

Alabama Agricultural & Mechanical University (AAMU)

# **Guide to AAMU for New Faculty (Full-time, Part-time, and Adjunct Professors)**



*Division of Academic Affairs*

REVISED August 2019

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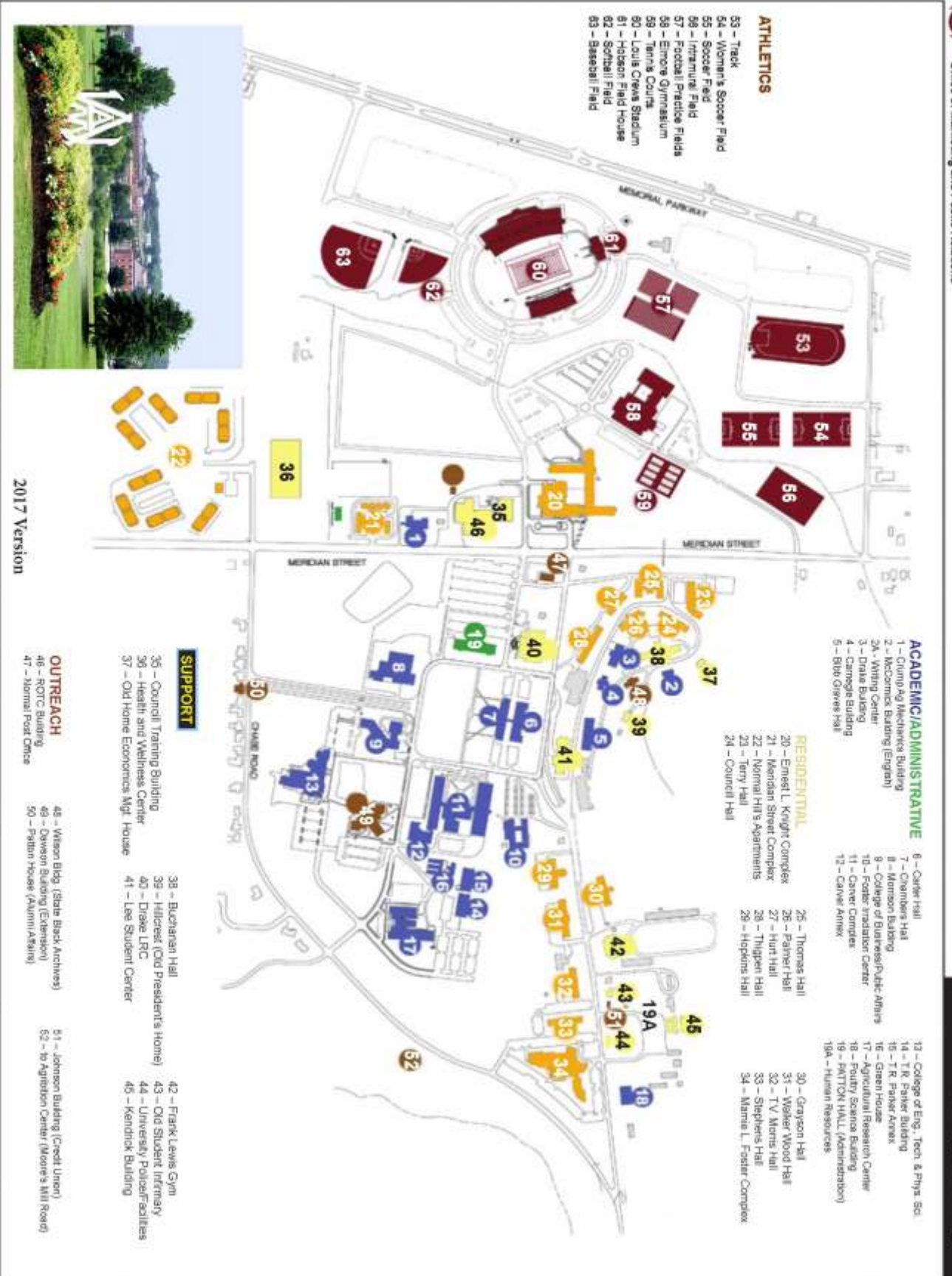
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## Teaching Calendar Dates to Remember

	Date	Event
<b><u>FALL</u></b>	August 13, 2019	Faculty/Staff Conference *
	August 15, 2019	New Faculty Orientation
	August 15, 2019	First Day of Class
	September 2, 2019	Labor Day
	November 25-29, 2019	Thanksgiving Break
	November 18-19 2019	Final Exam Week (graduates)
	November 21, 2019	Grades Due (graduates)
	November 22- December 5, 2019	Final Exam Week
	December 6, 2019	Commencement ceremonies*
	December 10, 2019	Final Grades Due
	December 16, 2019	Winter Break (Faculty)
<b><u>SPRING</u></b>		
	January 3, 2020	Faculty/Staff Conference*
	January 6, 2020	First Day of Class
	January 20, 2020	Martin Luther King Jr. Holiday
	March 30-April 3, 2020	Spring Break
	April 9, 2020	Honors Day Convocation*
	April 20-21, 2020	Final Exam Week (graduates)
	April 23, 2020	Grades Due (graduates)
	April 24-30, 2020	Final Exam Week
	May 1, 2020	Founders Day*
	May 1, 2020	Commencement ceremonies*
	May 5, 2020	Final Grades Due in Banner
<b><u>SUMMER</u></b>		
	May 25, 2020	Memorial Day
	May 26, 2020	First Day of Class
	July 4, 2020	4th of July Observed
	July 22-23, 2020	Final Exams
	July 28, 2020	Final Grades Due in Banner

**\*Faculty participation mandatory**

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## AAMU Mission Statement

“Alabama Agricultural and Mechanical University is a public, comprehensive 1890 Land-Grant institution, committed to access and opportunity, and dedicated to intellectual inquiry. The application of knowledge and excellence in teaching, research and service is responsive to the needs of a diverse student population and the social and economic needs of the state and region. The University offers contemporary baccalaureate, master’s, educational specialist and doctoral level degrees to prepare students for careers in the arts, sciences, business, engineering, education, agriculture and technology. As a center of excellence, the University is dedicated to providing a student-centered educational environment for the emergence of scholars, scientists, leaders and critical thinkers, who are equipped to excel through their contributions and leadership in a 21st century national and global society. ”



**Vi si on:** The vision of Alabama Agricultural and Mechanical University is to be recognized as the premier Land-Grant institution of choice for students, faculty, staff, and future employers of its students. The University will be recognized nationally and internationally for excellence in teaching, research, outreach, exceptional academic programs and globally competitive students.

## Commitment to Our Vision

While much has changed on "The Hill", AAMU still maintains its commitment to its mission:

- Excellence in education and a scholarly environment in which inquiring and discriminating minds may be nourished.
- The education of students for effective participation in local, state, regional, national, and international societies.
- The search for new knowledge through research and its applications.
- The provision of a comprehensive outreach program designed to meet the changing needs of the larger community.
- Programs necessary to adequately address the major needs and problems of capable students who have experienced limited access to education.
- Integration state-of-the-art technology into all aspects of University functions.

Alabama A&M University, in cooperation with businesses, industrial and governmental agencies, and other institutions, provides a laboratory where theory is put into practice in a productive environment.

