

FACULTY FYI 2011

Temple University Ambler

Faculty Offices

Widener Hall Room 217

Monday through Thursday: 7:45 a.m. to 7:30 p.m.

Friday: 7:45 a.m. to 4:30 p.m.

Lila Coddington, Staff Assistant

267-468-8217

The Faculty Office suite includes workspace, computers, mailboxes, two conference/seminar rooms (Widener Room 213 - 10 to 12 seats; Widener Room 222, 8 seats), and temporary storage space for class materials. The office also provides wireless access. You may hold office hours, receive mail, receive messages from students, make last-minute copies, and obtain basic teaching supplies. If you are late or need to cancel a class, contact this office.

The following departments maintain separate offices:

Community and Regional Planning - West Hall - 267-468-8300

Fox School of Business - West Hall - 267-468-8350

Landscape Architecture and Horticulture - Dixon Hall -

267-468-8181

On-Campus Copiers

Copiers are available throughout campus. Faculty may use Diamond Dollars, a department code, or cash as follows:

Learning Center and West Hall - General access; Diamond Dollars only

Widener Hall Room 217 - Faculty only; code access

Bright Hall - General access; coin operated and Diamond Dollars

Library - General access; coin operated and Diamond Dollars

Parking

Bursar's Office

West Hall 101

M-Th: 8:30 a.m. to 6:00 p.m.

F: 8:30 a.m. to 5:00 p.m.

Barbara Kirsch, Coordinator

267-468-8250

Visit www.ambler.temple.edu/about/parking.htm for more parking information.

You can obtain your parking permit (purple hangtag) and gate card by visiting the Bursar's Office in West Hall Room 101 and providing your car's make and license number. Please note that there is an annual fee. If you have paid for parking at the Main Campus, you do not need to pay an additional fee at Ambler for a hangtag, but you must obtain a gate card.

If you are adjunct faculty, speak with your department administrator about obtaining an Adjunct Faculty Parking Payment Authorization. Faculty parking is located in Lot #1 on Meetinghouse Road and at the Learning Center, Lot #2.

Classrooms and Instructional Technology

Scheduling Office

Widener Hall Room 223 (in the Faculty Office)

Pat Kelly, Schedule Manager

267-468-8223

A wide range of classrooms and classroom technology is available at Ambler. To request a technology classroom (smart classroom or computer classroom), please visit here. Please call or visit the Scheduling Office to discuss additional classroom needs or questions.

Classroom Technology Support (Audio Visual)

Learning Center - First Floor

Karen Pyle, Media Specialist

267-468-8340

Audiovisual equipment and smart carts are available to all faculty.

To reserve audiovisual equipment, call CTS, or e-mail

karen.grow@temple.edu.

Instructional Support Center

Learning Center Room 111

Greg Szczepanek, Sr. Tech Support Specialist

267-468-8393

The Instructional Support Center has knowledgeable staff who can demonstrate the latest instructional technologies, including Blackboard, Temple's online course management and delivery tool.

With Blackboard you can give your students access to course notes, supplemental readings, links to external sites, and their grades. You can even give tests.

Mailboxes

Mailboxes are located in either Widener Hall Room 217 or your department's office. Student Feedback Forms, Academic Progress Reports, and announcements are placed in your mailbox, in addition to messages from students and other mail.

Class Lists/Academic Progress Reports

Class lists are accessible through tuportal.temple.edu. Log onto TUPortal and enter your AccessNet username and password. A link for the class lists will be on the left. Once the class list is visible, click on a student's name to see their TUID photo. Academic Progress Reports, for all students in classes numbered below 2000, will be distributed to mailboxes by the fifth week of the semester.

Student Feedback Forms

Student Feedback Forms (SFF) packets are distributed through the appropriate faculty office. Completed evaluations are collected at Ambler in the Widener Hall Faculty Office, the evaluation mailbox outside of the office, or at Fort Washington.

Public Transportation

SEPTA Regional High Speed Lines:
www.septa.org/service/rr_schedules.html

The **Lansdale-Doylestown line (formerly R5)** makes at least one stop an hour from 5 a.m. to midnight at the Ambler train station. The University provides free bus service between the station and the Ambler Campus during the fall and spring semesters.

