

Welcome New GTAs!!! This document includes web links to information on policy and other resources at the University of Kansas that will be helpful in answering questions throughout the tutorial. These links will also be useful throughout your career as an instructor and community member of the University.

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NEW GTA TUTORIAL RESOURCES

Privacy and Disability

Accommodation Process, Student Rights and Responsibilities

Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 provide direction and guidance to the university as it reaches new levels of access in all areas. Read about student rights and responsibilities on the Student Access Center's website, <https://access.ku.edu/rights-and-responsibilities>.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Read more about the protections on the U.S. Department of Education website, <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. For a summary of what the protections mean for your role as a GTA, read the summary of expectations on KU website, <https://sis.ku.edu/family-educational-rights-and-privacy-act-ferpa>.

General Privacy Policy

The General Privacy Policy was created to set forth requirements regarding information entrusted to the university by the public and members of the KU community. Read about the definition of private information, the collection and protection of information, and disclosure of information to understand your role in protecting student's private information and what to do if there is a breach of the privacy, <https://policy.ku.edu/provost/privacy-policy>.

Implementing Academic Accommodations

The University Student Access Center (SAC) facilitates appropriate academic accommodations and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the university's programs and activities. Read about the process to determine what, if any, accommodations are appropriate on the Student Access Center's website, <https://access.ku.edu/implementing-academic-accommodations>.

Making Accommodations Guide

This paper discusses the increasing need for university instructors to prepare for students with disabilities in their classrooms. Page 9 focuses on what instructors can do to help establish equity for students with disabilities in the classroom, https://courseware.ku.edu/bbcswebdav/pid-9583426-dt-content-rid-59823613_1/courses/NAC021-045/Bierwert_2002.pdf.

Learning Management Systems (LMS) Policy

The purpose of this policy is to provide decision-making guidance for the use of learning management systems (LMS) licensed by the University of Kansas. For information about secure ways to post students grades, section 2f (gradebook information) and 3 (information security) will be particularly helpful, <https://policy.ku.edu/IT/blackboard#info>.

Consenting Relationships and Sexual Harassment

Consenting Relationships Policy

The Consenting Relationships Policy was created to address situations in which two persons have an apparently voluntary romantic or sexual relationship, but where a power differential exists because of their roles within the university, e.g., faculty/student or supervisor/employee. Read how to handle current and past consenting relationships where you are being evaluated or hold evaluative power by reviewing the policy, <https://policy.ku.edu/provost/consenting-relationships> or looking through the policy brochure, <https://policy.ku.edu/sites/policy.ku.edu/files/ConsentingRelationshipsBrochure.pdf>.

Mandatory Reporting Policy

All employees at the University of Kansas are mandatory reporters. The Mandatory Reporting Policy was created to describe the obligation and process for reporting complaints of discrimination on the basis of race (including racial harassment), color, ethnicity, religion, sex (including pregnancy, sexual harassment, and sexual violence), national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information. Read how to report complaints of discrimination or sexual harassment as a mandatory reporter, <https://policy.ku.edu/mandatory-reporting>.

Resources for Supporting Students that Report Sexual & Intimate Partner Violence

If a student comes to you about experiencing sexual harassment or violence, you are obligated to submit a report through Institutional Opportunity & Access as a mandatory reporter. You can read more about the process on the Institutional Opportunity & Access website, <http://ioa.ku.edu/complaint-process>. In the meantime, you will likely want to do what you can to support the student. The student trusted you and came to you for a reason, know the resources on and off-campus and connect them to the resources they want, <https://sapec.ku.edu/resources>.

Sexual Harassment Policy

The purpose of this policy is to articulate the university's prohibition of sexual harassment. Review the policy, <https://policy.ku.edu/IOA/sexual-harassment>, and policy brochure, <http://humanresources.ku.edu/sites/humanresources.ku.edu/files/docs/SexualHarass.pdf>, to understand what constitutes sexual harassment and the possible punitive actions that could be applied in instances of sexual harassment.

