TRINITY UNIVERSITY
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New Faculty Guide 2018-2019

TRINITY LIFE

What is a Tiger Card? Why do I need one? How do I get one?
The Tiger Card is Trinity’s official university identification card, it also A) serves as a keycard that grants you access to various buildings and offices, B) allows you to check out items at the library, and C) can be used for on-campus (and some off-campus) purchases and meals with Tiger and Bonus Bucks. You can get your card at the Tiger Card Office in Storch Memorial Building Rm. 005 (in the tunnel-like area). You can manage your Tiger Card online here.

What exactly are Tiger Bucks and Bonus Bucks?
Tiger Bucks allow your Tiger Card to serve as a debit card. After transferring funds from your bank account to your Tiger Card, you can use your card to purchase meals on campus (if you do not have a meal plan), to pay most departmental and campus fees, and to buy tickets for certain campus events. Additionally, a number of off-campus merchants (list available here) accept Tiger Bucks. Bonus Bucks are a declining balance type of tender you set up for a meal plan; however, any residual meal plan funds leftover in spring do not carry over to the next academic year.

Where can I eat on campus? More importantly, where can I find caffeine?

<table>
<thead>
<tr>
<th>Location</th>
<th>Food Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Einstein's Bros Bagels</td>
<td>Coffee, salads, anything that can be made with a bagel</td>
</tr>
<tr>
<td>Freshii</td>
<td>Salads, wraps, items that feel “fresh”ii</td>
</tr>
<tr>
<td>Taco Taco</td>
<td>Food Network says: “the best tacos in America”</td>
</tr>
<tr>
<td>Revolve Concept</td>
<td>Daily rotation of food (e.g. Panda Express, Greek, BBQ)</td>
</tr>
<tr>
<td>Starbucks</td>
<td>You know what they have...</td>
</tr>
<tr>
<td>POD</td>
<td>Quick to-go options for when you are feeling hungry</td>
</tr>
<tr>
<td>Skyline</td>
<td>Dine-in lunch, finer fare with a view</td>
</tr>
<tr>
<td>Mabee Dining Hall</td>
<td>The dining hall for students; however, a discounted $5.50 meal can be obtained here with a faculty Tiger Card.</td>
</tr>
</tbody>
</table>

How do I get a parking permit? Where can I park?
Parking permits can be ordered through the MyParking self-service. The Parking Services website provides additional parking/ticketing information.

What is TigerTalk and LeeRoy?
TigerTalk is an opt-in faculty and staff email list for discussion, notices/sales, and recommendations. If you opt-in, consider setting up a folder to bypass your inbox. Named for our once real tiger mascot, LeeRoy Daily News is an opt-in newsletter for Trinity announcements/events as well as a weekly Faculty, Staff, Student Spotlight.
Why does everyone keep talking about Northrup?

Northrup Hall, located between the Coates University Center and the Dicke/Smith building, is across the street from the Alamo Stadium parking lot. Northrup is home to many important offices and departments including:
1st floor — Parking Services, Registrar
2nd floor — Human Resources
4th floor — Offices of the President and Vice Presidents

Who are all of these people?

There are a lot of people who help make Trinity great. It will undoubtedly take time to put faces to names to roles, but there are organizational charts of the major branches of the university and an online directory to help you out.

What are Maroon Fridays?

Maroon Fridays are a Trinity tradition of wearing maroon as a physical display of #TigerPride. It is certainly not a requirement that you participate in this tradition; however, at least now you will know that the sea of maroon you might see on Fridays is not a coincidence.

Are there any discounts, services, and perks available to me as a faculty member?

There are a number of tangible benefits to being a Trinity faculty member. The library has created a compilation of many such items and services. On August 16 from 9 AM - 2 PM in the Stieren Theater Lobby, Trinity is offering a free professional photo service. Sessions will take about 5-10 minutes and will be first-come, first-serve.

What is Tmail?

Tmail is a Trinity-branded version of Google's Gmail. All Trinity business should be conducted with your @trinity.edu Tmail account. The ITS Service Catalog provides information for how to get started with your Tmail account.

