

Florida Atlantic University

D.F. Schmidt College of Arts and Letters

Adjunct Faculty Handbook

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INTRODUCTION

Mission Statement

As a public institution, we open our doors to those seeking a challenging, yet affordable, learning experience. Rigorous requirements and an emphasis on interdisciplinary study anchor a community of dedicated faculty and a talented, diverse student body. We value our special responsibility of public service, and recognize that this responsibility extends not only to the people of Florida but also to the nation, the global community, and the natural environment.

Guiding Principles

- To offer a liberal arts education of the highest quality
- To attract outstanding students from a wide array of backgrounds
- To build a dedicated and diverse faculty recognized for its excellence in teaching and research
- To link teaching, research, and service in order to convey, expand, and apply knowledge
- To promote breadth of knowledge, encourage depth of understanding, and bridge disciplinary divides
- To respect differences and recognize their educational value
- To cultivate critical thinking in the classroom and beyond
- To introduce students to the challenge of original research and discovery
- To produce global citizens through international, area, and environmental studies

PURPOSE OF THE HANDBOOK

The *Adjunct Faculty Handbook* is provided in an effort to facilitate your entry into the college's teaching force and to promote consistency across disciplines and instructors. Moreover, this handbook lays out the essential information you will need to know about teaching at FAU. By accepting this handbook and signing your contract, you agree to abide by the policies/procedures outlined herein.

The FAU faculty handbook is available at
<http://www.fau.edu/provost/files/facultyhandbook.pdf>

TEACHING RESPONSIBILITIES

Teaching Excellence

FAU has hired you because you possess the academic credentials and the commitment to excellence in teaching that is the hallmark of this college. As it pertains to the subject matter which you have been hired to teach, we fully expect you to facilitate learning as well as share current, accurate, and useful information with your students.

Academic Rigor

One of our primary concerns is that you challenge your students. We believe that your course should include the integration and synthesis of concepts, as well as a critical and whenever appropriate, an interdisciplinary approach.

Course Syllabus

In an attempt to insure quality and comply with the FAU guidelines, we have provided you with a syllabus outline for your course (Attachment B). As you prepare your syllabus, keep in mind that the syllabus represents what you intend to cover in your class. As such, it is imperative that you are absolutely clear as to what you expect of your students both in terms of attendance and performance. The weighting of papers, exams, the grading scale, and dates when assignments are due are essential elements of your syllabus. Please consult the FAU academic calendar, available on the faculty resource webpage (link above) for important dates and official holidays, as well as the University's final exam schedule, when preparing your syllabus. A copy of your syllabus must be turned in to the faculty secretary during the first week of classes.

Gordon Rule Courses

If the course you are teaching is a Gordon Rule course, it is imperative that your assignments satisfy the appropriate requirements. Consult the FAU catalog and your Chair for further information about this requirement.

Students with Disabilities

You are responsible for insuring that students with disabilities, who request accommodations, are properly accommodated. Those students must be registered with the Office of Disabled Student Services. If you have questions, contact the Office of Disabled Student Services at:

Boca Raton Campus: (561) 297-3880

Davie Campus: 954-236-1222

Religious Holidays

Students observing religious holidays cannot be penalized. If tests or other assignments fall on religious holidays, accommodations must be made for observant students. (*see attendance policy, Appendix A*)

Meeting Your Classes

By meeting your class we are not only referring to meeting your class every session, but being on time and meeting for the entire period. If you must miss a class meeting due to illness or an emergency, you must contact the Chair and the department secretary so that they may answer questions from the students. You must also contact the students through Blackboard email. You are not to cancel classes without having consulted with the Chair. If you know in advance that you will be missing a class, work with the Chair to find a suitable replacement for the missed class.

Professionalism

As an instructor you are representing FAU as well as your discipline and the profession. In essence, we believe that you serve as an example for students. Therefore, we ask that you maintain the highest professional standards when interacting with your class, individual students, colleagues, and staff.

Research

Prior to conducting any classroom research or using any of FAU's facilities or students to conduct research you must first get the permission of your Chair and the Dean. Guidelines for research activities at FAU can be obtained from the Division of Sponsored Research in Boca (561-297-2310). The University has an active Institutional Review Board and Institutional Animal Use and Care Committee that reviews all research conducted at FAU.