## Office Space & Communication

Each full-time faculty member is provided office space near his/her colleagues. Some departments provide space for adjuncts to utilize phone, talk with students and work on class work. The primary modalities of communication on the campus are email, phone and the intercampus mail system. Please check with the departmental secretary for instructions. Alabama A&M University email system is easy to use and accessible through the home page. Each department has a fax machine. Faculty members also can send information across campus via the intercampus mail system. The campus directory is located on the home page of the AAMU website. It provides phone numbers and email addresses.

It is important for faculty members to know whom to contact for specific issues. The list in the appendix (p.16) may facilitate this process.



## Faculty and Staff Email

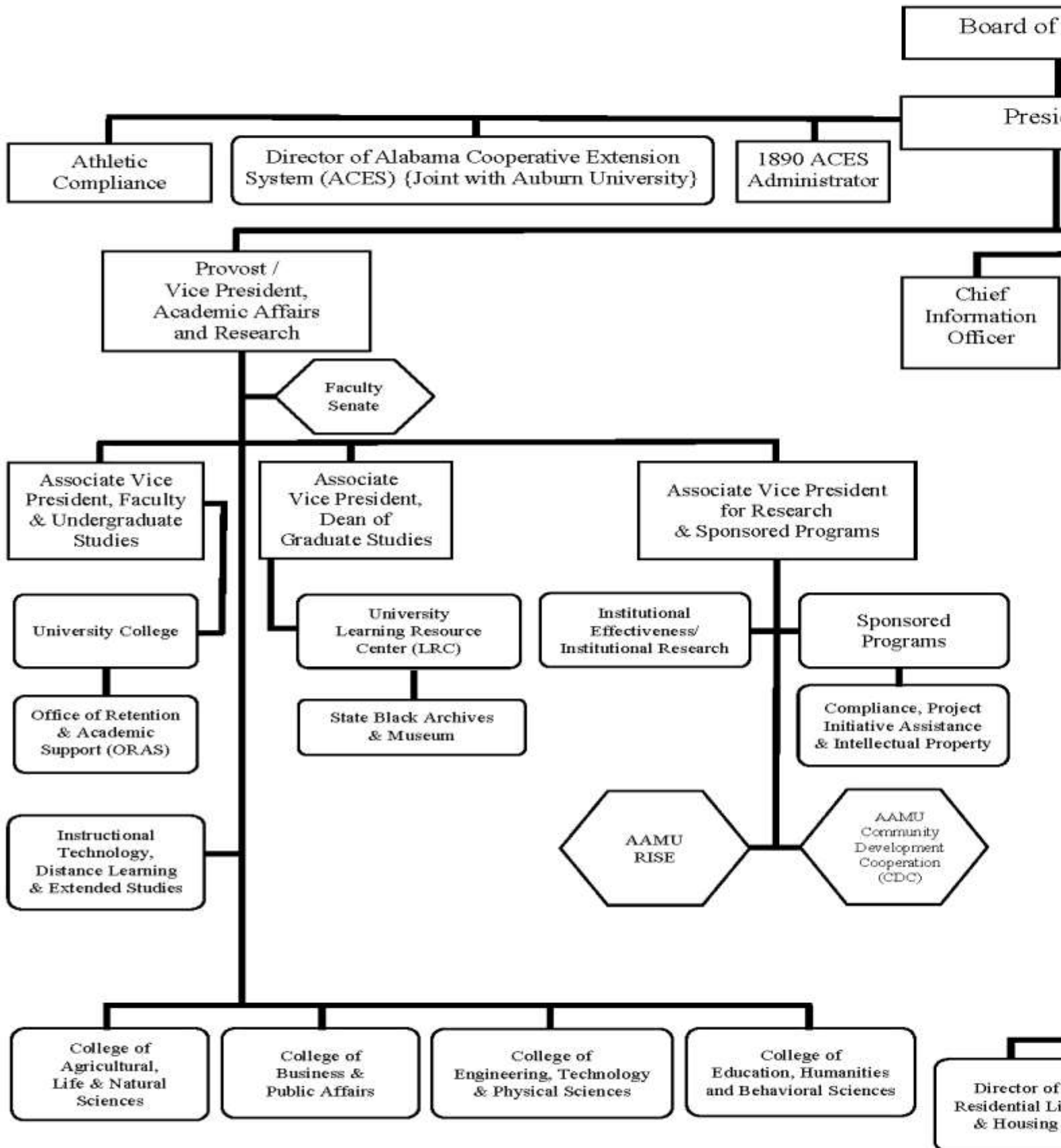
Alabama A&M University has established email as a primary vehicle for official communication with students, faculty, and staff. The majority of bulletins and announcements will be communicated through email

- Official email accounts for faculty and staff are established in Microsoft Exchange, the University's internal email system, operated and supported by ITS. Microsoft Outlook is the standard email application used with Exchange.

