

## Letter of Welcome from the Dean

Welcome to the Brooks College of Health! We are very proud of the quality of the programs offered in the College and our role as a leader in the academic preparation of health professionals. I am pleased that you have chosen to join us in our quest to promote excellence and innovation in teaching.

Part-time faculty are very important contributors to the quality of education in the College. The courses you teach have been designed to provide the knowledge, skills, and values required for a career in the health professions. The programs of study for each major and course descriptions are described in the University catalog. Details about the course have been developed by faculty in the College. It is important to familiarize yourself with this material so that the course you teach is consistent with others offered within the College.

The Brooks College of Health Part-time Faculty Handbook has been prepared by the College to provide basic information about the University, College and policies governing course offerings. Feel free to contact the Department Chairperson or the Director of the School of Nursing if you have any additional questions. I also am available to answer any questions or concerns that you might have.

Please take advantage of the University and College while you are teaching with us. You are invited to attend College, School, Department, and Program meetings as your schedule allows. We also encourage you to participate in university activities.

We hope you find this document helpful. Please let us know if you have suggestions for improving its content.

I sincerely hope that your experience as a part-time faculty member is professionally satisfying and personally rewarding. We value the expertise that you add to the course and program.

Sincerely,

Pamela S. Chally, PhD, RN  
Dean

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# I. Brooks College of Health

The demand for highly educated men and women to fill a diversity of health related professional roles is rapidly increasing. The faculty of the Brooks College of Health is committed to meeting this need through high quality educational programs, research, and service that contribute to the knowledge base from which the solutions to contemporary health problems must be drawn. Of foremost importance in this endeavor is the educational preparation of responsible health professionals who will respond to the needs of the citizens of the region served by the University of North Florida. The College's theme "The Second Ten Years: Consensus for Quality" exemplifies our commitment to quality.

The College offers programs leading to a bachelor's degree in nursing, health science and athletic training. Nursing degrees are offered to prelicensure students, both traditional and accelerated, as well as to registered nurses who desire to earn a Bachelor of Science in Nursing (BSN). Programs leading to a Bachelor of Science in Health (BSH) include Community Health, Health Administration, Nutrition. Further, the College offers graduate degrees culminating in the Master of Science in Health (MSH), Master of Science in Nursing (MSN), Master of Public Health (MPH), Master of Health Administration (MHA) and Master of Science in Rehabilitation Counseling (MS). The College also offers two doctoral programs, the Doctor of Physical Therapy (DPT) and the Doctor of Nursing Practice (DNP). Students who earn the MSH can specialize in geriatric management and nutrition. Students who earn the MSN choose from tracks preparing them as nurse practitioners, clinical nurse specialists, clinical nurse leaders, or nurse anesthetists. The College also offers several certificate programs.

## Brooks College of Health Vision, Mission, Values

### Vision

To be a leader in the study of health and the preparation of health professionals.

### Mission

To facilitate the pursuit of knowledge and develop competent caring health professions by providing excellent opportunities that are focused on and relevant and accountable to the individuals and communities we serve.

### Values

In the fulfillment of our mission, the Brooks College of Health faculty, staff and students value the following:

**Mutual Respect:** We seek to enhance diversity and treat everyone with consideration and dignity.

**Service:** We provide service to our university, communities and professions.

**Integrity:** We conduct ourselves in an ethical and responsible manner.

**Accountability:** We take responsibility for our own attitudes and actions.

**Innovation:** We encourage and support creativity.

**Cooperation:** We support a culture characterized by open communications, collaboration and collegiality.

**Excellence:** We promote the highest standard of quality performance.

**Well-Being:** We promote physical, emotional and social well-being.

**Fulfillment of Potential:** We are committed to development through lifelong learning.

## Brooks College of Health Degrees

### Undergraduate Degrees

- \* *Bachelor of Science (BS)*  
Major: Athletic Training
- \* *Bachelor of Science in Health (BSH)*  
Tracks:  
Community Health Studies  
Health Administration  
Nutrition
- \* *Bachelor of Science in Nursing (BSN)*  
Tracks:  
Prelicensure  
Prelicensure-Accelerated  
RN - BSN

