

**University of North Florida
College of Computing, Engineering & Construction**

Adjunct Faculty HANDBOOK

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College of Computing, Engineering & Construction

The College of Computing, Engineering and Construction has primary responsibility for all computer, engineering and construction related instruction at the University of North Florida. Through its faculty, the College offers Bachelor of Science programs in Computer and Information Sciences, in Building Construction Management, and in Civil Engineering, Electrical Engineering and Mechanical Engineering. At the graduate level, the College offers the Master of Science in Computer and Information Sciences and graduate engineering through FEEDS (Florida Engineering Education Delivery System). Within its degree programs, the College offers specific options in computer science, information science, information systems, construction management, electronic computer design, and electronic system design. The College's course of instruction also supports the general education needs of students and the need for specialized instruction in the computing sciences and engineering areas as required by other University programs. The vitality of the College's instructional programs is enhanced by ongoing faculty research and development, serving both Northeast Florida and the nation.

First identified as a stand-alone Division of Computer and Information Sciences in 1983, the College received its college-level authorization from the President of the University in 1989. Engineering was added to the College's mission in 1992, to later include in 1997 both FEEDS and Construction Management. At present, the central areas of study in the College are the academic disciplines of computer science and information systems, construction management, civil, electrical, and mechanical engineering. However, faculty research interests and College course offerings range broadly across the computing sciences and engineering areas, reflecting a wider scope to the College's pursuits. A representative, but not exhaustive topic list includes computer engineering, computer architecture, robotics and controls, computer communications, computer algorithms, construction systems, digital design, electromagnetics and synchronous machines, lasers and transistors, simulation, parallel processing, artificial intelligence, software engineering, graphics and image processing, human-machine interfacing, construction and information systems project management, data base systems, computer networks, and office automation. The College faculty are noted for applying their expertise across such diverse areas as business information systems, medical science and medical delivery systems, parallel processing, and embedded system design.

The support staff of the College are pledged to facilitate the learning environment for students and the support environment for faculty enterprise, both instruction and research. For students, an effective learning environment means a clearly presented course of study, faculty commitment to instructional excellence, predictable course offerings, and the assistance of a knowledgeable academic adviser as needed. Additionally, students expect a full complement of support equipment and opportunity to interact with their peers and program faculty, whether through informal professional contact outside of classes or through student clubs sponsored by the College and its academic units. For faculty, effective support translates into a relaxed, professional environment, with meaningful faculty involvement in deciding College and academic unit policy and in planning College and academic unit operation. Mirroring student expectations, faculty expect effective, up-to-date instructional equipment and facilities. As befits its responsibilities for presenting and contributing to one of the most future oriented of academic disciplines, the College has on-going priorities of providing and maintaining equipment for instruction and research reflective of both the needs of the students and faculty, advancing the University's goal to provide Northeast Florida with a center of state-of-the-art computing and engineering technology, and supporting regional aspirations to excel in the application of the computing sciences and engineering.

The long-term objective of the College is to provide a center of learning in the computing sciences, engineering and construction management which is recognized both nationally and internationally for its excellence. Led by its faculty, and represented by its students, the College seeks to provide an educational atmosphere both intellectual and practical, extending the frontiers of knowledge to the betterment of humankind.

Adjunct Faculty

Adjunct faculty are individuals with a combination of degree credentials, graduate-level coursework, and professional experience that qualifies them for providing specific supplemental instructional needs for one of the College's degree programs. An adjunct faculty appointment is normally made for purposes of offering a section of a particular course in a particular term. Each academic unit of the College maintains a pool of potential adjunct faculty. Each term the program chairs of the College are responsible for matching supplemental instructional needs to adjunct faculty whose qualifications meet necessary requirements.

Adjunct faculty provide a vital service to the College. In some instances, adjunct faculty provide courses in specialized areas that the College would otherwise be hard-pressed to offer. In other instances, adjunct faculty enable the College to present a fuller complement of courses to the UNF student body, expediting student progress through College or other University degree programs.

Application for and Academic Unit's Adjunct Faculty Pool

To apply for an academic unit's adjunct faculty pool candidates should submit:

- professional resume
- 3 letters of recommendation (professional)
- official transcripts for highest degree(s) earned

to the chair of the unit.