CLASSROOM MANAGEMENT

Textbooks

All textbook orders should be submitted through the bookstore on campus, by phone and through the following website, <http://www.facultyenlight.com/?storeNbr=794>. See Appendix B for instructions on using the website.

Desk copies: The office administrator can also order desk copies for you as needed. Adopting any book which has not been ordered previously requires the approval of your Chair or, if appropriate, the senior person in the discipline. It is recommended that faculty check the bookstore prior to the commencement of classes to assure that the correct books and supplementary materials are available for their students to purchase.

Class Rolls

Class rolls are available through MyFAU—login and click on Faculty Services. Each instructor will also get an FAU e-mail address. Class rolls and the ability to send emails to all or one student(s) in the class is available through the course Blackboard site.

The drop/add period is during the first week of classes. After drop/add is over, check your final roll on MyFAU to ensure that all students who are in the class appear on the roll. You will receive a printed roll with a form which you can use to add or remove students from the official roll. After making a photocopy for your records, please return the add/removal form to the faculty secretary who will forward it to the Registrar's office in Boca. Students not appearing on the final roll will not be assigned a grade. Instruct students with questions to contact the Director of Academic Support Services.

Code of Academic Integrity

FAU has a code of academic integrity, which you should consult. It is available online at http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf and stipulates procedures to follow if you suspect a violation. If you do suspect an act of plagiarism or other violation of the honor code, you should contact your Chair.

Misconduct

Misconduct may take the form of failure to comply with the instructor's rules as established for the administration of exams, class time and for assignments (e.g., plagiarism). Assuming that you have

correctly informed your students of guidelines and rules by your syllabus or by your verbal directions, the following approach is to be followed:

1. Confront the student (individually) and seek further explanation.
2. If you believe a problem exists which compromises the standards you have set forth for the class, at your discretion, inform the student and Chair in writing.
3. The Chair may notify the Dean who will document the misconduct on the student's transcript. Be informed that the student can contest the charges of misconduct which can result in a hearing at the college and university levels. In an effort to be objective and protect the rights of all parties, **be sure to document events** and always go out of your way to clarify your meaning to all students regarding any aspect of the expectations you may have regarding their conduct in your class. See the *FAU Undergraduate Catalog* for more details.

Requirements for Responses to Student Victims of Sexual Violence

FAU faculty members who receive disclosure that a student has experienced sexual harassment, possibly including sexual violence, must report the incident. The first step is to affirm that you are willing to do everything you can to help and to ask the student what she or he would like you to do next, including whether to complete a Clery report (with student consent) or to seek support, safety, health services, counseling, academic accommodations, and/or criminal/administrative options.

Assigning a Grade of Incomplete

The University has adopted a strict policy regarding the assignment of a grade of Incomplete (Attachment C). The College discourages the assignment of Incomplete grades by adjunct faculty due to this policy and the paperwork required at the time the grade is submitted. If you intend to assign an Incomplete to a student, please see the chair. If the assignment of a grade of Incomplete is unavoidable, you must complete the University "Removal of Incomplete Grade" form which is available from the faculty secretary. When removing the Incomplete and assigning a final grade, the "Change of Grade Request" form must be completed.

Evaluations (SPOT - Student Perception of Teaching)

Student evaluations using a university-wide student assessment of instruction form occur near the end of each semester for all faculty, including adjunct faculty. The evaluation form is online through the students MyFAU account. You will be asked to encourage students to fill out the SPOT towards the end of the semester. The students' comments and a summary of the evaluation ratings will be available online as soon as the forms are processed from the Office of Testing and Evaluation.

Final Examinations

You may access the final exam schedule online at:

<http://www.fau.edu/registrar/courses/final-exams.php>

The university and college policy regarding final examinations requires all faculty to hold their final exam on the day and during the time at which it is scheduled. Since the exam period is counted as instructional time, **you must administer a final examination as scheduled or hold a class during that period. Changing the day and/or time of your final exam is prohibited.**

Drop/Add

Students can add or drop a class during the first week of the term without incurring financial consequences. Classes may be dropped several weeks into the semester, but students will not receive a refund. Please consult the academic calendar for dates and deadlines.

Mid-term Grades

Towards the beginning of October and again in March, expect to receive a letter from the Director of Academic Affairs requesting the names of any students in your class who are performing below a C-level, or who have significant absences. You are required to respond to this request even if it does not apply to any of your students.