### Graduate Degrees

- \* *Master of Health Administration (MHA)*
- \* *Master of Science in Nursing (MSN)*  
Tracks:  
Primary Care Nurse Practitioner  
Clinical Nurse Leader  
Clinical Nurse Specialist  
Nurse Anesthesia  
RN-MSN
- \* *Master of Science in Health (MSH)*  
Tracks:  
Geriatric Management  
Nutrition
- \* *Doctor of Nursing Practice*
- \* *Master of Public Health (MPH)*
- \* *Master of Science*  
Major: Rehabilitation Counseling
- \* *Doctor of Physical Therapy*

## **Directory: Brooks College of Health**

(904) 620-2810      FAX: (904) 620-1030

Internet Home Page: <http://www.unf.edu/brooks>

### **DEAN'S OFFICE: J. Brooks Brown Hall 39/3031 (620- 2810)**

Pamela S. Chally, Dean  
Lucy B. Trice, Associate Dean

### **DEPARTMENT OF PUBLIC HEALTH: J. Brooks Brown Hall 39/4033 (620-2840)**

Judy Perkin, Chair  
JoAnn Nolin, Program Director for Health Administration and Geriatric Management  
Cathy Christie, Program Director for Nutrition  
Kerry Clark, Program Director for Public Health  
Jeanne Patterson, Program Director for Rehabilitation Counseling  
Elissa Barr, Program Director for Community Health

### **SCHOOL OF NURSING: J. Brooks Brown Hall 39/2036 (620-2684)**

Li Loriz, Director  
John McDonough, Associate Director for Graduate Education  
Director for Nurse Anesthesia  
Kathaleen Bloom, Associate Director for Undergraduate Education &  
Prelicensure Coordinator  
Linda Connelly, Accelerated Prelicensure Coordinator  
Debra Wagner, RN-BSN Coordinator

### **DEPARTMENT OF ATHLETIC TRAINING & PHYSICAL THERAPY: J. Brooks Brown Hall 39/2039 (620-2841)**

A. Russell Smith, Chair  
Joel Beam, Program Director for Athletic Training  
Ann Noonan, Program Director for Physical Therapy

### **OFFICE OF ADVISING: J. Brooks Brown Hall 39/3025 (620-2812)**

Rachel Broderick, Director  
Katie McCrohan, Academic Advisor  
Miwa Nguyen, Academic Advisor

### **THE CENTER FOR AGING RESEARCH: J. Brooks Brown Hall 39/4052**

JoAnn Nolin, Director

## II. Part-time Faculty

Part-time faculty contribute to the quality of our instructional programs. In the Brooks College of Health part-time faculty consist of individuals with a combination of degree credentials, graduate-level course-work, and professional experiences that qualify them to provide specific supplemental instruction. A part-time faculty appointment is typically made for purposes of offering a section of a particular course during a particular term. Each unit in the College maintains an active pool of potential part-time faculty. Each term the Department Chairs and Nursing School Director are responsible for matching supplemental College instructional needs to part-time faculty whose qualifications meet necessary requirements.

### Application for the Part-time Faculty Pool

Administration of part-time faculty employment is handled by each Department or School in the College.

### Recruitment Appointment

UNF/SACS documentation for part-time faculty will be collected and maintained at the Department/School level. The College Dean is responsible for compliance with all UNF and SACS requirements for documenting faculty credentials. Documentation requirements include:

- Official transcript(s) with a raised seal from the institution granting the highest degree
- A current vita
- Three professional letters of recommendation from persons who can attest to the part-time faculty member's qualifications to perform instruction in the assigned field of study.

The Department or School secretary will complete the part-time faculty member contract form. Following selection and prior to the start of the term, new part-time faculty members will be informed by their Department/School secretary when to stop by the University's Office of Human Resources on the first floor of J.J. Daniel Hall (Building 1) to sign a contract and to update the information maintained by that office, if necessary. (Part-time faculty who taught the previous term will sign their contracts in the Department/School office.) On the initial visit, the Office of Human Resources requires government I-9 documentation, including a Social Security card and presentation of identification with a picture (e.g., a driver's license.) They also require a signed Oath of Loyalty statement and a signed copy of the Sexual Harassment statement. For state employees, the additional state compensation form is required.

## Faculty Credentials

- Part-time faculty members teaching credit undergraduate courses (course levels 1000-4000) leading toward the associate in the arts or the baccalaureate degree, other than physical education activities, **must** meet one of the following criteria:
  1. have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree;
  2. hold the minimum of a master's degree with a major in the teaching discipline; or
  3. in **exceptional cases**, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. Such cases must be justified by the institution on an individual basis.
  
