Associate Faculty Scheduling FAQ

For Internal Use Only

Note:

On behalf of the Academic Operations staff, we would like to welcome you to the University of Arizona Global Campus. Our department is here to provide academic support services. This document will address our most frequently asked faculty scheduling questions. Please save this document for future reference.
Best Regards,
Academic Operations
The University of Arizona Global Campus / Academic Experience

Audience: Associate Faculty

1. **What is the Faculty Portal and how do I access it?**

   The Faculty Portal integrates important administrative information and tasks into a single system that you will access through a Single Sign-on (SSO) from your existing Office 365 account through this link: https://app.aplnexted.com/institution/dashboard. Please log into your faculty email account first so that SSO can successfully log you in from this link.

2. **What is the Faculty Affairs site and how do I access it?**

   The Faculty Affairs site is an online community designed especially for UAGC Faculty. We would like to encourage you to explore this space, which includes resources and information to support your work here as an instructor, including college specific pages outlining all courses offered. Faculty Affairs provides Associate Faculty with a space to connect, communicate and collaborate.

   Access the Faculty Affairs site here. (bookmark for quick access).

   Use your Office 365 account login info to access this site.

3. **Where can I view my course qualifications?**
   The courses you are qualified to teach are located in the left navigation panel in the Faculty Portal under "Teaching > Summary."

4. **How will I receive course invitations?**

   Course invitations are sent via email to your faculty email account and include a link to the Faculty Portal. Once in the Faculty Portal, you will accept or decline the course invitation under the "Teaching > Course Staffing" tabs. Timely responses are crucial. Please ensure that you are monitoring your faculty email account daily.

   Please note that invitations and confirmations are set up through an automated system that is linked to your faculty email account and cannot be replaced with your personal email account.

5. **Where is the Course Syllabus/Guide located?**

All curriculum information for UAGC online courses, including the syllabus and course materials, are included in the course guides, which are located in Canvas.

- To sign in to the **UAGC** Canvas home page, use the following link: https://uagc.instructure.com/login/saml/215.

  - Sign in with the credentials used for the New Faculty Experience (NFE).

- To access course guides, please follow these steps:

  Login to Canvas > Please access the Course Guides here. Expand the Undergraduate or Graduate course list > Scroll down the page to find the course under the appropriate Undergraduate or Graduate program heading.

6. **How do I obtain my course materials?**

If you are invited to a new course, please inform your Faculty Scheduling Administrator (FSA) that you will need the course materials.

You will receive your course materials in one of the following formats:

- **eBook** - You should receive an email from Learning Resources, which will information on how you will be granted access to the required resource and what eBook platform it is hosted on. You will also have access to the eBook from within the classroom on the Friday evening prior to the course start date. Please contact your FSA for an update from if you do not receive this email 7-10 days prior to the course start date.

- **Constellation** – You will have access to Constellation from within the classroom on the Friday evening prior to the course start date. To help you prepare ahead of time, Learning Resources will provide early access to the required eBook on the Constellation platform as early as possible. PDF copies will be provided if/when available. Please follow this link if you have further questions about Constellation support info, including FAQs: https://content.uagc.edu/support.

- **Hardcopy Textbook** – Hardcopy textbooks are only provided for required resources that are not available in eBook form. The textbook will be sent to the residence or shipping address we have on file. We cannot send textbooks to Post Office Boxes. If your textbook does not arrive 9-10 days before the course start date, please contact your FSA for an update on your order. To ensure that your materials arrive promptly, it is important to ensure your mailing address is up to date in your UAccess account.

7. **May I request a hardcopy of the textbook rather than the eText?**

UAGC does not provide textbooks for courses that utilize eText.

8. **May I request a textbook at any time?**

Instructors may only request course materials for courses they have been confirmed to teach. We recommend that you access UAGC Course Guides and review your upcoming course to verify that you have the currently required course materials. If a new textbook has been issued, contact your FSA to request the new materials.