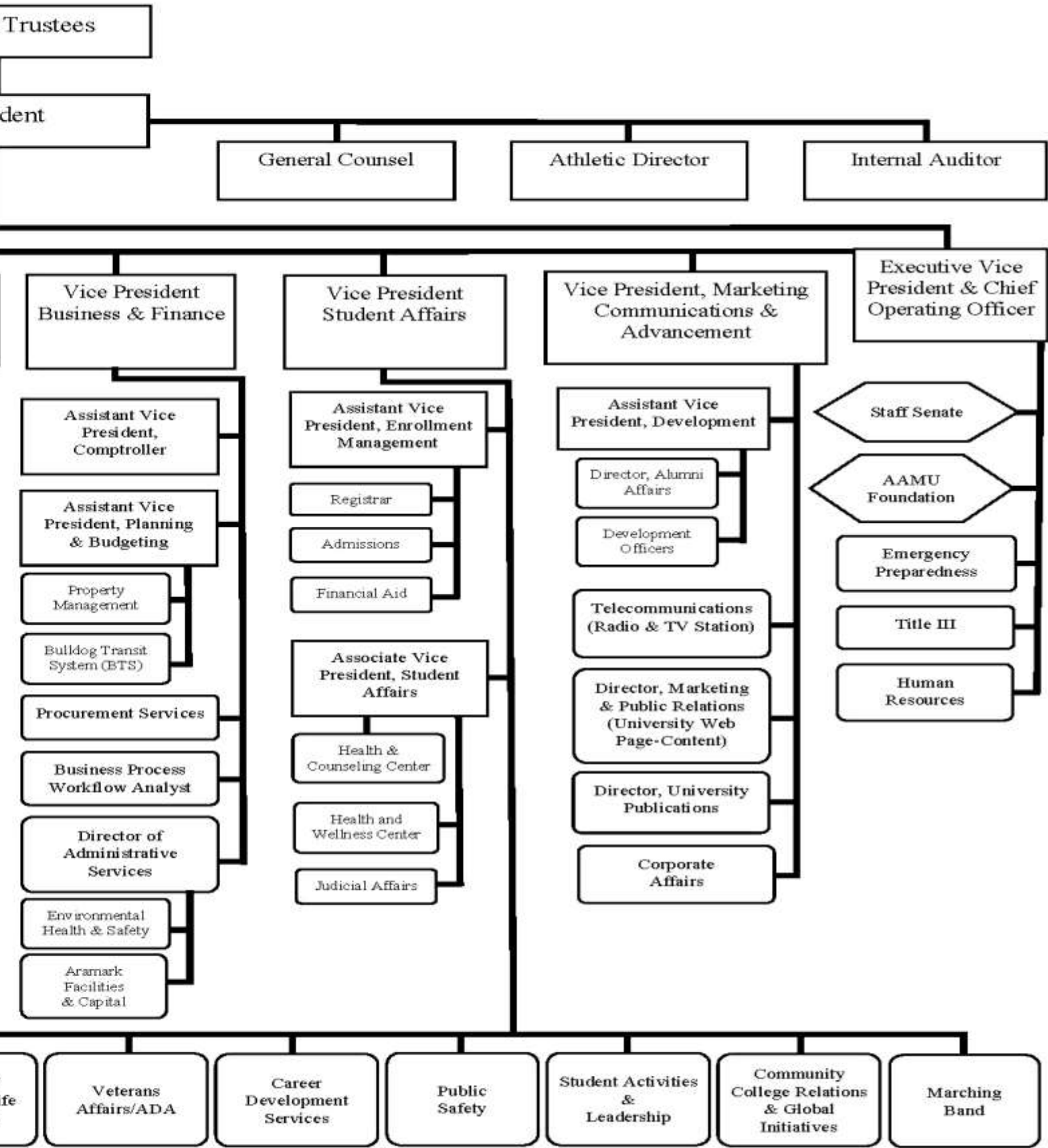
## College & Departmental Meeting

Your department chair will provide information about the meeting times and location of departmental meetings. Your college dean will announce the time and place for periodic college meetings.