Grade Sheets, Posting of Grades and Records

After calculating your students' final grade, you must submit your grades online through MyFAU. They can also be submitted through Blackboard if you have used Blackboard to record all the course grades. If submitting through Blackboard, carefully follow the directions available through the Blackboard tutorials

Summary of steps to MyFAU:

1. login into MyFAU
2. select Faculty Services
3. to grade, select grading courses
4. to view class list, select class lists
5. elect course title from drop down menu
6. enter grade in Final Grade Box. There may be more than one page. Multiple pages will be shown on the Records line. You MUST click on the submit button for each page.
7. processed grades will be reflected in the "Final Grade on Record" column. Errors and messages will appear in the message column.

DO NOT post grades. Give one copy of the class grade sheet to the faculty secretary. Please see the *FAU catalog* for more details.

Accident/Incident & Emergency Procedures

Any accident or security incident that occur in your class should be documented and forwarded to the chair. Standardized forms for this purpose may be obtained through the Dean's office or from the campus police office. It is important that you do NOT change the location of your class without formally requesting it from your Chair.

If a medical, fire, or police emergency occurs:

1. **Call 911.**
2. Then call Campus Police so emergency service personnel/ vehicles can be directed.
Boca Raton Campus police: (561) 297-3500
Davie campus police: (954) 236 1140
3. Remain with the victim, rendering first aid, if possible;
4. Clear the classroom. Continuance of class is at your discretion.

PLEASE FAMILIARIZE YOURSELF WITH THE LOCATION OF PHONES, OFFICES AND EXITS. If you or another faculty member is faced with an accident or incident you should follow the same procedures as mentioned above but you should also contact either the Executive Secretary of the College or someone in the Registrar's Office (if after hours) to fill out an incident report (that is different from the incident report you will get from Security).

ADMINISTRATIVE AND ACADEMIC SUPPORT

Classroom/Facility and Teaching Aids

It is important that you do NOT change the location of your class without making a formal request to your Chair. If you should need to change classrooms for a specific event, please submit your request to one of the faculty secretary.

Audio Visual equipment and services should be requested in advance using the online system. Please call on Friday to confirm weekend orders. Saturday staff is minimal and no staff on Sundays. The reservation forms are located at the bottom of FAU AV Services webpage:

http://www.fau.edu/oit/instructional/av_services.php.

If you need immediate assistance with AV equipment please contact:

Boca Raton Campus AV Services at 561 297-3707.

Davie Campus Learning Resources at 954 236-1124.

AV Services can also be reached by e-mail at avserv@fau.edu.

FAU Email Accounts

All FAU faculty and students are provided with an FAUNet ID which provides access to a wide variety of network services including MyFAU, Email, and Blackboard. University policy states that FAU personnel are to use **only** FAU addresses when contacting students via e-mail. Please check your FAU email regularly. If you encounter any problems with your computer, please contact the IRM Help Desk at 7-3999 for assistance.

FAU OWL Card

The OWL CARD is the official picture identification and debit card for the Florida Atlantic University community. It is required of all students and is recommended for all faculty and staff. You will need to present a picture ID (either your driver's license, military ID or passport). To obtain your OWL CARD, please go to the OWL CARD Center located:

Boca Raton Campus: in the Student Union Bldg 31, Room 128 (open M-F 8-4:45)

Davie Campus: Student Union, Room 201 (954 236 1549) call for open hours

Contractual Agreement

1. Candidate is identified for hire and meets minimum qualifications.
2. Candidate must complete the Temporary application on the FAU job website (<https://jobs.fau.edu>). The candidate will not apply to a specific position but just certify and then save his/her application.
3. Department will contact Employment Department to initiate a background check.
4. Candidate must complete the requested background check information from Hire Right.
5. Once employment notifies the department that the background check is successful then the department can confirm the start date of employment.
6. The department submits the following to the Arts and Letters Budget Office: Contract and Temporary Offer letter signed by the employee and the Chair of the Department.
7. Candidate signs in directly with Processing and Records on Tuesdays and Thursdays from 9am – 4pm. The contract cannot be entered until sign-in is complete, which may result in a delay of pay.
8. New employee must provide official verification of education of highest completed degree by his/her start date. This includes official transcripts, notarized copy of diploma or the original diploma may be brought to Human Resources for a copy. If the employee's degree is from outside the United States, an equivalency and translation certificate must be submitted with the education documentation. A list official accredited evaluation agencies may be found at:

<http://www.fau.edu/admissions/EvalAgencies.php>

Clerical Support

The faculty secretary provides clerical support and assistance with College and University procedures. All of your copying needs (within reason) are to be handled by the faculty secretary. Please email your request for work and provide them with copy-ready materials at least one week prior to the date the copies are needed. You may also email them with instructions and the corresponding documents. Unfortunately, typing services are not available from the faculty secretaries. All **office supplies**, including printer paper, transparencies, diskettes, and CD's, should be obtained from the faculty secretary regardless of which building your office is located in. **Classroom supplies** (chalk, erasers, etc.) and **Classroom Condition Reports** can also be obtained from the faculty secretary. Please note that the secretaries are not permitted to give out your home phone number unless they have been given explicit instructions from you to do so.

Library Reserves

Due to our limited budget, we must make every effort to reduce our copy expenses. Therefore, please do not copy materials for class which can be presented through lecture and/or via transparencies. In addition, it is possible to leave copies of certain materials in the library on reserve. If the reserve materials exceed several pages, copyright laws usually prohibit reproduction without the publisher's approval. Consult the library liaison,

BlackBoard- Your Blackboard username is your FAUNet ID. Your password is the same one that you use to access MyFAU. Faculty will also be given a unique "guest" account to be used at their discretion (this is useful for logging into your course to view tests, grades and assignments as a student). For a list of upcoming training workshops, go to <https://swise.fau.edu/training/>

Office Space

You will be assigned office or desk space to use when meeting with students during your office hours. Adjunct faculty must hold **two office hours per week** for each course they teach. Space is subject to availability. A computer may be available in the office for your use and use by other adjunct faculty who are sharing the office with you. You will access the computer using your personal FAUNet ID and password. Please contact the IRM Help Desk at 7-3999 if you encounter any problems.

A telephone may be available in the shared office and will be shared by all faculty who are assigned to the office. Please be sure that your students are aware that you will not be able to pick up messages at this extension except during your office hours. You will be provided with a mailbox to receive incoming mail. Since office trash containers are emptied only once per week by campus maintenance personnel, please place food or drink items and containers into the large trash receptacles located in the buildings' hallways.

Parking

Parking decals must be purchased from FAU to park on campus. Adjunct parking decals can be purchased at a reduced rate. Parking information and decals are available online at <http://parking.fau.edu/>

World-Wide Web Information

Almost all other pertinent information about Florida Atlantic University can be found at www.fau.edu

ATTACHMENT A: TOPICAL OUTLINE FOR SYLLABUS

Syllabus requirements

A. Basic course information:

- Term and year (e.g., Fall 2013)
- Title (as given in the catalogue)
- Course prefix and number
 - Put the section number if there is more than one section; check the schedule to see if there is more than one section (Davie/Boca, IFP, etc.)
- Number of credit hours
- For a face-to-face (F2F) course, you must specify:
 - day/time
 - location
- If an on-line course, a statement to that effect

B. The course context:

- Prerequisites
 - Note: our new prerequisites for all 4000-level courses are: “permission of the instructor or three Sociology courses at the 1000, 2000 or 3000 level.”
- The role of the course in meeting any requirements in the IFP or the major

C. Instructor information:

- Name
- Office location
- Office hours
 - Two scheduled office hours *per class*
- Telephone number (of faculty office or of department/central office)
 - Give the main department office number or (for the Davie campus the college number 954 236-1106), if you do not give your own office number
 - May include a statement to the effect of “contact me via email for all course matters”
- Email
 - FAU email only

D. Course:

- Description (equivalent to catalogue description or just use the catalogue description)
- Learning objectives
- Clearly explain how students will be evaluated:
 - Methods of evaluation specified
 - The course grading scale must be specified (i.e., what score results in an A-? What score results in an A?)
 - Dates for all tests, exams, assignments
 - May include a statement about circumstances under which these will change
 -

- If there are required texts, they must be specified. If there are no required texts, there must be a clear explanation of where and how students can acquire the reading assignments
- Topical outline by date or by week (must include finals week)

University policies: you must have an accurate statement on accommodations for disability and on academic irregularities. Why not use these?