Normally, adjunct faculty candidates are expected to satisfy one or more of the following criteria:

- Masters degree (or higher) in a discipline appropriate to Computing Sciences, Engineering or Construction
- 18 credits or more of graduate coursework appropriate to a discipline in Computing Sciences, Engineering and Construction
- Particular professional experience providing unique qualifications for an instructional assignment.

For satisfactory candidates, a consultation with the chair of the academic unit is desirable to determine which courses in the academic unit's curriculum provide a reasonable fit for an instructional assignment.

Internal Paperwork Requirements

Prior to issuing an adjunct faculty member's first contract for services the University must have on record

- Professional resume
- 3 letters of recommendation (professional)
- Official transcripts for highest degree(s) earned
- Initial employment form.

These forms are retained on file within the College to provide for subsequent adjunct faculty appointment. Additionally, prior to the start of the term each adjunct faculty must schedule a time to stop by the University Office of Human Resources to sign contract paperwork and update the information maintained by Human Resources. On the initial visit, Human Resources requires government I-9 documentation, including Social Security card and picture id (e.g., driver's license).

Compensation

Adjunct faculty are compensated on a per course basis according to a standard University scale. Payment occurs in biweekly checks issued during the course of the term of the contract.

University ID Card

The University employs picture ID cards for identifying UNF students, faculty, and staff. A valid University ID card is required to utilize library services and to gain entry to computer center labs. The College main office provides each adjunct faculty member with an authorization form for a University ID card, which must be taken to the ID Card Office in Founders Hall (also known as Building 2) for initial processing or updating. An additional authorization step is required for library services. Adjunct faculty library authorization forms are automatically sent to the Library from the College each term. Activation of the library authorization requires processing a library application at the circulation desk, after which the University ID card can be used for library services.

Parking

All University students, faculty, and staff are expected to purchase parking passes. Passes are obtained at any of the courtyard payment windows managed by the University Office of Finance and Accounting in the Daniels building (also known as Building 1).

Reappointment

An adjunct faculty appointment is for the specific term in which supplemental instructional services are required. Reappointment for a subsequent term is affected by a number of factors. Adjunct faculty usually have other work demands that often preclude their providing instructional services to the College on other than a periodic basis. These demands often constrain the specific times one can serve as an adjunct faculty member. Then too, depending on the course, the frequency of offering can range anywhere from every term to once every two years. Often courses must be offered at specific times that conflict with an adjunct faculty member's availability. Consequently, supplemental instructional needs tend to be unpredictable and vary greatly from term to term. The academic units of the College generally seeks to reappoint those adjunct faculty who have successfully served the instructional mission of the academic unit. Additionally, the academic units attempt to rotate through the potential instructors from their adjunct faculty pools in establishing adjunct faculty appointments.

Getting Ready for the Term

Course Organization

Each course in the curriculum has an identified content expectation. In most instances, text selection is a task already taken care of by the regular faculty for the program, but in cases of unique or single section offerings, this task may be passed to the adjunct faculty member. In any event, input from adjunct faculty on appropriateness of basic course materials is always welcome. Adjunct faculty normally derive a specific course organization by utilizing not only the course text, but also other materials available from the regular faculty for the program. These materials include old 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. Adjunct faculty generally should feel free to consult with regular faculty who have prior experience with the course to resolve questions that arise about course details.

Adjunct faculty are generally expected to provide students with a course syllabus outlining both course organization and instructor expectations for the student. It is advisable to articulate the instructor's policy on grading, late submissions, make-up tests, and academic integrity.

It is important for instructors 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 given in the term schedule of courses - see the section on "Withdrawals" under the topic heading of "During the Term").

Instructors are expected to conclude each course with a final examination given during the final examination period as listed in the term schedule of courses.

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. There is also the pragmatic reason of being able to quickly locate a student (or faculty member) in an emergency, which requires certain knowledge of where (and when) a class is meeting (in particular, the University's Crisis Management Team has a list of all scheduled classes, times, and rooms). An instructor should not move a class unless a formal request to do so has been processed through the academic unit responsible for the course. 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 main office of the academic unit.