Bus Services:

Three SEPTA buses stop about 2 miles from campus. The **94 and 134 buses** run along Bethlehem Pike from Chestnut Hill Loop to the Montgomery Mall, and the **98** runs from Norristown to Willow Grove.

If you wish to switch from a SEPTA bus to the TU shuttle, take the 94 or 98 to the Ambler Regional Rail station and wait for the shuttle there. If you want to walk or bicycle to campus from a SEPTA bus, take the 94, 98, or 134 to Lindenwold Ave. and Bethlehem Pike and follow the walking/bicycling directions.

Inter-Campus Bus Service:

www.temple.edu/facilities/shuttles.html

During the fall and spring semesters, free bus service is available to Temple students, faculty, and staff commuting between various University campuses. Stops are made at Ambler, Fort Washington, Health Sciences, and Main Campus. This service is available to all Temple students, faculty, and staff with valid I.D.

Library

Ambler Campus Library
Sandra Thompson, Head of Suburban Campus Libraries
267-468-8640
library.temple.edu (Click on "About the Libraries")

All current Temple faculty, students, administration, and staff may borrow materials from Temple's Libraries using their TUID. For most Temple Libraries, the loan period for faculty, administration, and graduate students is for the semester. For undergraduates, staff, and courtesy borrowers, it is four weeks. There is a limit of three renewals.

Policies for Faculty

Visit www.temple.edu/provost/policies/index.htm#Faculty for more important faculty policy information.

The Office of the Provost provides a comprehensive online database of information about policies and procedures. The "Instructors and Students" section includes everything from course syllabi policies and incomplete course policies/procedures to the confidentiality of student records. The "Faculty Policies and Handbooks" section includes resources such as the University employee manual and the faculty and adjunct faculty handbooks.

Disability Resources and Services

West Hall Room 109
Susan McCaffrey, Assistant Director of Student Services - Advising and Disability Coordinator
267-468-8200
TDD 267-468-8262
smccaffr@temple.edu
www.ambler.temple.edu/ac_services/disability.htm

Students with a disability are directed to meet with the Disability Resources and Services (DRS) coordinator, Susan McCaffrey. An official letter will be given to the student outlining the academic accommodations. In turn, the student will present this letter to the instructor, who must treat all information with confidentiality.

When publishing syllabi, please include the contact information for Ambler in the disability disclosure statement.

An example would be: *Any student who has a need for accommodation based on the impact of a disability should contact me privately to discuss the specific situation as soon as possible. Contact Disability Resources and Services at 267-468-8200 in West Hall 109 to coordinate reasonable accommodations for students with documented disabilities.*

Bookstore

Bright Hall
Brian McDonnell, Acting Manager
267-468-8460
mcdonnel@temple.edu
www.temple.bncollege.com

Order textbooks for the course(s) you will be teaching at Ambler by phone or e-mail. The bookstore also carries general fiction and non-fiction books, reference texts, stationery items, and more.

Web Resources

Admissions - www.ambler.temple.edu/admissions
Advising - www.ambler.temple.edu/advising
Acad. Calendar - www.temple.edu/registrar/acad_calendars.html
Academic Programs - www.ambler.temple.edu/ac_programs
Ambler Campus - www.ambler.temple.edu
Ambler Campus Final Exam Schedule -
www.ambler.temple.edu/ac_services/registration.htm#exam
Ambler Campus Technology Center -
www.ambler.temple.edu/ac_services/technology.htm
Campus Calendar -
www.ambler.temple.edu/campus_life/calendar.htm
Course Schedule - voyager.admnsvc.temple.edu/tucourses
Fort Washington Campus - www.tufw.temple.edu
Class Cancellation/Emergency Closing Numbers -
www.ambler.temple.edu/about/emg_prep.htm#closing
Directions - www.ambler.temple.edu/about/directions.htm
Directory - www.ambler.temple.edu/about/directories.htm
Emergency Procedures -
www.temple.edu/ambler/about/emg_prep.htm
Vice Provost For Faculty - www.temple.edu/vpfaculty

SPRING 2011