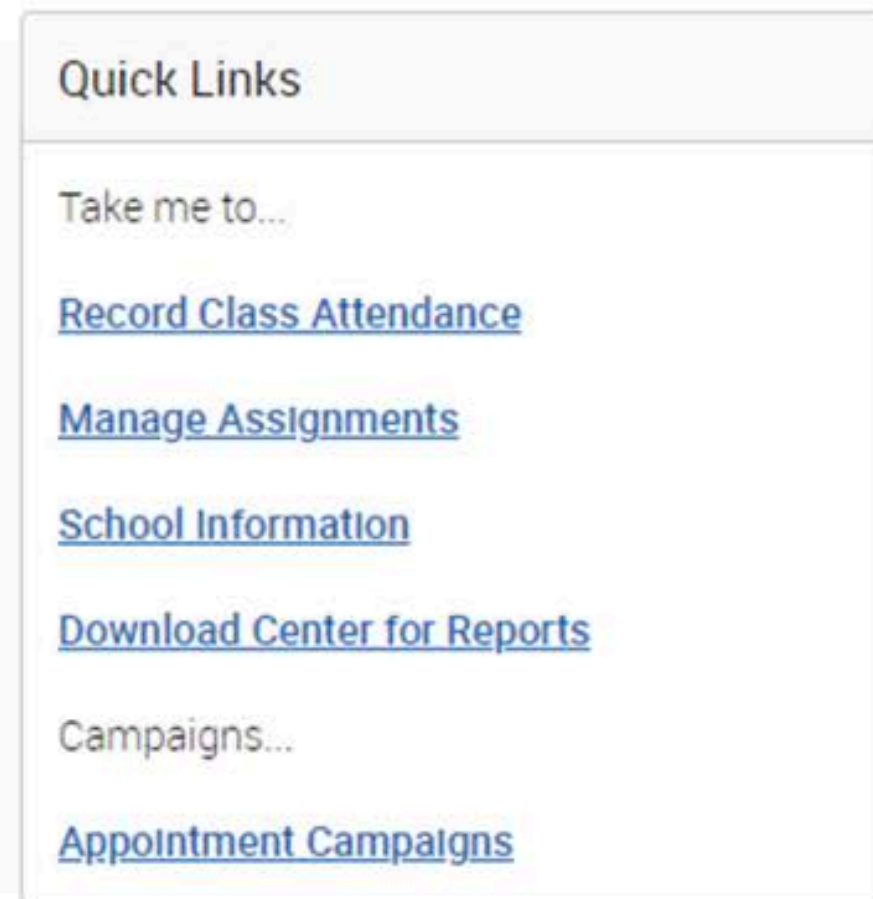


FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS

Navigate Demonstration:

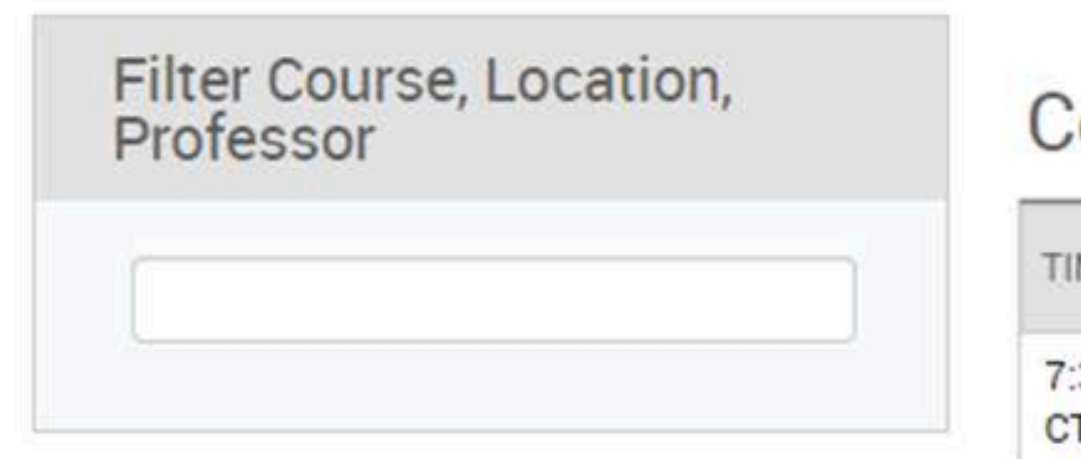
Take Attendance

Right side of screen (usually under your photo), look for Quick Links, Record Class Attendance.