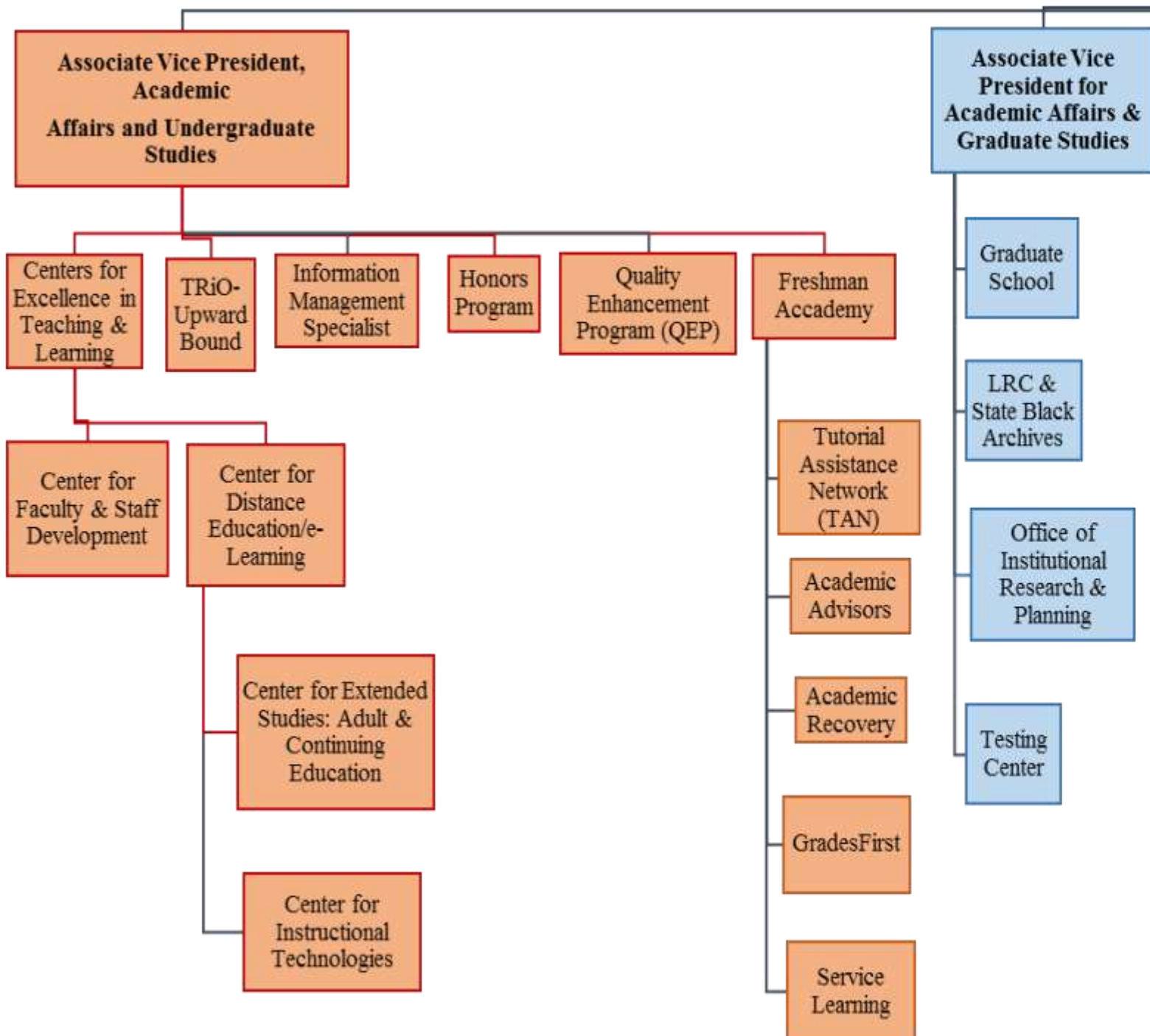


**Alabama A&M University**

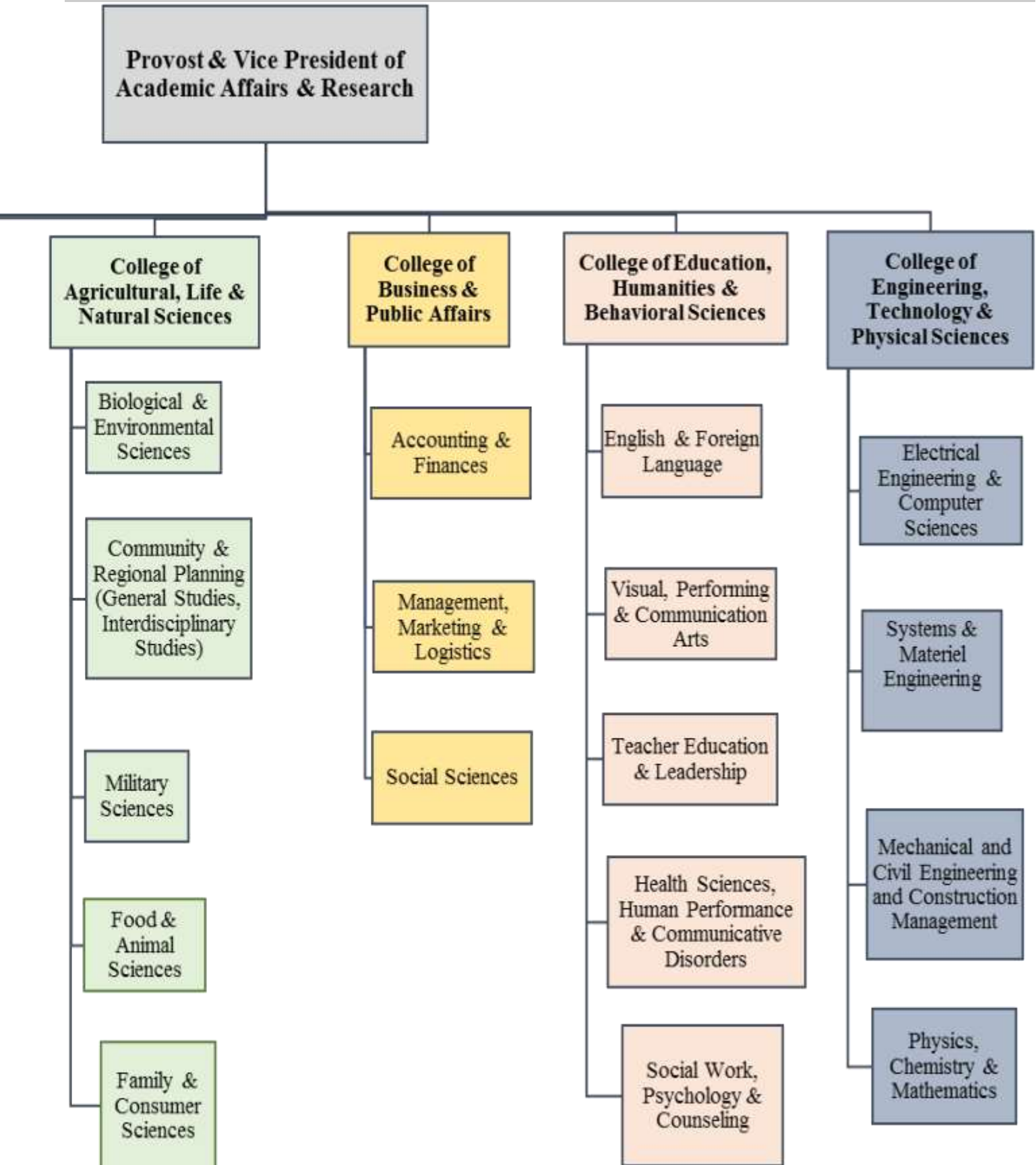
University Organizational Chart



## Academic Affairs Organizational Chart







## Faculty Appointments (Section 3.2 Faculty Handbook)

A basic appointment refers to the initial full-time appointment in an academic assignment where overload, release time, or other assignments may reduce the academic (teaching) duties. Full-time appointments with an annual assignment of fifty percent (50%) or more in an instructional program are eligible for tenure. All faculty members will receive one of the following appointments upon employment at the University:

- A. Regular Full Time: Employment of an unspecified duration with no predetermined separation date.
- B. Regular Part Time: Employment that is expected to continue indefinitely on a part-time basis. Employees are expected to work at least 20 hours but less than 35 hours per week and are not eligible to receive any fringe benefits.
- C. Temporary: Employment on an as needed basis.

Joint appointments are those appointments between/among academic units and other units of the University. The holders of such appointments whose basic or initial assignments are with the instructional program may be considered for tenure, if the instructional assignment is at least fifty percent (50%).

Part-time faculty appointments, such as adjunct faculty, are those individuals who are employed less than 100% of the time by the University. The total number of part time faculty for each academic unit will normally not exceed fifteen percent (15%) of the total instructional full-time faculty. These individuals are not eligible for faculty benefits. All administrative, untenured faculty, and non-tenured faculty appointments whether categorized as regular full-time, regular part-time, temporary, or otherwise may be ended by action of the employee or the University, with or without cause.

The following applies for the term of employment for part-time faculty:

1. Part-time faculty is a category of employment that is a non-tenure track classification.
2. Part-time faculty are employed to teach on a per-course/per semester basis within a designated academic department. Permission to teach in more than one academic department must be approved by each chair and college dean.
3. Part-time faculty hold their employment at the discretion of the President and Provost/Vice President for Academic Affairs and their immediate supervisor without written contract, either of whom may discontinue the employment of such employees without cause or advance notice.
4. Teaching Load: The teaching load for a part-time faculty is limited to two classes per semester. The Provost/Vice President for Academic Affairs must approve any exceptions to this policy through the department chair and appropriate dean.
5. Compensation Rates: The University has set the base rate per course taught which applies in all colleges. Information on the current rates can be obtained from the department chairperson.
6. Payments: Part-time faculty members are paid each month, generally at the end of the month in equal increments. Four payments are issued during the fall semester, September, October, November, and December. Five payments are issued in the spring semester, January, February, March, April, and May. Two payments are issued during the summer session, June and July. Payments will be issued on the last workday of the month, with the exception of December.

(For additional information, see Section 3 of the Faculty Handbook, 2018)

## University Expectations of All Faculty

- Ensure that current curriculum vitae is on file in department office
- Meet teaching responsibility by attending class consistently and being on time
- Assist students in and out of class
- Use standard university format for course syllabus
- Submit syllabus to students on the first day of class and to the Department secretary no later than one week after instruction begins
- Perform research and service appropriate for their discipline (Full Time Faculty)

## Faculty Workload & Schedule (Section 3.8 of Faculty Handbook, 2018)

- 3.8.1 - Faculty Office Hours and Accessibility
- 3.8.2 - Faculty Class Attendance
- 3.8.3 - Teaching Load

## Faculty Development

### ***On Campus***

#### **Centers for Excellence in Teaching and Learning**

The Centers for Excellence in Teaching and Learning (CETL) are dedicated to enhancing the culture of teaching and learning at Alabama A&M University. CETL is the umbrella organization that houses

- \* Center for Faculty & Staff Development (CFSD)
- \* Center for Distance Education/ e-Learning (CDEeL)
- \* Center for Adult & Continuing Education (CES)
- \* Center for Instructional Technologies (CIT)

CETL seeks to establish and nurture a culture of critical reflection on teaching, which engages all members of the AAMU community of learners in pursuit of our commitment to excellence, innovation and collaboration in teaching and learning. CETL programs facilitate the teaching and learning process by providing expertise, resources and services that foster the development, use and assessment of innovative instructional environments, methods and technologies.

**Center for Faculty & Staff Development (CFSD)** hosts at least 2 professional development workshops per month on various pedagogies. An announcement with the CFSD Calendar of Events for all workshops comes out the beginning of each semester. For more information please contact Sophya Johnson at ext. 8783 or via email: [sophya.johnson@aamu.edu](mailto:sophya.johnson@aamu.edu)

◇ **On-Demand Professional Development Training:**

◇ Go2Knowledge:

- <https://docs.google.com/>

[documentd/1IwWuQ6YSeV0eM1WERwvKyCMi3MdINZonwI3QjhTxc2Y/edit?usp=sharing](https://docs.google.com/documentd/1IwWuQ6YSeV0eM1WERwvKyCMi3MdINZonwI3QjhTxc2Y/edit?usp=sharing)

- ◇ What is Go2Knowledge: “Go2Knowledge meets the professional development needs of busy and distracted educators. The trainings provide a customized, straight-forward, and easy way for our college faculty and staff to find webinars of importance to them. The Go2Knowledge trainings allow us to schedule professional development opportunities at the convenience of our faculty and staff.”