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Professional ExpectationsCare Referral

If you are concerned about a student that may be experiencing undue stress or has needs beyond what a simple referral to another campus office can address, you can submit a care referral. For the link to the online form and specific warning signs to consider review the Student Affairs webpage on Care Referrals, <https://studentaffairs.ku.edu/care-referral>.

Concealed Carry

The [Kansas Personal and Family Protection Act](#) allows the carrying of concealed handguns into most state buildings. To find campus specific procedures related for safe possession, use and storage of such weapons review this page of information put together for faculty, <https://concealedcarry.ku.edu/information-faculty>. You may also find this page on what to do when... (<https://concealedcarry.ku.edu/what-do-when>) helpful. The Center for Teaching Excellence also provides resources for helping faculty and instructors approach concealed carry in their teaching. The first is a list of FAQs, <https://cte.ku.edu/faqs-about-concealed-carry-and-teaching>, based on discussions we have had with faculty members. The second is advice on staying safe if conversations turn volatile, <https://cte.ku.edu/how-stay-safe-if-conversations-become-volatile>.

Final Examination Policy

The purpose of this policy is to describe the policies and procedures for the evacuation of university buildings and for the administration of examinations that are disrupted by evacuations. Review the policy to determine what to do in case of an evacuation during a final examination, <https://policy.ku.edu/provost/final-exam-evacuation-policy>.

Inclement Weather Policies and Procedures

The purpose of this policy (<https://policy.ku.edu/provost/inclement-weather-policies>) is to describe the several policies and procedures (personnel, class cancellation, campus closing, etc.) that may be implemented when the region experiences inclement weather. As a student, you will be automatically subscribed to emergency text messages and will receive a text alert when campus is closed due to inclement weather. Check that the cell phone number in your personal details of Enroll and Pay, <https://sa.ku.edu/index.html>, is correct in order to receive these alerts.

Memorandum of Agreement between the University of Kansas and GTAC

GTA appointments are governed by the Memorandum of Agreement (MOA) between the University of Kansas, Lawrence, the Kansas Board of Regents, and the American Federation of Teachers (AFT), Kansas. Refer to Article 5, Section 7, of the MOA (http://humanresources.ku.edu/sites/humanresources.drupal.ku.edu/files/docs/2018_KU-GTAC_MoA_signed_w_corrected_pagination.pdf) for information regarding a GTA's responsibilities in the event of an absence due to illness or foreseen circumstance.

Personal Pronouns and Gender Inclusivity in the Classroom

Check out this page (<https://cte.ku.edu/node/45713>) put together by the Center for Teaching Excellence for actions you can take as an instructor to make your classroom gender-inclusive.

Resources for Inclusive Teaching

As teachers and mentors, we have an important role to play in creating a supportive and inclusive learning climate for all students. The resources here (<http://cte.ku.edu/resources-inclusive-teaching>) are intended to help instructors adopt teaching methods and strategies that enhance inclusivity and respect for diversity in their classes. Refer to the **Adopting Inclusive Teaching Methods** section to find effective strategies for engaging and supporting students from a wide range of backgrounds.

Workplace Violence Policy

The purpose of this policy is to outline the University of Kansas' commitment to providing to employees, students, and visitors a safe and secure environment that is free from threats and violence

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and to prevent, deter, and respond appropriately to acts of violence. Review the policy (<https://policy.ku.edu/human-resources/workplace-violence-policy>) to determine what to do in case of potential threat involving a specific student's behavior.

Academic IntegrityAcademic Misconduct

Article II, section 6 of the University Senate Rules and Regulations Policy outlines academic misconduct (<https://policy.ku.edu/governance/USRR - art2sect6>). Review article II, section 6 to understand what it is and how to deal with it.

Guidelines for Dealing with Allegations of Scholarly Misconduct

Article IX, section 9 of the University Senate Rules and Regulations Policy outlines guidelines for dealing with allegations of scholarly misconduct (<https://policy.ku.edu/governance/USRR - ArticleIX>). Review article IX, section 9 to understand what it is and how to deal with it.

Writing Center: Incorporating Reference

To avoid plagiarism, cite everything you borrow in the text unless that information is common knowledge. <http://writing.ku.edu/incorporating-references>.