- Part-time faculty members teaching credit courses at the master's and specialist degree level (course levels 5000-6000) **must** meet one of the following criteria:
  1. hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline; or
  2. in some instances, the master's degree in the discipline may be considered the terminal degree, such as the MFA, the MSW, and the MLS;
  3. master's degree in the discipline coupled with a doctoral degree in a related discipline; or
  4. in **unusual cases**, demonstrated exceptional scholarly or creative activity, or professional experience. It **is** the **responsibility** of the institution to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.
  
- Part-time faculty members teaching credit courses at doctoral level (course level 7000) **must** hold an earned doctorate in the teaching discipline or a related discipline.

## Reappointment

A part-time faculty member's appointment is for the specific term in which instructional services are required. Reappointment is at the discretion of the respective Department Chair/School Director.

## Police and Security

The Police Department is located in Building 41. The non-emergency number is 620-2801. The emergency number is 911. A police officer can help those who are locked out of a classroom or office. The Police Department also maintains a "lost & found" section.

### III. Items to Acquire

#### University Catalog

Part-time faculty members should obtain a University catalog from the Department or School being served. The catalog describes academic programs and regulations, and provides a short description of each course. Part-time faculty members are expected to be familiar with University regulations contained in the catalog in order to counsel students attending their classes. The catalog can also be accessed on-line.

#### Schedule of Classes

The Department or School secretary can provide part-time faculty members with a schedule of classes for the term, including day, time and classroom location. A complete schedule of classes along with the schedule of final examinations can be accessed from the UNF website. To view the course schedule for a department, go to the UNF home page ([www.unf.edu](http://www.unf.edu)) and click on current students, then on course schedule. To view the academic calendar, last date to withdraw from a course, final examination schedule, etc., again go to the UNF home page, click on faculty and staff, then on offices and services, then on records and registration, then on academic calendar.

#### University Identification Card

The University employs picture ID cards for identifying UNF students, faculty, and staff. A valid University ID card is required to use **library** services and to gain entry to **computer center labs**. Each Department or School will provide each part-time faculty member with an authorization form for a University ID card. This form must be completed by the part-time faculty member and taken (with picture ID; e.g., driver's license) to the ID Card Office in Room 1600 Daniels Hall (also known as Building 1) for initial processing or updating. That office is open between 8:00 a.m. and 6:00 p.m. on Monday and Tuesday, and between 8:00 a.m. and 5:00 p.m. on Wednesday, Thursday, and Friday. The telephone number of that office is 620-4000. Part-time faculty should **not** pay the fee. That charge is being paid by the employing Department/School. However, an additional authorization step is required for **library services**. Part-time faculty library authorization forms are obtained from each Department/School office. Part-time faculty should complete the form and take it to the library, along with the University Identification Card. The person at the circulation desk will activate the ID card for library services.

#### Keys

The employing Department/School office will determine which rooms part-time faculty should have access to and will provide keys, if necessary. Keys must be returned at the end of each semester.

#### Parking Permit

All University students, faculty, and staff are required to purchase parking decals or pay a daily parking fee. Decals are obtained at Auxiliary Services in J.J. Daniel Hall (Building 1), Rm. 1600, Monday - Friday 9:00 AM-4:00PM only. You must have your Osprey ID card.

## IV. Issues and Events that Precede the Term

### Course Organization

Each course in the curriculum has an identified content expectation. The documents specifying the curriculum content guidelines are in the Department/School office. Please secure a copy of the document related to the course to be taught. Most often, text book selection has already been taken care of by the regular faculty. In cases of unique or single section offerings, this task may be passed to the part-time faculty member. Check with the Department Chair or School Director regarding text selection and securing a desk copy. In any event, input from part-time faculty on the appropriateness of basic course materials is always welcome. Part-time faculty normally derive a specific course organization by using not only the course text, but also other materials available from the departments/school. These materials include course syllabi and handouts. Where more than one section of a course is being offered, course organization should be coordinated among the faculty teaching the course. Part-time faculty generally should consult with regular faculty who have prior experience with the course to resolve questions that arise about course details. Check with each Department Chair or School Director to see if there are any specific expectations or requirements that part-time faculty are expected to follow.