Use the Filter Course, Location, Professor box to type your last name to narrow down the options.

Attendance Tracking



FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS

Navigate Demonstration:

Taking Attendance (continued)

Click the link to Record Class Attendance. A window will appear with your class roster. Mark students accordingly. Make comments as needed.

An email will be sent to the student notifying them that they were marked absent or tardy unless you mark excused before submitting the report.

RECORD ABSENCES

Actions ▾

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	COMMENTS
No students are enrolled in this section for this term.						

Mark Remaining Present

9:00am - 11:30am CEPS-218 AE-416-001-LEC Automation and Robotics
Noureddine Bekhouche

FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS

Syllabi Requirements

The course syllabus serves as a foundational document for organizing and communicating essential course information to students. Guidelines for creating course syllabi can be found on the Faculty Commons website.



Academic Policies

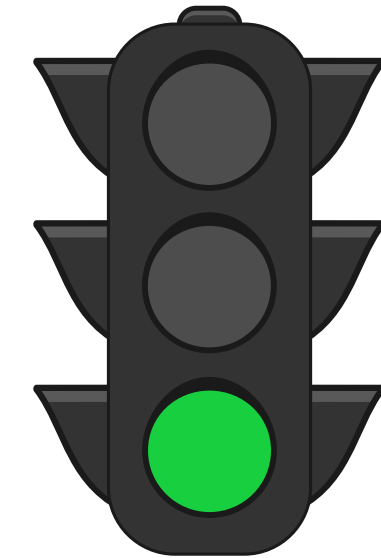
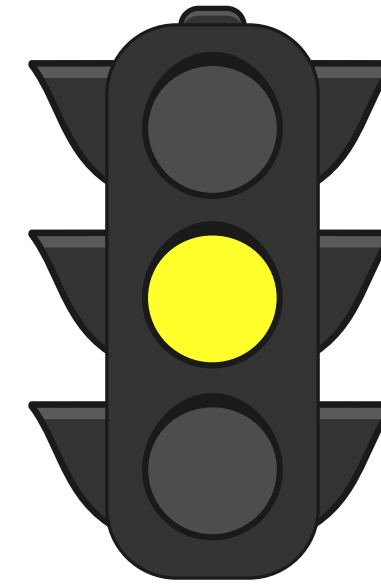
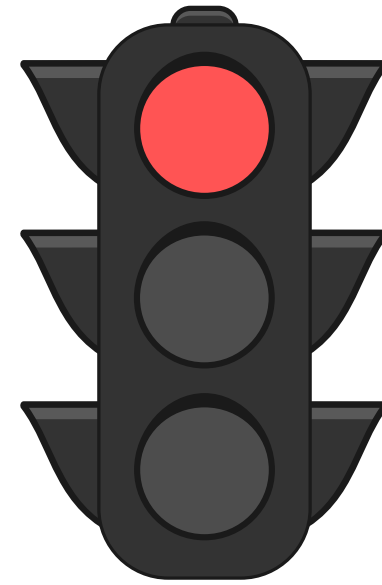
The Academic Policies webpage provides a central location for important university-wide policies and procedures that apply to all courses and all students.





Teaching with AI Canvas training course available to Jax State Faculty. This self-paced course blends research advancements with constructive input from faculty and students. Covering key topics that include everything from AI basics to complex constructs and tools, the course's five virtual, in-depth modules support pedagogical practices and offer faculty hands-on experiences in creating assignments, understanding data applications and fostering critical conversations with students.

