

# **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/academic/provost/facbook.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 (561) 297-3880.

### ***Religious Holidays***

Students observing religious holidays will not be penalized. If tests or other assignments fall on religious holidays, accommodations must be made for observant students.

### ***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 for some reason you cannot meet your class, please find a suitable replacement (from your area) and notify your Chair as soon as possible. You are not to cancel classes, but if you must miss a class meeting, you must contact the Chair and the faculty secretary so that they may answer questions from the students.

### ***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 sent via e-mail to [TM794@bncollege.com](mailto:TM794@bncollege.com) with a cc to the office administrator, who 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.

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](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.

### ***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 (one for each student in your class) and instructions for its use will be put in your mailbox 2-3 weeks before the semester ends. You will be asked to assign a student to administer the instrument to the class while you leave the classroom. The student who administers the evaluation will also return it to the Faculty Secretary immediately following their completion. If an evaluation is to be administered after 5 PM, please make arrangements with the Faculty Secretary. The students' comments and a summary of the evaluation ratings will be returned to you as soon as the forms are returned to the College from the Office of Testing and Evaluation.

### ***Final Examinations***

You may access the final exam schedule online at:

<http://www.fau.edu/registrar/schedule/FinalExamSchedule.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, Grade Sheets, Posting of Grades and Records***

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.

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.

After calculating your students' final grade, you must submit your grades online through MyFAU.

Summary of steps to MyFAU:

- 1) login into MyFAU
- 3) select Faculty Services
- 4) to grade, select grading courses
- 5) to view class list, select class lists
- 6) select course title from drop down menu
- 7) 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.
- 8) 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 which occurs 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 297-3500 so emergency service personnel and vehicles can be properly directed.
  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.

AV Services can be reached at (561) 297-3707. The office can only return calls to local phone numbers. Office can be reached by e-mail at [avserv@fau.edu](mailto:avserv@fau.edu). Please call on Friday to confirm weekend orders as the Saturday staff is minimal and there is no staff on Sundays. Otherwise, please refrain from calling in requests for equipment so that the phone can be free for emergency calls, trouble reports, corrections and cancellations. No orders for multiple dates will be taken over the phone: these must be ordered via e-mail or the [web](#).

### ***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.

To obtain your OWL CARD, on the Boca Raton campus, please go to the OWL CARD Center located in the Student Union Bldg 31, Room 128. The OWL CARD Center is open Monday through Friday from 8:00 AM to 4:45 PM. You will need to present a picture ID (either your driver's license, military ID or passport)

### **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 have a background check on the candidate initiated.
4. Candidate must complete the requested background check information from Hire Right.
5. Once employment notifies the department that the background check is successful the then the department can confirm the start date of employment.
6. The department submits the following to the Arts and Letters Budget Office:
7. Contract
8. Temporary Offer letter signed by the employee and the Chair of the Department
9. Candidate signs in directly with Processing and Records on Tuesdays and Thursdays from 9am – 4pm. The contract cannot be entered into the system without sign in being complete, which may result in a delay of pay.
10. 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 e 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 is available in your 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 with your computer.

The telephone 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](http://www.fau.edu)

## **ATTACHMENT A: TOPICAL OUTLINE FOR SYLLABUS**

### **COURSE NUMBER AND TITLE**

**FLORIDA ATLANTIC UNIVERSITY**

### **SEMESTER / YEAR**

**Your Name**

**Your office location and office hours**

**Your FAU email address**

**Your office phone (home phone is optional)**

**Catalog Description** - Can be found in the Catalog (include prerequisites, if any).

**Required Text (s) and Supplemental Materials** - (any videos, simulations, or computer software customarily used should be listed)

**Course Objectives** - Detailed description of the course objectives with specific emphasis on individual topics.

**Content Outline** - To the extent possible, outline the course content with approximate dates of delivery. The final exam schedule is printed in the schedule of courses and other university publications.

**Course Requirements** - State and/or describe any and all policies related to the requirements of the course. Include such things as attendance policies, homework, papers, exams, class participation, extra credit, and make-up exam policy.

**Assessment Procedures** - Be sure to be as clear as possible when describing the types of assessment procedures used in your course.

**Code of academic integrity** – Students agree to adhere to the code, available online at [http://www.fau.edu/regulations/chapter4/4.001\\_Code\\_of\\_Academic\\_Integrity.pdf](http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf)

**Grading Criteria** - Describe the grading scale used to assign grades to students.

**Attendance Policy** - There is no college-wide policy regarding a student's attendance.

**Bibliography** - List all books, journal articles, and other materials that may be required or recommended for your course.

## ATTACHMENT B: 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 C: 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.*

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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**