Part-time faculty must submit their course syllabi to the Department Chair or School Director. The program director responsible for the program in which the course is taught may ask for copies of the examinations, assignments, and other materials part-time faculty use.

All faculty, including part-time faculty, are expected to provide students with a course syllabus. The syllabus should include outlining for the student both course organization and instructor expectations. Please see specific guidelines for syllabus preparation in the next section.

It is important for all faculty to provide students with ample feedback as to their progress during the term. In particular, this means sufficient graded exercises so that students know their standing in the course prior to the published University drop date (shortly after mid-term; the exact date is located on the academic calendar ([www.unf.edu](http://www.unf.edu))). To view the academic calendar, last date to withdraw from a course, final examination schedule, etc., again go to the UNF home page, click on faculty and staff, then on offices and services, then on records and registration, then on academic calendar.

Faculty members are expected to conclude each course with a final examination given during the final examination period as listed in the term's schedule of courses. See Section VII for complete instructions regarding final exams.

## **Policy on Syllabi**

All syllabi should include at a minimum, course number, course name, credit hours, pre or co requisites (if applicable), course description, course objectives, outline of course content, textbook, instructional techniques, grading criteria, methods of evaluation, course schedule of meetings, and how the faculty member can be contacted. It is advisable to articulate the instructor's policy on late submissions, make-up tests, academic integrity, and office hours and location. Methods of instruction must be appropriate to the objectives/goals of each course and the capabilities of the students. Please give a copy of your syllabus or syllabi to the Department/School secretary and the relevant program director.

## **Room Assignments**

Room changes can be made only through the formal room assignment process. Classrooms that appear to be empty during a specific time period may actually be on reserve for other uses. A student or faculty member may need to be located in an emergency, which requires certain knowledge of where and when a class is meeting. Specifically, the University's Crisis Management Team has a list of all scheduled classes, times, and rooms and uses that information in its efforts to serve the university community. Faculty members may not move a class unless a formal request to do so has been processed through the Department/School office. Chairs and desks are placed in each classroom according to the fire code room capacity. Problems with classrooms or instructional support equipment should be reported to the Department/School office.

## **Student Grading**

The University uses the following grades A, A-, B+, B, B-, C+, C, D, F. Mapping letter grades to a numeric scale is a faculty member prerogative. It is important for the students to understand how the faculty member arrived at his or her grade and how it corresponds to letter grades. Therefore, it is important to emphasize this process during the initial class meeting and to include it in the course syllabus. The University applies "quality points" to grades (4 for each credit hour of A, 3.7 for A-, 3.3 for B+, 3 for B, 2.7 for B-, 2.3 for C+, 2 for C, 1 for D, and 0 for F) and maintains a grade point average for each student.

## **Office Hours/Office Space**

Every faculty member is required to set aside time to be available to individual students who wish to meet regarding class issues. A rule of thumb is to provide at least one office hour for each class hour, distributing office hours both before and after scheduled class.

## **Available Department Services**

Secretarial services, copying services, and materials and supplies are available through the Department/School office to support class instruction. Mail, inter-office communications, and completed secretarial work are delivered to part-time faculty mail-boxes: Public Health's work room is #4045, School of Nursing and Athletic Training/Physical Therapy is #2029. The workroom located on the 2<sup>nd</sup> floor, J. Brooks Brown Hall, Building 39/2029 also contains a variety of equipment that part-time faculty may use. The equipment includes a computer, printers, copy machine and Scantron machine for grading objective test. The Department/School secretary should be consulted regarding support needs.

Standard secretarial support hours are from 8:00 - 5:00 p.m. Check with your Department or School secretary for relevant hours. Each part-time faculty member is provided with copy work order forms that they can complete and give to the Department secretary. The Department/School secretary will then take care of the part-time faculty member's copy requests before the next class. Because of budgetary constraints, please restrict copying requests to a minimum.

## **Access to Computers**

Part-time faculty members have access to the Brooks College of Health Computer Lab located on the third floor (Room 3064) and the Nursing Computer Lab located on the second floor (Room 2006) of J. Brooks Brown Hall, Building 39 all day and during evening hours when the labs are scheduled to be open. Evening hours are posted on the lab doors. Part-time faculty may be asked to use the 3<sup>rd</sup> floor lab during testing hours in the 2<sup>nd</sup> floor lab.