What comes with my Tmail account?

Once your Tmail has been set up, you will automatically be able to use the same username and password to access all the software included in G Suite for Education (Google Drive, Calendar, Docs, Forms, etc.). Faculty have unlimited space on Google Drive. Trinity uses the Calendar invite feature often and you can decide how much of your calendar is visible to the rest of the Trinity community. Students also have access to the G Suite for Education, so these tools can be used in your courses.

What is TrinAlert?

TrinAlert is an opt-in emergency text messaging service that is one of the methods the University will use in order to communicate emergency information in a timely manner. You can set up this service in TigerPAWS.

Embrace the pun!

As you will soon discover, Trinity enjoys using puns and alliteration as often as is possible.

What is the TU Network?

Your TU Network credential allows you access to Trinity resources like the TU Secure wifi, campus computers, network storage drives, and library databases.

NOTE: The TU Network credentials are not the same as your Tmail login and will not access the Google products.
**Technology**

**What is TigerPAWS?**

TigerPAWS is a web application component of Ellucian Colleague, Trinity’s student information system, that gives you access to pertinent information real-time. You log into TigerPAWS with your TU Network credentials. TigerPAWS is where you can:

- view the Courses of Study Bulletin
- search for classes (using CSAR)
- view your class roster (and student photos)
- view your class schedule
- complete online grading
- view your advisees/clear students to register
- view transcripts
- view program schedules
- set up TrinALERT
- change your TU Network password
- set up self service banking and TigerBucks
- view leave plan and position summaries

**What is TLEARN?**

TLEARN is Trinity’s learning management system (LMS) powered by Moodle, an open source course management system for supporting faculty and students. Each of your courses will have a unique TLearn shell where you can:

- upload the course syllabus and post course materials (readings, lectures, prompts, etc.)
- create opportunities for peer interaction and collaboration using discussion forums
- post course announcements
- create a class calendar
- assess students with online quizzes and tests
- accept electronic submissions of assignments
- record assignment and overall course grades that students can see throughout the term
- provide students with both formative and summative feedback

Visit inside.trinity.edu for access to resources and materials for:

- Academics
- Offices/Administration
- Student Success
- Human Resources
- Get Involved

**Network Drives**

Trinity maintains several network storage drives (backed up nightly) where users may store and access data. These drives, different from Google Drive, include S: (Software Drive), V: (Department Drive), N: (Class Drive), and U: (Faculty Personal Drive). These drives can be accessed both on and off campus.

**What is T-SPACE?**

Trinity Scheduling Planning And Calendaring Events, or T-SPACE, is a campus calendar and room reservation system that allows you to view the usage, layout, seating arrangement, audio/video equipment, and photos of classrooms and other spaces on campus. It also lets you view scheduled events, search available dates, and request reservations.

**What sorts of technology resources and options are available to me?**

The Information Technology Services (ITS) department has an ITS Service Catalog, complete with a Faculty Guide page, that allows you to see an overview of services and materials (such as the resources covered in this document, creative software, the phone system, instructional technology, and academic software). The Classroom Technology page provides an updated inventory of the equipment and technology currently available in each classroom.

**How do I get help with my technology needs?**

The ITS HelpDesk is the first point of contact for your technology needs. HelpDesk Analysts can assist with password changes, email questions, network/printer issues, file recoveries, and troubleshooting. Call the HelpDesk at x7409 or email them at helpdesk@trinity.edu for immediate help in the classroom and for help for an upcoming class or event.

**Who do I talk to about incorporating technology effectively in my classes?**

Wendy Apfel  
Instructional Support Manager

The Collaborative  
Center for Learning and Teaching
The University Curriculum Council states: no major papers or exams (those that count for more than 10% of the total course grade) can be scheduled for the two class days before reading days.

What is the Faculty & Contract Staff Handbook?
The Faculty & Contract Staff Handbook includes institutional history; faculty governance structure as well as policy; faculty development; researcher responsibilities; instructional and administrative policies, responsibilities, and guidelines; and employment policies and benefits.