◇ **DIYPDP (Do It Yourself Professional Development Plan):**

◇ Access to live and pre-recorded webinars: (view on your own)

• Topics:

- Improving Learning Outcomes For Underprepared Students: A Proven Model That Links Course Content With Structured Support
- Comprehensive Student Advising: An Integrated College-Wide Approach To Facilitating Student Success
- Create A Student-Centered Financial Literacy Program To Support Retention Efforts

Contact the CETL office for more information (256) 372-8783

**Facebook Page:** <http://www.facebook.com/CETLAAMU>



## Faculty Development continued

### **Center for Distance Education/e-Learning~ CDEeL**

Do you need ideas for mapping out your online course's design? Would you like support with web-based instructional strategies and activities for your online courses? Well, CDEeL is the place for you! We provide exceptional course development support through hands-on professional development experiences and offer faculty access to resources which can facilitate audio narration and video lecture for online instruction. Yes! We can do that!

CDEeL offers the AAMU Online Instructor Certification (OIC) Program. This certification program, a requirement for all online faculty at the university, has been a great success thus far, with 257 faculty members completing the program to date. Be sure to enroll, if you plan to be an online instructor.

Additionally, we invite you to look for more exciting training opportunities ahead such as our Course Development Crash Course as well as our new monthly feature, BYOL ~ Bring Your Own Laptop, launching this fall!

To learn more about what the Center for Distance Education and e-Learning can do to support you, please contact us or stop by and see us at 300 Bibb Graves Hall. Contact Dr. Rhonda Moore-Jackson, Director 300-A Bibb Graves Hall [rhonda.jackson@aamu.edu](mailto:rhonda.jackson@aamu.edu) 256-372-5753

**Center for Extended Studies : Adult and Continuing Education (CES)** provides continuing education and professional development classes to the community. Class ideas and instructors are always welcome! CES also provides degree completion options to non-traditional, military, and adult students. For more information, contact Kris Reed, 300-A Bibb Graves Hall, (256) 372-5753 or email [kris.reed@aamu.edu](mailto:kris.reed@aamu.edu)

### **Center for Instructional Technologies (CIT)**

CIT, under the division of CDEeL, offers Blackboard and instructional technology training for faculty and staff. For more information regarding infusion of technology in the classroom, contact Connie Mack, CCN room 122, (256) 372-4542 or [connie.mack@aamu.edu](mailto:connie.mack@aamu.edu).

## ***Off-Campus Development***

**Title III:** Financial assistance for faculty/staff to participate in job-related conferences, courses, meetings and workshops to gain cutting-edge information to help prepare world class students. Such funds can also be requested from the Title III Office. Contact information: (256) 372-5550 or <https://www.aamu.edu/about/administrative-offices/title-iii/forms.html>

## Teaching Resources

The resources you will need for classroom instruction should be provided by your department. Please speak to the department chairperson to get specific information.

## Student Resources

**Academic Help:** Academic support is available to undergraduate students. Please refer any student having trouble with academic skills (e.g. writing, language skills, math etc.) to the **Tutorial Assistance Network (TAN)**. For more information about TAN, please contact: Linda Skeete McClellan, M.S., TAN Coordinator by email: [linda.skeete@aamu.edu](mailto:linda.skeete@aamu.edu), call (256) 372-5487, or email: [tan@aamu.edu](mailto:tan@aamu.edu)

**Students with Disabilities:** “Access to Learning” identifies the University’s program for providing equal access to all educational programs, and ensuring compliance with applicable laws, including Section 504 of the Rehabilitation Act of 1973, and the applicable titles of the Americans with Disabilities Act (ADA) of 1990. Questions that may arise regarding University compliance with Section 504 of the Rehabilitation Act, eligibility for the program or filing complaints should be directed to Sanoyia L. Williams, Coordinator of the Access to Learning Program, 106 Carver Complex South, or at (256) 372-4263. The Coordinator of the Access to Learning Program will work with appropriate faculty, staff and administrators under the authority of the Office of the Vice President for Student Affairs to provide assistance and/or to seek resolutions for persons with handicaps or disabilities. A manual describing the program and complaint procedures has been distributed to the Learning Resources Center and all offices on campus, and is available for reviewing upon request.

**Health Services:** The Student Health Center provides medical assistance for student emergencies and is staffed by registered nurses and a part-time physician. If a student becomes sick in your class, please contact security at (256) 372-5555. Students may be referred to health services by calling (256)372- 4766 or [studenthealth@aamu.edu](mailto:studenthealth@aamu.edu)

**Counseling Service:** This office provides counseling services for students who have behavioral or emotional issues which affect their educational performance. They provide medical and/or psychological documentation. The services are to assist students in developing more effective ways of dealing with difficulties and to provide referrals for those needing further assistance. For more information contact (256)372-5601 or Al Graham, DBH, NCC, LPC at (256) 372-4751 or Carlquista Slay, LPC, at (256) 372-4735.

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## Library

Website: [http://alabamam.sdp.sirsi.net/client/en\\_US/default/](http://alabamam.sdp.sirsi.net/client/en_US/default/)

### **Dr. Annie Payton, Director, LRC and State Black Archives (256) 372-5401**

Currently, the Learning Resources Center (LRC) has over 55 electronic resource subscriptions databases that patrons can access from anywhere on campus as well as remote locations. From on campus, patrons can go to the University's website, move the cursor over the word Library and select Databases from the drop down menu list.

In order to access from remote locations, one must have a valid Outlook or Gmail account plus a valid password. Patrons should contact the Information Technology (IT) department to receive such authorization at (256) 372-5993.

Every academic library strives to ensure that services offered are fully utilized. Toward this end, the LRC's Reference Department stands ready to conduct additional bibliographic instructions/ information literacy presentations. The LRC, however, needs the support of faculty to encourage their students to utilize our electronic resource subscription databases. Also, LRC staff asks that faculty accompany their students to the library to see what services are offered. The LRC faculty is also exploring different avenues to increase student involvement in using library resources. The embedded librarian is a novel concept that has been adopted by many academic libraries throughout the United States. The basic premise is it allows a librarian to become the point person for a particular class assignment throughout the semester. Students can ask questions directly via email or in person. If you are interested in pursuing such collaboration, please do not hesitate to contact (256) 372-8092 for assistance.



[E-Journals\(Databases\)](#)

[Government Documents/FDLP](#)

[Dissertation/Thesis Resources](#)

[Off Campus Access](#)

[Alabama Virtual Library](#)

[Subject & Course Guides](#)



[Circulation](#)



[Online & Distance Learning](#)

[Database Trials](#)

[Serials](#)

## Public Safety

Website: <http://www.aamu.edu/administrativeoffices/publicsafety/pages/default.aspx>

Welcome to “THE HILL” where service is sovereignty! The Public Safety Department (PSD) exists to provide quality service derived from the expectations of the Alabama A&M community and our own dedication to excellence.

Our highest priority is the safety and well-being of the students, faculty, staff, and visitors at Alabama A&M University.

Although the Department of Public Safety is the primary department at the University charged with creating a safe and secure environment, this task is not one that can accomplish alone. Crime prevention, risk identification, and problem solving are the responsibilities of everyone on this campus. Efforts to maintain a safe and secure environment rely on the PSD’s ability to develop collaborative relationships with the many communities that make up the University. PSD believes that through partnering and problem solving, Alabama A&M will be one of the safest universities in the nation.