## **Orientation, Mentorship and Evaluations**

The Brooks College of Health offers a group orientation for new and part-time faculty. If the part-time faculty member cannot attend, one-on-one orientations will be offered by the Department Chair/School Director, or designee.

Course evaluations are to be completed for all courses taught by part-time faculty members. If additional feedback is desired, the Department Chair or School Director will identify options with the part-time faculty member. Clinical evaluations or other Departmental/School sanctioned evaluations where applicable, should also be completed. (See handout on student evaluations.)

## **Student Services**

A wide range of student services is available through the Division of Student Affairs. A student can always be referred to this office or to an academic advisor if a difficult question regarding student services is voiced. General course support services in the form of peer tutors, test preparation workshops, study seminars, reading/writing assistance, and the like are provided through the Academic Center for Excellence. Personal counseling may be obtained through The Counseling Center and Career Services Office. Health services are provided through the campus Student Medical Services. Each Department/School office has a copy of the current Student Handbook, which provides more detail regarding available student services.

## V. Issues and Events That May Arise Early in the Term

### Add/Drop

For the first week of class during a regular semester, students are permitted to "drop" courses without penalty (a course dropped during this period does not appear on the student's transcript, and a 100% refund is automatically processed). In effect, this policy permits students to attend at least one class meeting to determine whether or not they want to drop a course and possibly replace it with another (an "add"). This period is called the University's add/drop period. After the first week of classes, no further drops are processed, only formal withdrawals (see below). For non-traditional courses that begin after the first week of classes, including Saturday classes, the student has until the first business day after the first class meeting to drop the class (with a 100% refund). Students may petition to add a course after the first week, but this petition must be signed by the student's academic advisor, the faculty member who is teaching the course, the Department Chair/School Director, and the Dean of the College. A petition for a late add (form obtained from the One Stop Student Services, first floor of building two) is normally approved only if space is available. When registering late, students are usually charged an additional \$75 late fee.

### Reinstatement

The last day to add/drop is also the last day for students to pay their fees. Students who fail to pay by this point are "purged" from course rolls (see below) and should not be allowed to continue to attend class. Students may be reinstated on a space-available basis only with written permission of the faculty member and Department Chair/School Director (first week after add/drop) and Dean (after second week). The reinstatement form is available in the One Stop Student Services Office. There is a \$75 reinstatement fee.

### Class Rolls

Class rolls are available online following the same pathways used to enter grades, and clicking on summary class list. (See handout) If a student is in class but not on the roll, ask to see the student's fee statement/schedule confirmation, which will show if the student has registered for the course. If the student cannot produce this statement, the student should not stay in class. To continue in the class after add/drop the student must have registered **and paid** for the course; otherwise, the student must seek reinstatement in the course using the procedure noted above.

Final class rolls are available on-line approximately two weeks into the term. By this time, all students who have registered and paid for the course should be on the roll. For any student in class and not on the final roll, ask to see the student's paid fee statement. If the student has a paid fee statement, they have registered and paid for the class and should appear on the final grade roll. If the student cannot produce a fee statement, then the student is not registered for the course and cannot stay in the class. If the student has any questions about this issue, send him or her to the Department Chair/School Director.

## Students with Disabilities

Students requesting accommodations due to disabilities should be directed to register and work with the University's Disability Resource Center (DRC) Office located in Honors Hall (Building 10), Room 1201, phone: 620-2769. Following testing of the student, this office will provide you with guidelines for making appropriate accommodations. Faculty members are not obligated to nor should they make accommodations for students unless so directed by DRC. Please do not make accommodations without prior direction from DRC.

## VI. Issues and Events That May Arise During the Term

### Withdrawals

The last day to withdraw from a course without receiving either a passing or failing grade is published each term. By simply contacting the University Office of Records and Registration, students can withdraw from a course on their own volition at any time through the end of business on this date, receiving a grade of W, no quality points, and no credit hours for the class. A student withdrawing from the University and all classes during the first four weeks of classes receives a 25% refund. No refunds are given after this point. After the official withdrawal date, to withdraw from a course the student must file a **petition** for a late withdrawal using a standard university form which must be processed through the faculty member, academic advisor, degree program administrator, and Dean for recommendation. If the petition is granted, the student receives a grade of "WP" or "WF", depending upon whether the student is passing or failing at the time of withdrawal. For purposes of student grade point averages, a "WP" is treated the same as a "W" and a "WF" is treated the same as an "F". If the petition is denied, the student receives a grade as assigned by the faculty member, based on the course grading criteria.