What faculty development resources are available?
The Collaborative for Learning and Teaching supports and highlights pedagogical practices that foster rich learning opportunities for Trinity's students through events, programs, one-on-one consultations, and grants. The Early Career Faculty Research Group holds regular meetings to promote research and new scholarship. Consult the Mentorship and Professional Development page for additional resources.

What resources are available to help my students with their learning?
Tiger Learning Commons (TLC) provides a centralized hub in Coates Library for academic coaching, writing tutoring (coming soon—qualitative tutoring), and student accessibility. Guided by a mission to empower students to harness their own abilities, the following offices work together to offer a collaborative learning environment for students:
• Academic Success provides quality academic programs and services to enhance student learning, academic performance, and personal development through one-on-one academic coaching and study skills workshops.
• Student Accessibility Services ensures that students with disabilities have equal access to curricular and co-curricular activities and services by arranging accommodations, trainings, consultation, and technical assistance.
• The Writing Center offers walk-in tutoring as well as evening skills workshops to students at all stages of the writing process, from finding a thesis to editing and revision.

What do I do if my students are struggling with their health?
Remember that being a college student can be stressful. Students are dealing with the unique challenges of university life and are juggling (perhaps too) many curricular and co-curricular activities and commitments. Counseling Services offers the page If You Are Concerned about a Student that provides information and advice about how you can offer help. Health Services is also an important resource on campus, offering medical and nursing care for students throughout the week. Remember to practice kindness and empathy towards your students.

Are there any university policies of which I need to be aware?
Chapter Six of the Faculty & Contract Staff Handbook contains policies related to classroom procedures, faculty duties, student records, and course evaluations. Student Life posts several of these on their website under Classroom Procedures and Student Responsibilities as a notice to students of policies related to their classroom responsibilities and expectations. As you prepare your syllabi, consult with your department chair about specific departmental policies requiring student attendance of classes and expectations for office hours.

What is the QEP: Starting Strong?
QEP stands for Quality Enhancement Plan. Every ten years, universities must undergo a reaffirmation of accreditation. A QEP, which is a long-range plan that identifies key issues, is an essential component of that reaffirmation process. Starting Strong is the name of Trinity’s QEP and focuses on strengthening first-year advising, teaching, and academic support resources. One part of the Starting Strong QEP currently in development is an Early Alert system to help in the identification of areas for improvement and potential risk factors.
Am I required to distribute a course syllabus? What needs to be in the syllabus?

During the first week of the semester, you are expected to post to TLearn, distribute to your students, and provide your department chair with a course syllabus. The syllabus should provide general course objectives, dates of all major papers/projects and exams, your attendance policy and its relation to course grade, office hours, and other pertinent info about the course organization and evaluation of students’ performances. Advance notice of a week or more should be given if dates of major coursework are to be changed. A New Faculty Materials section of the Collaborative includes a syllabus construction guide. All syllabi must include an academic honor code section.

What is the Academic Honor Code?

Upon matriculation, students sign an agreement to abide by the Academic Honor Code policy, which covers all academic work. Instructors will designate what, if any, type of collaboration or assistance is authorized for each assignment. Additional information about the pledge, including instructions and forms for faculty to report an alleged violation, can be found on the site about The Academic Honor Code. The recommended syllabus text is:

All students are covered by a policy that prohibits dishonesty in academic work. Under the Honor Code, a faculty member will (or a student may) report an alleged violation to the Academic Honor Council. It is the task of the Council to investigate, adjudicate, and assign a punishment within certain guidelines if a violation has been verified. Students are required to pledge all written work that is submitted for a grade: “On my honor, I have neither given nor received any unauthorized assistance on this work” and their signature. The pledge may be abbreviated “pledged” with a signature.

What is the Courses of Study Bulletin?

Every year, Trinity produces a Courses of Study Bulletin for the academic year. This bulletin can be viewed online, saved as a PDF, or obtained by request as a printed copy. It is the official source of information regarding degree requirements, academic policies, and academic majors and minors at Trinity.

