

**Faculty Quick
Reference Guide and
New Faculty Checklist**

Important PAWS Information for Faculty and Advisors: Accessing PAWS

PAWS is an Information System that provides access to important student and faculty services.

Faculty can access:

- teaching schedules
- class rosters
- student information
- mid-term and final grades posts

For more information and to access PAWS visit:

<https://www.frostburg.edu/online/what-is-paws.php>

Login Details: A username and password are required to log into PAWS. Your PAWS username matches your FSU email username. Example: jasmith for Joe Allen Smith with FSU email address jasmith@frostburg.edu

If you do not know your FSU email username, you may access the link here:

<https://www.frostburg.edu/information-technology/Services/network-accounts-access.php>

You may also contact the FSU Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

Password

Our automated account process creates a randomly generated 16-character initial password that has at least 4 uppercase characters, 4 lowercase characters, and 4 numbers. Once the account has been created, we email the initial password information to the Home Email Address that is on file in Peoplesoft. Duo authentication is used for password protection: https://www.frostburg.edu/information-technology/Services/DUO_Authentication_FAQ.php.

Forgot your Password or Need to Change It? This can be managed at FSU's Password Portal page, found here: <http://www.frostburg.edu/computing/password-management/> or contact the FSU Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

Accessing Canvas

Canvas is the learning management system (LMS) that is utilized by the university. Information on how to access and use Canvas can be found at this link: <https://www.frostburg.edu/canvas/>.

FSU ID

Faculty, staff, and students are assigned an FSU ID (also known as EmplID), which will be used as their primary identification code. Faculty, staff, and students keep their FSU ID throughout their career at FSU. Please memorize or make note of this ID.

Counseling and Psychological Services Center

The Counseling and Psychological Services Center (CAPS) facilitates academic, career, and personal counseling. Services are provided without charges to students at the University by appointment. The staff consists of a variety of licensed mental health providers and trainees under supervision. More information about CAPS can be found here: <https://www.frostburg.edu/student-life/campus-services/caps/>.

Emergencies

University Police, located in the Public Safety Building at the corner of College Avenue and University Drive, has personnel on duty 24 hours a day. For emergency services the University Police can be contacted at 301-687-4222; for non-emergency services call 301-687-4223.

Parking

On-campus parking facilities are provided for University employees. Vehicle registration is required annually. The parking permit is a "Hang-Tag". The tag must be hung from the rearview mirror of any vehicle of the registrant's choice. Registration occurs prior to, or during the first week of each fall semester. A parking application and information on parking can be found here: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/university-police/parking.php>.

Postal Services

Mail is delivered and picked up daily at the various departments on campus. Faculty members who use the University as their personal mailing address should realize that there is no service on Saturday or Sunday, nor on state or federal holidays.

Outgoing parcel post facilities are also available at the mail room in the Hitchins Administration Building (first floor). Faculty members must pay the postage for personal mail.

Scheduling of Events (Room Reservations)

The use of building space other than for classes is scheduled through the FSU Room Scheduling System found at <https://schedule.frostburg.edu/emswwebapp>.

Athletic Activities

All faculty members are invited to participate in the intramural program and access campus athletic facilities. Faculty members may use their employee ID cards for admittance to the swimming pool; racquetball, handball, and squash courts; golf/baseball practice room; and weight and cardiovascular rooms.

The athletic department also invites you to attend intercollegiate sporting events on campus. An employee ID card will admit the faculty member and their family members to all athletic events unless other ticketing procedures are advertised in advance of the sport's season. MEC, ECC, and NCAA Championship events will be subject to the ticketing requirements set forth by those governing bodies.

NEW FACULTY CHECKLIST

The following checklist can be used as a guide to provide new faculty with the information you need to become acquainted with important policies, procedures and services. If you are a new faculty member, please ask your department chair or administrative assistant for help in obtaining this information.

Policies and Procedures

- Long distance phone calls
- Textbook orders
- Syllabi
- Common department syllabi and rules
- Sick leave and collegial support
- Positive time reporting
- Photocopying
- Course packets
- Ordering supplies
- Postage
- Emergency numbers
- Directory lists and websites for classes
- Faxing
- Office space
- Office hours
- Computer support
- Parking
- Add/drop procedure

Important Documents and Websites:

- Schedule of classes
- Catalogs
- Faculty and Staff directory
- Academic calendar
- Faculty handbook
- Employee handbook
- Departmental brochure and website
- Canvas Learning Management System
- PAWS student administration/ learning management system
- Information about western Maryland
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Support assistance with:

- Preparing correspondence, tests, syllabi
- Ordering textbooks and supplies
- Maintaining files, etc.
- Enrollment/ prerequisite overrides (in PAWS)

Departmental Communication:

- When and where it takes place
- What is addressed
- What the expectations are regarding attendance
- How to stay informed
- Department meetings
- Email/ directory lists
- Committees
- Department mailboxes

A Tour of the Following Areas:

- Classrooms frequently used
- Meeting rooms
- Places to eat
- Faculty/ staff offices
- Dean's Office
- Pullen Hall
- Where to park
- Restrooms