9. **How do I update my personal information?**

For address or phone number updates, please ensure that the necessary changes are made in UAccess, and send an email to FacultyPortal@uagc.edu with any changes, as soon as possible. We need to know any time you move, change phone numbers or change your personal email address. The personal email address is especially important. We often have urgent courses to fill and can't wait for your daily check-in to your faculty email account. Please give us a personal email address that you see during the day, such as the one on your phone. We promise not to use that email for anything other than urgent situations and we never give it out to third parties.

10. **When will I have access to my scheduled course?**

You should have access to your course 4-8 calendar days prior to the course start date. For dissertation courses, you should have access on the Thursday prior to the course start date. If you do not have access to your assigned course by Thursday morning prior to the course start date, please notify your FSA.

11. **When will I receive my first course invitation?**

Your first course invitation will be sent during or after successful completion of the New Faculty Experience. Invitations are based on course availability, so we appreciate your patience as we work diligently to create the most appropriate match to your area of expertise. If you will be teaching Dissertation courses, you will be contacted by the Office of Graduate Studies.

12. **When will I receive future course invitations?**

We provide our Associate Faculty members opportunities to teach per business need. We cannot guarantee any course assignments as our courses are constantly fluctuating due to student demand. Please note that if we no longer have a scheduling need, we may not have opportunities for you to teach.

13. **Are my courses guaranteed to run and can I teach more than one at a time?**

We cannot guarantee course assignments to our Associate Faculty. In an effort to ensure that all of our faculty members are teaching on a regular basis, we rotate course assignments amongst the pool of instructors approved to teach each of the courses. When enrollments are high and all instructors are teaching, we are then able to offer overlapping/concurrent courses. Concurrent courses are scheduled on an as needed basis. Courses can be cancelled at any time and for a variety of reasons. If a course is cancelled, you will be notified via your faculty email.

14. **Do I need to notify my FSA when I am available to teach?**

Your FSA will always assume you are available to teach unless you tell them otherwise, so you do not need to tell them when you are available. Our scheduling system keeps track of this information and lets us know when instructors are available. We cannot support solicitations for courses. However, please notify your FSA if you have an upcoming vacation or time period when you are not available to teach, and they will make a note of it.

15. **Am I allowed to provide scheduling preferences (type of course, frequency of teaching, etc.)?**

We cannot support solicitations for courses. However, we do like to know your scheduling preferences and will try to accommodate them the best we can according to policy and need. For example, if you particularly enjoy teaching a certain course or would rather teach at a certain frequency – only one course at a time, for instance – please let us know. Note, though, that our ability to honor these preferences – and the way the preferences affect your schedule and course invitations – are based on course availability.

16. **How do I request a break from teaching?**

If you need a break from teaching for any reason, we are happy to schedule around it and greatly appreciate this information. We ask that you notify your FSA as soon as possible, as we usually schedule courses 3-4 weeks in advance. Please note that we prefer all instructors teach at least once every three months.

17. **What happens if I become non-responsive to communication?**

If instructors fail to respond to course invitations or other communication that is sent to them either via email or by phone for an extended period of time, their accounts could be subject to deactivation per the Asst. Dean of their college.

18. **Who may I contact for additional information or further assistance?**

If you have general questions regarding scheduling, please email your assigned FSA. If your FSA is unavailable, please contact FacultyScheduler@uagc.edu.

For questions regarding the Faculty Portal, please email FacultyPortal@uagc.edu.

For questions regarding contracts or pay inquiries, please contact Faculty Payroll at FacultyPayroll@uagc.edu.

For questions regarding timecards, please contact FacultyTimeCards@uagc.edu.

For questions about accommodations, please contact Student Access and Wellness at access@uagc.edu.

19. **Have a question and not sure what the answer is?**

Check FacultyHelp! FacultyHelp has resources on many topics, including incompletes, Canvas navigation, and course requirements to tech support issues and academic process forms. Simply search by keyword to find more information. Please give it a try the next time you have a question. If you don't find the information you need, contact FacultyHelp@uagc.edu by clicking the email address on the right-hand menu for additional assistance.