AI Syllabi Statement and Toolkit



FACULTY LIFE: COURSE REQUIREMENTS AND EXPECTATIONS

Jax MIX



Dr. Benjamin Gross
Political Science
Jax MIX Director





DEPARTMENTAL EXPECTATIONS AND SUPPORT

DEPARTMENTAL EXPECTATIONS AND SUPPORT

Faculty Commons

217 Self Hall; 256.782.5856

- **Central Hub for Faculty Support:** Faculty Commons provides resources, guidance, and professional development tailored to enhance teaching and learning at JSU.
- **Faculty-Focused Opportunities:** Offers specific training sessions, orientation support, and access to essential tools to help adjuncts succeed in and out of the classroom.
- **Connection and Community:** Serves as a space for adjuncts to connect with full-time faculty, share ideas, and feel supported as valued members of the academic community.
- **Ongoing Development and Recognition:** Facilitates workshops, teaching series, and recognition programs that empower adjuncts to grow professionally and showcase their contributions.



2025-2026 NEW FACULTY COHORT SERIES



NEW FACULTY COHORT (NFC)

PROVIDING CRITICAL
INFORMATION, RESOURCES, AND
SUPPORT TO NEW JSU FACULTY

ABOUT THIS COHORT

This Faculty Commons series is designed especially for new faculty members, providing them with meaningful resources and networking opportunities, as well as a place to discuss topics relevant to first-year employment experiences in a collaborative setting.

**MORE
INFORMATION
COMING SOON**

COHORT RED GOALS



REACH

To support the mental health and well-being of new adjunct and full-time faculty members



ENGAGE

To promote inclusion and a feeling of belonging in the JSU academic community & Jacksonville city area



DISCOVER

To understand university and college-specific policies and procedures including tenure & promotion expectations

+256.782.5856

✉ mmecham@jsu.edu



www.jsu.edu/faculty-commons/professional-development-opportunities

DEPARTMENTAL EXPECTATIONS AND SUPPORT



Dr. Paul Beezley
Department Head
History and Foreign
Languages
Arts, Humanities, and
Sciences



Dr. Gina Mabrey
Department Head
Kinesiology
Health Professions
and Wellness

LUNCH PANEL: PROVOST TEACHING EXCELLENCE WINNERS



Dr. Benjamin Gross
Political Science
Arts, Humanities, and
Sciences Winner



Stacy Mikel, DNP, RN, COI
Associate Professor, Nursing
Health Professions and
Wellness Winner



John Sudduth
Instructor of Accounting
Finance, Economics & Accounting
Business and Industry Winner



CANVAS AND SYLLABUS WORKING LAB

CANVAS & SYLLABUS WORKING LAB

Utilize this time to work on syllabi, explore Canvas, or ask questions about anything you are unsure of when it comes to faculty life at Jax State.