Student Grading

The University uses the grades A, A-, B+, B, B-, C+, C, D, F. Mapping letter grades to a numeric scale is an instructor prerogative. It is important for the students to understand how grades are arrived at and how they correspond to letter grades. Hence, it is advantageous to either spell this out in the initial class meeting or on 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

Adjunct faculty are generally provided with office space. While adjunct offices are shared with other adjunct faculty, office assignments are made to minimize the likelihood of concurrent use. In particular, this makes possible the scheduling of (limited) office hours around class time. A rule of thumb is to provide at least one office hour for each class hour, distributing office hours both before and after class. Adjunct faculty offices also provide space suitable for storing materials and for preparing for class. Various University information items (e.g., University Catalog, Student Handbook, policy and promotional brochures, this handbook) are provided on the shelves in each adjunct office to help answer incidental questions that may arise.

Available Services

As noted above, an adjunct faculty member qualifies for both library and computer center services, the utilization of which requires a valid University ID card. The College main office authorizes the activation of adjunct faculty University ID cards prior to each term, notifies the Library (which requires an in person activation at the circulation desk), and requests term computer accounts.

Secretarial services and material supplies are available through the main office of each academic unit. Mail, interoffice communications, and completed secretarial work are delivered to boxes in the adjunct offices. Return communication after hours can be slipped under the main office door, or pick-up arranged via telephone call or email.

In some instances, intense student demand for courses results in large section sizes. In these cases, the academic unit may be able to provide limited grading or tutorial assistance from suitably qualified student help. How such assistance is best employed varies from course to course. In any case, at least some of the grading is always handled by the instructor, if for no other reason than to simply maintain a reasonable level of awareness regarding overall class performance.

Student Services

There are a wide range of student services available through the Office 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 Resource Center. Personal counseling may be obtained through the Personal Counseling and Career Development Office. Health services are provided through the campus Wellness Center. Each adjunct office should have a copy of the current Student Handbook, which provides more detail regarding available student services.

Things That May Come Up Early in the Term

Add/Drop

For the first five days of scheduled classes during a regular semester, students are permitted to "drop" courses without penalty (a course dropped during this period does not show up 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 as noted above. For non-traditional courses that begin after the first week of classes, including Saturday classes, the student has 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 chair of the academic unit, and the Dean of the College in which the course is being taught. A petition for a late add (form obtained from the Office of Records and Registration) is normally approved only if space is available. When registering late, students are usually charged an additional late fee.

Reinstatement

The last day to add/drop is also the last day to pay. 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 instructor and chair of the academic unit (first week after add/drop) and dean (after second week). The reinstatement form is available in the Office of Records and Registration. There is a reinstatement fee.

Preliminary and Confirmation Class Rolls

Preliminary class rolls are given out by the first class meeting. If a student is in class, but not on the roll, you may 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, then 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 (the student will also be charged a late fee to be reinstated).

Confirmation class rolls are sent out 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 confirmation roll, ask to see the student's paid confirmation. If the student cannot produce one, then the student is not registered for the course and cannot stay in the class.

Things That May Come Up During the Term

Withdrawals

The last day to withdraw from a course without receiving either a passing or failing grade, sometimes referred to by students as the University "drop" date (not to be confused with the add/drop period as noted earlier), is published each term in the schedule of courses. 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 a class during the first four weeks of classes receives a 25% refund. No refunds are given after this point. After the official drop date, to withdraw from a course the student must file a petition for a late withdrawal (a standard University form) which must be processed through the instructor, academic advisor, and degree program administrator 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 appeal is denied, the student receives a grade as assigned by the instructor (in such cases, it usually turns out to be an F).

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 [nonpunitive] or WF [punitive] 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, instructor (if the petition is related to a course), chair of the academic unit, and dean must sign off on the petition. In order to support a petition submitted to you by one of your students, both of the following should be to your satisfaction:

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

You may also ask to retain the petition and seek advice from among the regular faculty before reaching a decision.