- Suggested statement on accommodations for disability:
In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) -- in Boca Raton, SU 133 (561-297-3880); in Davie, LA 240 (954-236-1222); in Jupiter, SR 110 (561-799-8010); or at the Treasure Coast, CO 117 (772-873-3441) – and follow all OSD procedures
- Suggested statement on academic irregularities

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001 at http://www.fau.edu/regulations/chapter4/Reg_4.001_5-26-10_FINAL.pdf

Attendance Policy:

The Dorothy F. Schmidt College of Arts and Letter does not have an attendance policy. It is at the discretion of the instructor to set an attendance policy, however, *Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence. The following are University approved absences:*

- Observe their respective religious holidays (*advance notification required*)
- Military obligation
- Court-imposed legal obligations
- Participation in University-approved activities.
Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities.

It is the student's responsibility to give the instructor notice prior to any anticipated absence.

Attendance on First Day of Class Students are required to attend the first day of class for any course in which they are registered. If a student misses the first day of class for any reason, the student may be administratively withdrawn from the course.

ATTACHMENT B: INSTRUCTIONS FOR ORDERING TEXTBOOKS

Using Faculty Enlight to Order your Textbooks Online:

1. Visit URL: <http://www.facultyenlight.com/?storeNbr=794>
2. Click "Create New Account" at the top of the page, choose a username, provide your email, choose a password, provide your name, phone number, discipline and solve the CAPTCHA security code. Select school: Florida Atlantic University Boca & Jupiter. Click "Submit."
3. This takes you to your home page, you will see your name at the top of the screen scroll over "Adopt," and select "Create New" from the pop-up menu bar.
4. Select the term, and select your department and course from the dropdown menus, if you do not see your course select the department, then add your 4 digit course number next to where it says "Not Seeing the Course You Are Teaching" then click "+Add" to add the new course. Enter the course section, enrollment and teacher name, check the box next to the sections you added then click "Select Materials." If your course is in the dropdown menus simply select it and click "Select Materials."
5. There are a variety of ways to find your materials including, ISBN search, Search by Author/Title and Search Previous terms. For these directions we will search by school adoptions. Click "Search My School Adoptions."
6. From the dropdowns select the previous term desired, the Department, course and professor, click "search" and previously used books will appear. If no books appear, a book was not previously used for the course, press the back button on your browser and select "Author/Title Search."
7. You may add the books individually by clicking "Adopt Book" beneath each title, or you may choose "Select All Materials," for future book orders you may want to add books to your "My Favorite Books" list. Adopted books turn green, then click "Review/Submit."
8. Beneath each book select whether the book is required or recommended, then click "Submit Order"

ATTACHMENT C: POLICY ON RESOLUTION OF INCOMPLETES

Incomplete Grades

A student who registers for a course but fails to complete the course requirements, without dropping the course, will normally receive a grade of "F" from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "I" (Incomplete). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average; it indicates a grade deferral and must be changed to a grade other than "I" within a specified time frame, not to exceed one calendar year from the end of the semester during which the course was taken. **The "I" grade is used only when a student has not completed some portion of the work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term.** The instructor is required to record on the appropriate form, and file with the Registrar, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

ATTACHMENT D: LETTER OF UNDERSTANDING

Dear Colleague:

Welcome to Florida Atlantic University. As a member of our instructional team, we value your commitment to providing the highest quality educational experience to our students. We are pleased to provide you with the *Adjunct Faculty Handbook*. Please read it carefully and return the signed form below to the faculty secretary.

The purpose of the handbook is to insure quality and consistency in the delivery of academic courses by adjunct faculty. It is your responsibility to contact your Chair for clarification regarding any information presented within the handbook. It is also your responsibility to read and comply with the rules appearing in the *FAU Undergraduate Catalog* and the *FAU Student Handbook*.

Sincerely,

*Please return the bottom portion of this document to the faculty secretary
Thank you for your cooperation.*

I, _____, have read the D.F. Schmidt College of Arts and Letters Adjunct Faculty Handbook. If I have questions, I will discuss the matter with the Dean or my Chair or contact person. I understand that I am expected to abide by all the policies and procedures presented in the handbook. Furthermore, I understand that failure to abide by handbook guidelines/policies could result in immediate dismissal.

Signature of Adjunct Professor

Date

FLORIDA ATLANTIC UNIVERSITY