The use of strategies, based on a commitment to the philosophy of community and problem-solving policing, began last year and has already reaped tremendous benefits. Some of these successes can be found on the Public Safety webpage and in the Annual Security and Fire Report. The PSD will soon introduce more proactive strategies and programs that will increase community engagement efforts and enhance the quality of life at A&M. PSD asks everyone to join them in safety efforts by becoming informed and using good judgment because PSD wants your experiences on “The Hill” to be rewarding, fun, and safe.

Please do not hesitate to contact the PSD, (256) 372-5555—they are here to serve you!

# Campus Emergency Procedures

Website: <http://www.aamu.edu/administrativeoffices/test/Pages/Emergency-procedures.aspx>

## Evacuation Procedures

- Evacuate buildings using the nearest exit or alternate exit if nearest exit is blocked or unsafe to use.
- Do not use elevators
- Secure any hazardous material or equipment before leaving.
- Provide assistance to persons with disabilities or special needs.
- Evacuate at least 100 feet from buildings.
- Buildings managers will account for all personnel.
- Proceed to the designated evacuation assembly point (EAP) if possible.

## Fire

- Activate the nearest fire alarm pull station and call 911 if possible.
- Evacuate the building.
- Do not enter building unless authorized by emergency personnel.

## Suspicious Objects

- Do not touch, smell, or disturb object.
- Call Campus Safety at ext. 5555
- Notify a dean, department head, or supervisor.
- Prepare to evacuate the building.

## Campus Lockdown

- Residential housing—proceed to assigned room/apartment and lock the door.
- Classroom/administrative building—enter the nearest building. Proceed to classroom or office with lockable door if possible.
- Building managers are responsible for locking classroom buildings.
- Residential Life Staff is responsible for securing residential housing.
- Vehicles approaching campus—do not attempt to enter campus; gates will be locked.
- Stay away from doors and windows.
- Remain until the all-clear is given by PSD.

## Power Outage

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area.
- Turn off and un-plug computers and other voltage-sensitive equipment.



### Severe Weather

- When the siren is activated (continuous wail), the following procedures will apply:
- Residential housing—follow the instructions of the Hall Staff for shelter procedures.
- Classroom/administrative buildings—move to an inner room if possible; drop and cover under a desk or sturdy table.
- Stay away from windows.
- Assist persons with disabilities or special needs.
- Remain until the all-clear is given by Campus Safety.

### Suspicious Persons

- Do not approach. Contact Public Safety immediately with the following information:
  - ◊ Physical description (i.e., race, sex, clothing, and approximate height and weight).
  - ◊ Location and/or direction of travel.
  - ◊ Behavior being exhibited.
- Do not block the person's access to an exit.

### Parking

Website: <http://www.aamu.edu/administrativeoffices/publicsafety/Pages/Parking.aspx>

Decals for personal vehicles are obtained at the Department of Public Safety. When registering your vehicle, you must provide a VALID: driver's license, insurance card, tag receipt/vehicle registration, and current class schedule.

Register Online Info: <http://www.aamu.edu/administrativeoffices/publicsafety/pages/vehicle-registration.aspx>

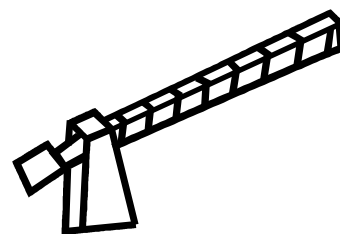
Registration Form: <http://www.aamu.edu/administrativeoffices/publicsafety/pages/vehicle-registration.aspx>

Note: The color of your decal corresponds with the proper areas in which you are entitled to park.

### University Gate Entrances

There are four entrances to the campus. Gates are closed from 6am-5pm Monday-Friday, entrance by ID Cards access only. .

1. Main entrance gate on Chase Road.
2. Entrance gate on Drake Ave (near Library)
3. Entrance between Dawson Building and Agriculture. Research Building
4. Entrance gate by Male dormitories



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## Bulldog Transit System (BTS)

Website: <https://www.aamu.edu/about/administrative-offices/bulldog-transportation-service/routes-schedules.html>

BTS shuttle buses will run continuously throughout the day during the fall and spring semesters. There will be limited service during the summer months. (See Schedules.)

No tickets, money, or reservations are needed. Students, faculty, and staff should park their cars in the color-coded parking lots, and can walk or ride the BTS to any point on campus. The buses run Monday through Friday.

The Bulldog Transit System is owned by Alabama A&M University Transportation Department and is overseen by the Office of the Vice President of Business and Finance.

### Routes will be serviced as follows:

**Bulldog** (Elmore Gym, West Campus, Quad): Continuous loop  
**7:30 a.m. - 6:00 p.m. Monday - Friday**

**Drake** (Foster, Terry, Quad): Departs every 15 minutes from Foster Complex.  
 Route Schedule  
**7:30 a.m. - 6:00 p.m. Monday - Thursday**  
**7:30 a.m. - 4:00 p.m. Friday**

**Council** (Normal Hills): Departs every 20 minutes from Normal Hills.  
 Route Schedule  
**7:30 a.m. - 7:00 p.m. Monday - Thursday**  
**7:30 a.m. - 6:00 p.m. Friday**

**Paratransit:** Continuous loop until 7:30 p.m.  
**7:30 a.m. - 10:30 p.m. Monday - Thursday**  
**7:30 a.m. - 6:00 p.m. Friday**  
**\*This bus will depart every hour from the Transfer Station (7:30 p.m. - 10:30 p.m.)**

### Auxiliary Routes will operate between 9:00 a.m. - 3:00 p.m. daily.

**West Campus, Quad, Terry:** 9:00 a.m.-3:00 p.m.

**Foster, Quad, Parker:** 9:30 a.m.-2:00 p.m. (Monday - Friday)

From 6:00 p.m.-10:30 p.m. Monday-Thursday, BTS will decrease the operating fleet to two buses. There will be a maximum average wait time of 25 minutes. The two night buses will service the Council (Normal Hills), Drake, and Bulldog routes. Please note: The Normal Hills bus will provide additional service to the Bulldog route from 6:00 p.m. to 7:30 p.m. (Monday - Thursday). The Paratransit will continue to service the Campus and Normal Hills until 10:30 p.m. Monday - Thursday.

**All buses will stop running at 6:00 p.m. on Friday.**

*Times and routes are subject to change – without advance notice – due to changes in passenger demand. If you have any questions or concerns, call 256-372-RIDE (7433).*





## Commit To Be Fit

Website: <http://www.aamu.edu/information/wellnesscenter/Pages/default.aspx>

This incredible facility offers Alabama A&M students, employees, alumni and the Huntsville community the best opportunities for recreation and fitness in the area. With over 78,000 square feet, we offer something for everyone at affordable rates. Our friendly staff is committed to serving you better with the promise, *"You will leave feeling better than when you arrived."*

Visit today and take advantage of everything we have to offer!

## Become A Member: Commit

Memberships are available to all Alabama A&M employees, alumni, spouses, and community members. There are no contracts or joining fees. To become a member, please complete a membership application and submit it to our Member Services Desk for processing.