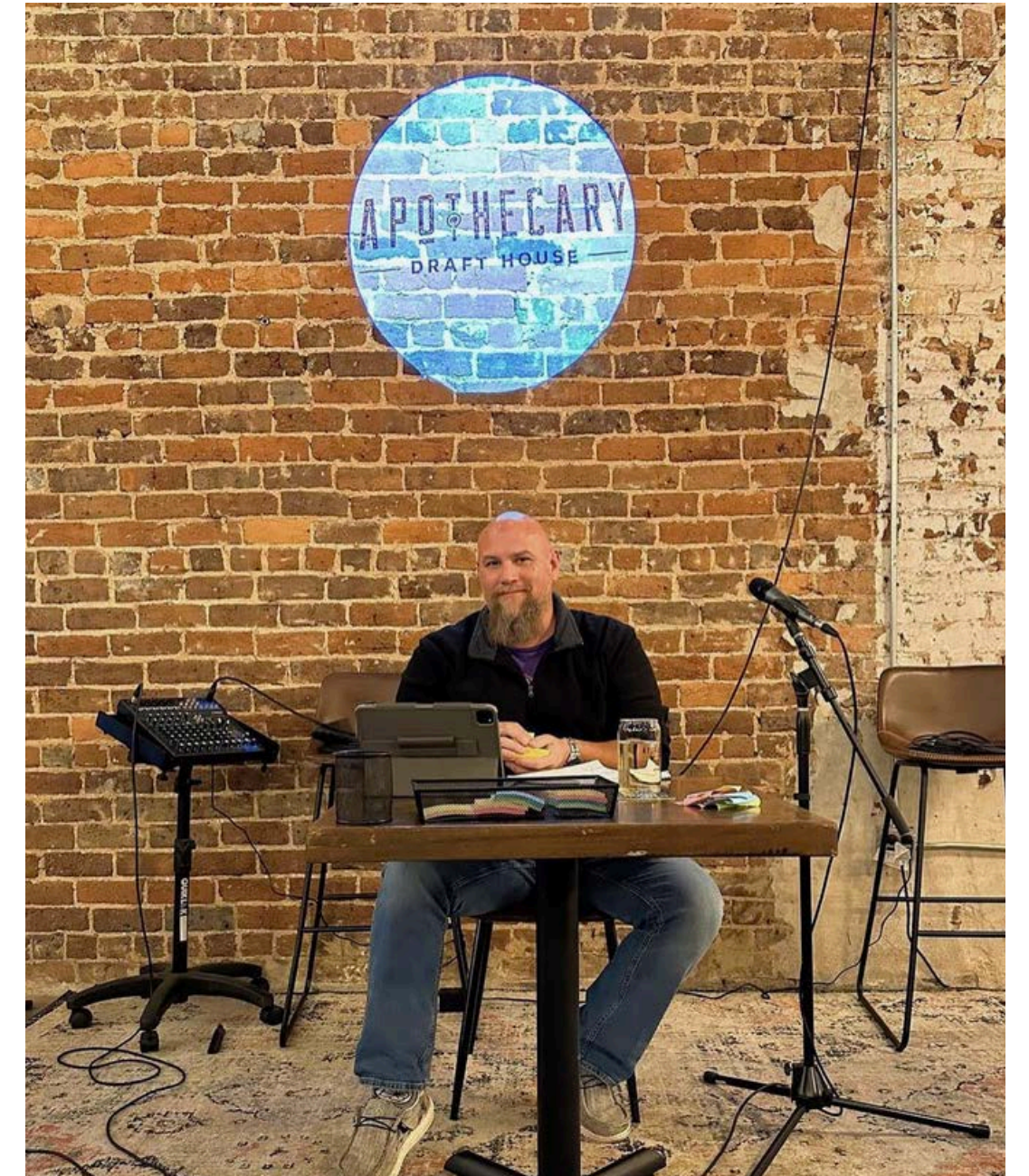


NEW FACULTY MIXER



Join us at the
Apothecary Draft
House on tonight
at 5:00 pm.

Located on the
Square in
Jacksonville.



IMPORTANT DATES

Dates to keep in mind when planning your class schedule for fall full semester courses:

- Monday, August 18 – Staff/Faculty Convocation (8-9; Pete Mathews Coliseum)
- Monday, August 18 – Faculty Annual Meeting (10-11; Merrill Hall)
- Wednesday, August 20 – Classes Begin
- Tuesday, August 26 – Last Day to Add/Register/Apply to Graduate
- Monday, September 1 – Labor Day Observed (University closed)
- Wednesday, September 10 – Last Day to Opt Out of JaxBooks
- Thursday and Friday, October 9-10 – Advising/Grading Days (University open but NO on-campus courses or synchronous online courses meet)
- Sunday, October 12 (11:59 pm) – Midterm Grades Due
- Wednesday, November 13 – Last Day to Drop or Withdraw
- Monday to Friday, November 24-28 – Thanksgiving Break (University closed)
- Tuesday, December 2 – Last day of class
- Wednesday to Monday, December 3-9 – Final Exams
- Friday, December 12 (Noon) – Final Grades due
- Friday, December 11-12 – Fall Commencement

Also, don't forget that faculty should plan to be available for meetings, email requests, etc. by Thursday, August 14. Monday, August 18 will start with the Faculty/Staff Convocation at 8:00 am in the Coliseum, followed by the Annual Faculty Meeting in Merrill B10 at 10:00.