### Petitions

There are two petition forms available in Records and Registration. One is used to petition an extension of the deadline to withdraw (a WP or WF is assigned as the course grade); the second is used for extending other deadlines or requesting the waiver of a university policy. In general, the student's academic advisor, faculty member (if the petition is related to a course), Department Chair/School Director, and Dean must sign the petition. In order to support a petition submitted by a student, both of the following conditions must be met:

- the circumstances given by the student on the petition are sufficient to support the petition
- the student has provided adequate documentation supporting his or her petition.

The faculty member may also ask to retain the petition and seek advice from other department faculty and the Department Chair/School Director before reaching a decision. If there is any doubt, please use this option

## Academic Integrity and Academic Misconduct

Examinations, homework, and other assignments are designed by the faculty member to provide a complete learning experience for each student. Each student is therefore expected to complete his/her own work independently. The faculty recognize that students learn from each other and particularly recognize the value of students comparing notes with each other. However, the amount of such collaboration permitted varies widely from course to course, and is influenced not only by faculty member prerogative, but by the level and nature of the material under discussion. **In no case should one submit work not one's own.** This is called complicity in academic dishonesty, which is another area of academic misconduct. The University Academic Integrity Code defines academic misconduct as **any attempt to misrepresent one's performance on any exercise submitted for evaluation.** Under the Code, when academic misconduct is suspected, the instructor may take one or more of the following actions:

- refer for counseling
- reprimand, oral or written
- a grade of F or reduction of grade on the specific piece of work
- a grade of F or reduction of grade in the course
- referral of charges to the Chair/Director of the academic unit if the offense is serious enough to warrant a more stringent penalty than any of the above.

The University's Student Handbook contains more detail regarding procedural issues associated with the University's Academic Integrity Code. It is advisable to discuss this policy with students at the beginning of the term, reference it on the course syllabus, and direct students to the University web page or student handbook for more detail.

If a faculty member suspects academic misconduct or cheating in a class, the faculty member should immediately consult the Department Chair/School Director for advice. It is important that "due process" be observed and that the student(s) involved be notified of his or her rights. It is also important that appropriate penalties be assessed for academic misconduct. The best advice in this situation is to quietly gather and retain necessary documents and to call the Department Chair/School Director immediately.

## Computer Crimes

Under certain circumstances, it is a crime in Florida to make unauthorized use of computer equipment, services, or accounts. All computer users should refrain from using other persons' computer access numbers, from making their computer passwords available to other persons, and from using their access numbers for other than the purpose intended. Misuse of the computer has, by law, become a very serious crime. Stealing a password, for example, may be judged a felony offense.

## **Sexual Harassment**

Sexual harassment and other forms of harassment are illegal and not allowed at the University of North Florida. Please refer to the full policy in the University Catalog the pamphlet in your packet, since serious legal penalties are involved. Furthermore, each faculty member is required to report any awareness of sexual harassment incidents. Should an incident occur, please contact the Department Chair/School Director immediately.

## **Emergencies/Class Cancellation**

On rare occasions, an emergency may arise that would cause a faculty member to miss a class. In such an instance, the Department Chair/School Director and/or secretary must be notified as quickly as possible. It is important that someone make arrangements to notify the class of the faculty member's absence or to have another faculty member teach the class. If illness or injury is expected to cause an extended absence, please discuss the details with the Department Chair/School Director.

## **VII. Issues and Events that Occur at End of Term**

### **Course Evaluation**

Student evaluations of courses taught by faculty, including part-time faculty, are conducted towards the end of the term. Each part-time faculty member is required to administer the Instructional Satisfaction Questionnaire (ISQ) form in each course. The Department/School secretary will provide these materials. It is the faculty member's responsibility to secure the materials and complete the process. The procedure for administering the forms may change from term to term so one should read carefully the instructions that come with the evaluation packet. Students should be informed that the faculty member will not see the results until the following term. Further, the faculty member should make arrangements for a student to deliver the completed instruments to the office noted on the evaluation packet. Ensure that the completed forms are not in the faculty member's possession at any time. The faculty member should leave the room during the response time. The evaluations are primarily intended to provide feedback for the improvement of faculty instruction. Summarized evaluation results are provided to each faculty member in the following term. See handout for general directions.