Membership application:

[http://www.aamu.edu/information/wellnesscenter/Documents/Membership\\_Application.pdf](http://www.aamu.edu/information/wellnesscenter/Documents/Membership_Application.pdf)

Alabama A&M students are members of the Wellness Center during semesters enrolled at the University. Upon graduation, alumni are encouraged to purchase a membership to continue the use of the facility.

For more information on membership, please call us at (256) 372-7000, visit our Member Services Desk upon your arrival, or check out the helpful Membership Resource @ <http://www.aamu.edu/information/wellnesscenter/pages/become-a-member.aspx>

### ***Facility Hours - Academic Year***

Monday - Friday	5:30am - 10pm
Saturday	9am - 6pm
Sunday	1pm - 7pm

### ***Facility Hours - Summer***

Monday - Friday	5:30am - 8pm
Saturday	9am - 6pm
Sunday	1pm - 7pm

### ***Pool Hours - Academic Year***

Monday - Friday	7am - 10am   4pm - 9pm
Saturday	9am - 5pm
Sunday	1pm - 6pm

### ***Pool Hours - Summer***

Monday - Friday	8am-8pm
Saturday	9am - 6pm
Sunday	1pm - 7pm

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## WHO HAS ANSWERS TO YOUR QUESTIONS ?

<i><b>Department</b></i>	<i><b>Location</b></i>	<i><b>Director</b></i>	<i><b>Ext</b></i>
<b>Admissions</b>	Patton Hall 111	<b>Dwayne Green</b>	5250
<b>Alumni Affairs</b>	Patton House (On Chase Road)	<b>Sandra Stubbs</b>	8351
<b>Bookstore</b>	Lee Student Center	<b>Lisa Villanueva</b>	8826
<b>Cashier</b>	Patton Hall 105		5202
<b>Child Development Center</b>	Carver Complex B16	<b>Johna Benson</b>	8158
<b>Comptroller</b>	Patton Hall 105	<b>Dr. Lynda Batiste</b>	5205
<b>Dining Services</b>	Ernest Knight Center	<b>Felicia Wilson</b>	5715
Faculty Senate President	Carter Hall Rm 301B	<b>Dr. Jeanette Jones</b>	4924
<b>Financial Aid</b>	Patton Hall 211	<b>Darryl Jackson</b>	5400
<b>Foster Cafeteria</b>	Foster Complex		5702
<b>Freshman Academy</b>	Councill Hall (2nd Floor)	<b>Dr. Pamela Thompson</b>	5750
<b>Human Resources</b>	449 Buchanan Way (Next Councill Federal Credit Union)	<b>Cheryl Johnson</b>	5835
<b>Institutional Research, Planning and Assessment</b>	Patton Hall 306	<b>Dr. James Walke</b>	8876
<b>Knight Complex</b>	Ernest Knight Center		5997
<b>Library</b>	J.F. Drake Library	<b>Dr. Annie Payton</b>	4747
<b>Payroll</b>	Patton Hall 105		5216
<b>Physical Facilities</b>	Kendrick Building	<b>Brian Shipp</b>	4276
<b>Property Management</b>	Central Receiving	<b>Jeffery Robinson</b>	8361
<b>Public Relations</b>	Patton Hall 303	<b>Jerome Saintjones</b>	5654
<b>Public Safety</b>	A&M Police Department		5555
<b>Purchasing</b>	Patton Hall 305	<b>Timothy Thornton</b>	5227
<b>Registrar</b>	Patton Hall 204	<b>Brenda Kay Williams</b>	5254
<b>Tickets</b>	West side of Louis Crews Stadium	<b>Tourischeva Stubbs</b>	4059
<b>Title III</b>	Patton 215	<b>Dr. Andrea Cunningham</b>	5550
<b>Transportation</b>	Patton Hall 315	<b>Marshall P. Chimwedzi</b>	4733
<b>TRIO Programs</b>	Councill Hall (3rd Floor)	<b>Janae McDowell</b>	4702
<b>Wellness Center</b>	Student Health & Wellness Center	<b>Willie Hayes</b>	7000

## AAMU Executive Officers

<b><i>Division</i></b>	<b><i>Executive Officer</i></b>	<b><i>Location</i></b>	<b><i>Ext</i></b>
<a href="#"><u>President</u></a>	Dr. Andrew Hugine, Jr.	Office of the President	5230
Special Assistant to the President for Strategic Planning and Initiatives	Dr. Malinda Wilson Gilmore	Office of the President	5230
Provost and Vice President of Academic Affairs and Research	Dr. Daniel Wims	Patton Building 108	5275
Vice President for Business and Finance	Mr. Clayton Gibson, CPA	Patton Building 200	5221
Vice President Marketing Communication Advancement	Dr. Archie Tucker	Patton Building 309	8344
Vice President Student Affairs	Dr. Gary Crosby	Patton Building 208	5233
General Counsel	Mrs. Angela Debro, J.D.	Patton Building 309	8889
Chief Information Officer	Dr. Damian Clark	Patton Building 317	8350
Director of Athletics	Mr. Bryan Hicks	Elmore Building 10	4001

## AAMU Academic Affairs Divisions

<b><i>Division</i></b>	<b><i>Associate VP</i></b>	<b><i>Location</i></b>	<b><i>Ext</i></b>
Undergraduate	Dr. Pamela Arrington	Patton Hall 108	5275
Graduate	Dr. Derreck Dunn	Patton Building 301	5277

<b><i>Colleges</i></b>	<b><i>Dean</i></b>	<b><i>Location</i></b>	<b><i>Ext</i></b>
College of Agricultural, Life and Natural Sciences	Dr. Lloyd Walker	Dawson Building 300A	8138
College of Business and Public Affairs	Dr. Del Smith	New School of Business 309 A	5092
College of Education, Humanities, and Behavioral Sciences	Dr. Lena Walton	Carver Complex North 117	5500
College of Engineering, Technology & Physical Sciences	Dr. Zhengtao Deng, Interim	Arthur J. Bond Hall 226	5560



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College	Department	Chair	Location	Ext
<b><u>College of Agricultural, Life and Natural Sciences</u></b>	Biological & Environmental Sciences	Dr. Wubishet Tadesse	Carver Complex – Thomas Wing, room 200	4219
	Military Sciences	Colonel George Bolton, Jr.	ROTC Building	4021
	Community & Regional Planning	Dr. Deden Rukmana	Dawson Bldg 308C	4990
	Food & Animal Sciences	Dr. Martha Verghese	Carver Complex 124	4175
	Family & Consumer Sciences	Dr. Cynthia Smith	Carver Complex – Hobson Wing, room 104	4172
<b><u>College of Business and Public Affairs</u></b>	Management, Marketing & Logistics	Dr. Andrea Hawkins, Interim	New School of Business 316 A	4817
	Accounting & Finance	Dr. Mohammad Robbani	New School of Business 215	5095
	Social Sciences ( Criminal Justice, Sociology, & Political Sciences)	Dr. Craig Patton, Interim	Drake Hall 009	5349
<b><u>College of Education, Humanities, and Behavioral Sciences</u></b>	Social Work, Psychology & Counseling	Dr. Tonya Perry-Mitchell	Bibb Graves	8356
	Visual, Performing & Communication Arts	Dr. Horace Carney	Morrison Building 109	5512
	Teacher Education & Leadership	Dr. Samantha Strachan, Interim	Carver Complex North 201	4087
	English & Foreign Languages	Dr. Paula Barnes	McCormick Building	5383
	Health Sciences, Human Performance, & Communicative Disorders	Dr. Carol Deakin, Interim	Carver Complex North 104	4043
<b><u>College of Engineering, Technology &amp; Physical Sciences</u></b>	Physics, Chemistry, & Math	Dr. Padmaja Guggilla, Interim	Chambers Building 135	8141
	Systems & Materiel Engineering	Dr. Michael Ayokanmbi	Engineering Building 319	4312
	Mechanical and Civil Engineering and Construction Management	Dr. Mohamed Seif	Engineering Building 314	5011
	Electrical Engineering & Computer Science	Dr. Jin Fu , Interim	Engineering Building 301	5657