Wrapping Up the Term

Course Evaluation

Student evaluations of courses taught by adjunct faculty are conducted towards the end of the term. The standard University evaluation instrument is employed accompanied by the standard College questionnaire. The evaluations are conducted using procedures specified by the academic unit and according to a schedule prepared by the staff. The evaluations are primarily intended to provide feedback for improvement of instruction. Summarized evaluation results are generally provided to each faculty member in a subsequent term.

Occasionally, class visitations are conducted by the program faculty (including the Chair). These are done only with advanced notice and are oriented towards providing an additional form of feedback for improvement of instruction.

Grade Rolls

Grade rolls are available on-line. Enter the on-line system at the end of the course to enter grades. After entering the grades, select record. Grade rolls are usually due by 9am on Tuesday of the week following the final exam week. Be aware that students receive an "NR" grade for any class for which the class grade roll is not submitted on time. Since students receiving an NR grade are advised to contact the academic unit responsible for the course, it is best to avoid at all costs being late submitting in grade rolls.

Grade Changes

If you determine that you have made an error in a student's grade, you can initiate a change in the grade via the on-line system. Simply select the Grade Change option, enter the data and select record. The Requested grade change goes to the head of the academic unit for approval and posting to the student record. Under normal circumstances, a grade you have given a student is viewed as your evaluation of the student's work and is not subject to change unless you say so; however, students have the right of appeal for a grade for a period of one year from the time of award of the grade. This means that you should 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 provided by Student Affairs. To appeal a grade, the student should first discuss the reasons for the grade with the faculty member; if this does not lead to a resolution, then the student is required to make their appeal in writing to the faculty member, a copy of which should be sent to the chair of the academic unit. The chair and faculty member then meet to determine the next steps to be taken.

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). Office policy is that the College and staff of the academic unit will not communicate an instructor's grades to students over the telephone. A student who wishes to obtain a final grade before receiving their term grade report in the mail may do so by providing a stamped post-card or stamped self-addressed envelope for this purpose. It is also certainly permissible for instructors to directly communicate grades to students individually, including by email if the student so requests.

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) other than the student and then only in person. In particular, if you receive a phone call from someone requesting information about a student, you really don't know if you are speaking to the student or someone acting as/for the student. Grades should not be posted except as noted above, and many faculty simply do not post grades because of the logistical hassle. You should avoid allowing any student to see any other student's academic or "directory" information.

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.

Incompletes

The grade of incomplete is reserved for those rare cases in which an exigency prevents a student from completing a course on time. Instructors must recognize that a grade of incomplete carries with it an implied obligation to individually work with the student towards completion of the course. College policy requires the student to have successfully completed at least 75% of the course requirements and that a case for exigency has been made. Incompletes are usually employed in cases where time constraints relative to taking a final examination or completing a term project need to be relaxed. Instructors are expected to use their own judgment in determining what constitutes an exigency. Normally, the reason must involve a situation that is unexpected and beyond the control of the student (e.g., unexpected illness or death in the immediate family; unexpected, uncontrollable change in the requirements for the student's job).

The faculty member completes a form for each incomplete the faculty member is willing to grant, to be turned in with the grade roll. There must be a form provided for each incomplete (noted on the grade roll by an "I"). The form is available from the main office of the academic unit. The faculty member must specify on the form what work needs to be completed and the time period within which it must be done (no more than 1 year). The student must finish any incomplete prior to graduation, regardless of the time period specified by the faculty member, but it is advisable for the faculty member to ask when the student plans to graduate to avoid specifying an inappropriate date. The faculty member specifies on the form the grade to assign if the work is not completed (usually an F, but sometimes a passing grade if the student's exigency has left partially completed course work that if fully completed could lead to a better grade - this is the faculty member's call).

Course Journal

Normally a Course Journal is kept for each course. The Course Journal reflects the student works and is used in accreditation reviews. The Course Journal typically contains the syllabus, examples of student works such as homework, projects, exams, and quizzes. The head of the academic unit will advise the Adjunct Faculty if a Course Journal is to be created for a particular course. Support personnel in the academic unit office will be glad to help with such items as copying. To avoid a late minute rush, it is strongly recommended that the Course Journal be kept current during the course of the semester.