Occasionally, class visitations are conducted by the Department Chairperson, School Director, Program Director, or other faculty. These visits are for the purpose of providing an additional form of feedback for the improvement of instruction. The Department Chair, School Director, and/or Program Leader will provide the part-time faculty member being evaluated with feedback, either oral/written, soon after the evaluation occurs.

### **Final Examinations**

College and University policies state that classes will begin on the first class period of the term and extend through the scheduled period. There is also a scheduled final examination period.

1. University policy on final examinations is located in the Faculty Handbook (Chapter 11, page 11) and includes the following stipulations:
  - a) Final examinations, other than "take-home" examinations, may be given only during the officially scheduled periods for such examinations.
  - b) If a "take-home" final examination is given, students shall not be required to return the completed examination prior to the scheduled final examination period for the course.
  - c) No comprehensive examinations may be given during the seven calendar days immediately preceding the first day of the scheduled final examination period. Tests or quizzes on components of the course, scheduled on the syllabus, may be given during this time period.
  - d) Professors are not obligated to give final examinations in courses where they deem such examinations unnecessary. However, they must inform students by at least one week prior to the withdrawal date if a final exam will not be given. If a final exam is not required, the final exam meeting time should be used for other course-related activities.
  - e) Student evaluations of instruction shall not be conducted during the final examination period.

## **Grade Rolls**

Grade rolls are available online. Final grades must be submitted using the online grade roll. The on-line grade entry system can be accessed from the UNF Website through the My Wings portal. Please refer to the handout in your packet on entering grades.

Each student whose name appears on the grade roll must have a grade entered. If a student's name appears and that student has never attended class or turned in any assignments, a grade of F is assigned.

In **no** instance may the FAX capabilities of the College be used to transmit student evaluation information. That is illegal and must be avoided.

## **Incomplete Grades:**

In extenuating circumstances, an incomplete grade (I) may be assigned. In order for an (I) to be assigned, the student must have completed a majority of the course work with a passing grade. The time limit for removing the (I) is set by the faculty member but may not exceed one calendar year, or graduation, whichever comes first. Please confer with Department Chair/School Director prior to awarding an (I) grade.

## **Attendance**

Faculty members need to be aware of classroom attendance, especially for students who are not progressing well. When grades of D or F are assigned, faculty must also enter estimated percentage of class attendance by this student (at computer prompt).

## **Posting of Grades and Confidentiality of Records**

Grades should not be posted by faculty at the end of the term unless strict confidentiality rules are employed, rules agreed to in writing by those students whose grades are actually posted (e.g., scramble the order and identify students only by the last four digits of their SSN).

College policy is that neither faculty nor staff will communicate an instructor's grades to students over the telephone. Students may access via e-mail their grades on-line shortly after faculty post them.

By federal regulation, state law, and University policy, specific information about a student (including, but not limited to, grades, telephone numbers, social security numbers) is **not** to be released to anyone (even parents or spouses) other than the student and then only in person. Information should not typically be provided by telephone. Measures should be taken to ensure that students do not have access to any other student's academic or "directory information". Persons claiming to be law officers who request student information should be referred to the University Police Department.

The Office of Records and Registration provides student information requested by faculty only to faculty who have a "need to know" as defined under federal regulations.

## **Grade Changes**

If there is an error in a student's grade, grade changes can be initiated via the on-line grading system. Please seek assistance from the Department/School secretary if a grade needs to be changed. Under normal circumstances, the grade a faculty member has given a student is viewed as the faculty member's evaluation of the student's work and is not subject to change except by the faculty member; however, students have the right to appeal a final grade for a period of one year from the time of the award of the grade. This University policy requires that faculty members retain records used in determining students' grades for a period of at least one year following the conclusion of the course.

The formal University Appeals process for academic decisions (as opposed to the petition procedures regarding course registration) is detailed in the Student Handbook. To appeal a grade, the student should first discuss the reasons with the faculty member. If this does not lead to a resolution, the student is required to make his or her appeal in writing to the faculty member involved. The faculty member involved must make a written response within ten (10) school days. If there is no resolution, the student should appeal in writing to the Department Chair/School Director. The appeal process information is available in the Department/School office and the part-time faculty is expected to contact the Department Chair or School Director in the case of a possible grade appeal.