## New Faculty Links to Resources

### **Faculty Handbook**

- [https://www.aamu.edu/about/administrative-offices/academic-affairs/\\_documents/faculty\\_handbook\\_2018.pdf](https://www.aamu.edu/about/administrative-offices/academic-affairs/_documents/faculty_handbook_2018.pdf)

### **Academic Policies and Procedures**

- <http://www.aamu.edu/administrativeoffices/academicaffairs/Documents/Manuals/Acad%20Pol%20Proc%20Manual%202016%20Sep.pdf>

### **University Policies and Procedure**

- <https://www.aamu.edu/about/policies-procedures/index.html>

### **Vehicle Registration**

- <https://www.aamu.edu/campus-life/campus-safety/vehicle-registration.html>

### **Payroll Deduction Authorization**

- <https://www.aamu.edu/about/administrative-offices/comptrollers-office/payroll.html>

### **Academic Calendar**

- [https://www.aamu.edu/about/administrative-offices/academic-affairs/resources/\\_documents/2019-2020-academic-calendar.pdf](https://www.aamu.edu/about/administrative-offices/academic-affairs/resources/_documents/2019-2020-academic-calendar.pdf)

### **Graduate Catalog**

- <https://www.aamu.edu/academics/catalogs/graduate-catalog.html>

### **Undergraduate Catalog**

- <https://www.aamu.edu/academics/catalogs/undergraduate-bulletin.html>

### **Request for Faculty Development (Title III)**

- [https://www.aamu.edu/about/administrative-offices/title-iii/\\_documents/form1-professional-development.pdf](https://www.aamu.edu/about/administrative-offices/title-iii/_documents/form1-professional-development.pdf)
- [https://www.aamu.edu/about/administrative-offices/title-iii/\\_documents/travel\\_authorization\\_request.pdf](https://www.aamu.edu/about/administrative-offices/title-iii/_documents/travel_authorization_request.pdf)

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## SINGLE SIGN-ON TO YOUR UNIVERSITY APPLICATIONS

Single Sign-On (SSO) allows you to login to your Alabama A&M University applications (BlackBoard, Banner, Email, etc) using one username and one password to access applications eliminating the need to remember multiple sets of credentials

### **Step by Step Instructions**

Sign in, or learn how to use myAAMU Services Online with step by step instructions.

[How To Use Single Sign On for Registered Users Information Technology Services \(ITS\) is excited to announce Single Sign-On \(SSO\) as your new MyAAMU campus portal.](#)

Step 1: Click the myAAMU link from the AAMU homepage. MyAAMU

Step 2: Choose your Log in Type to see Information that will be available to you:

Once you click on your Login Type you will be directed to our new Single Sign On Portal page.

Step 3: Enter your firstname.lastname and current email password or updated password to login.

Step 4: Access your Account to set up your Account Recovery details. Look to the top right and click on the arrow next to your name:

Step 5: For account security purposes, you will need to enter your password again.

Step 6: Choose Account Recovery Settings to enter personal information needed to control access to your Account.

Step 7: Account Recovery via Security Questions. Select Questions that you can answer easily.

Step 8: Account Recovery via Email. Select a non AAMU email address

Step 9: Account Recovery via mobile phone number. Enter a mobile number.

Step 10: Check your mobile device, a verification code will be sent via text

Step 11: Enter the code in order to complete phone verification

Step 12: Once you complete phone verification, click My Applications.

## Helpful Links

[Registration Checklist](#) - No need to wait in line!

Is your SSB Account disabled? [Unlock my SSB Account](#)

Forgot your Self-Service Banner (SSB) PIN? [Look up my SSB PIN](#).

## General Contacts

For general questions and to submit a helpdesk ticket with the IT department please contact us at 256-372-4357 or submit a helpdesk ticket online here: [Submit a Helpdesk Ticket](#).

- For questions about applying for admissions or checking the status of your application, contact the Admissions Office at 256-372-8330.
- For questions about adding or dropping classes, checking seat availability in a class, getting an unofficial transcript, seeing your grades, or reviewing account charges and balance information, contact the Registrar's Office at 256-372-5254.
- For questions about payroll, contact the Payroll Office.
- For questions about alumni activities, contact the Alumni Office.

## [Black Board Help](#)

Make your course stand out!

Based on settings your institution makes, you may be able to customize the learning experience for your students. In a few steps in the Original Course View, you can choose your course structure to match to your teaching style. You can also choose themes and colors.

Set the course availability and duration with course properties. With course roles, you can also add people to your course as graders, students, course builders, and other instructors.

## CETL Contact Information

Department	Name	Phone	Email
CETL	<b>Pamela Arrington, Ph. D.</b> Director	(256) 372-8231	<a href="mailto:Pamela.arrington@aamu.edu">Pamela.arrington@aamu.edu</a>
CETL: Faculty & Staff Professional Development	<b>Paris Cooper, M.S.</b> Assistant to Director	(256) 372-8783	<a href="mailto:Paris.cooper@aamu.edu">Paris.cooper@aamu.edu</a>
CDEeL: Center for Distance Education & e-Learning	<b>Rhonda Moore-Jackson, Ed. D.</b> Director	(256) 372-8673	<a href="mailto:Rhonda.jackson@aamu.edu">Rhonda.jackson@aamu.edu</a>
CES: Extended Studies (Adult & Continuing Educa- tion)	<b>Kris Reed, M.S.</b> Coordinator	(256) 372-4771	<a href="mailto:Kris.reed@aamu.edu">Kris.reed@aamu.edu</a>

### Locations:

<b>CETL Conference Room</b> Learning Resource Center (LRC) Room 309 <a href="mailto:aamucetl@gmail.com">aamucetl@gmail.com</a> Phone: 256.372.8780 Fax: 256.372.8782	<b>Center for Distance Education and Extended Studies</b> Bib Graves Room 300 <a href="mailto:odees@aamu.edu">odees@aamu.edu</a> Phone: (256) 372-5753 Fax: (256) 372-5971
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### Office Hours

Academic Year: Monday-Friday  
8:00 a.m. - 5:00 p.m.  
Summer: Monday-Thursday  
7:00am-6:00pm

### Accreditation and Affiliations

Alabama A&M University is accredited by the Southern Association of Colleges and Schools. The teacher education programs are accredited by the National Council for the Accreditation of Teacher Education. All teacher education programs are approved by the Alabama State Department of Education.