How do I submit midterm and final course grades?

Grades are submitted through TigerPAWS. Trinity requires a submission of midterm grades as part of our early alert process. You are required to post midterm grades for students who have a C- or worse. For students who have a C or better, you may choose to post their current grade or, per the registrar’s recommendation, post an S for satisfactory so that students (and parents) learn that no midterm grade is a good midterm grade. Please note: Trinity’s grading system does not feature either an A+ or a D-. All A, B C, and D grades are passing grades.

What about student evaluations?

The registrar will email you toward the end of the term about Class Climate, Trinity’s student evaluations. You will receive a campus mail envelope with a slip of paper for each student containing a one-time URL. Students use the URL (preferably in class) to fill out the evaluation. The Collaborative also offers structured mid-semester feedback, upon request, to help faculty make instructional adjustments during the term that can increase student motivation and understanding as well as lead to improved end-of-term teaching evaluations.

How great is our library?

Libraries are our friends, and the Coates Library is a very good friend indeed. Departments have liaison librarians who are there to support your teaching with librarian-led research instruction and appointments. You can also access the library’s books, media, and databases; use interlibrary loan services, and put materials on course reserve.

What about promotion, tenure, and evaluation; support for teaching, research, and creative activities; and grants, awards, and other forms of recognition?

A good starting point for questions related to any of these issues (as well as questions about advising, University Curriculum Council, Faculty Assembly, policies and governance, and speaker/lecture series) is the website for the Office of Academic Affairs. Additionally, the Faculty & Staff Handbook provides a more in-depth look at many of these and other topics. And, as always, your department chair is a great resource.
How do I get involved in campus life? What events are going on?

No doubt you will spend the first couple of months simply trying to stay afloat, but eventually you will want to take part in campus life. There are several committees and clubs faculty can join. Trinity has a regularly updated events calendar featuring lectures, performances, sports, and other get-togethers. This event calendar allows you to search by place, department, group, or key word. Additionally there numerous informal groups that congregate such as Beer Tuesday. Your fellow faculty can tell you all about their favorite campus activities.

Why is San Antonio hot (and other questions I have about my new city)?

Although we cannot fully explain why San Antonio is so hot, we can tell you the great places to see and the delicious places to eat. San Antonio is a lovely city and Trinity’s campus is a stone’s throw from the heart of downtown San Antonio, which allows the Trinity community to experience all sorts of cultural and artistic events. One of the best ways to get to know people on campus is to ask them about their favorite recreational activities, restaurants, and attractions. And it’s a sure bet that everyone can tell you which place has their favorite caffeinated or alcoholic drink.

What are some of my fitness options?

All Trinity employees are able to utilize the William H. Bell Center facilities free of charge. The Bell Center features multiple basketball courts, a natatorium, racquetball courts, squash courts, dance studios, a cardio room, weight lifting room, in addition to athletic training facilities. For those of you who don’t feel comfortable working out in the same space as your students, the YMCA of Greater San Antonio offers special group rates to Trinity faculty. You can enroll at any of the YMCA of Greater San Antonio branches with the Trinity rate. The 12 Month Trinity Faculty/Staff/Retiree rates are $300/year for an adult at a single branch, or $360 for city wide access. Your entire family may choose a single branch for just $420/year, or $480 for city wide access. The joining fee has been waived.

What are some of the ways I can practice wellness?

Take care of yourself! Practice self-care by allowing yourself to take breaks. Do not be afraid of saying “no” to some projects rather than trying to accomplish everything this first semester/year. Get up from your desk and take a walk around campus. Occasionally allow yourself to read a book...for fun. Allow yourself to find a support network on campus. Consider being added to the Staff & Faculty Wellness team drive. Let yourself be happy.

What if I have more questions?

Ask us! The New Faculty Orientation is not intended to be your one and only opportunity to ask questions and figure out all of the answers.

One of the best parts about being Trinity faculty is that you are now a part of the Trinity community.

Welcome!