

Faculty Procedures Manual

Department of History

University of North Florida

(Rev. 7/05)

This manual is designed to explain department policy and procedures as they apply to full and part-time faculty members. It covers ordinary operating procedures for everything from paperwork (real and virtual) through classroom, syllabus, and grading policies.

Before You Start: We must have the following:

A current résumé or c.v.;

Official transcripts from all colleges/universities attended, sent directly from that institution to us;

Three current letters of reference, which must address your teaching ability. If your letters are more than two years old we will have to request new ones.

A signed federal immigration form I-9. For proper processing of this form, you must take to Human Resources either (a) a passport or (b) your driver's license, plus your social security card (originals of both required, not copies). The federal immigration form is important; it must be completed before you begin teaching.

Contracts: Full-time faculty receive annual contracts. All part-time faculty contracts are on a course-by-course, term-by-term basis. Part-time appointments are made by the department chairperson. Although a part-time faculty member may be appointed any number of times, each contract is a one-time agreement. However, only for the first contract do you have to do the Human Resources paperwork; after that you sign your contract in the history office.

Schedules: You can access the Academic Calendar and the Final Examination Schedule from <http://www.unf.edu/registrar/> and the Course Schedule (which includes the classroom location for your class) through the **myWings portal** (described below). Your course schedule and syllabus must adhere to the academic calendar for the semester. Classes are suspended only for those days listed as official university holidays. However, students or faculty members who wish to observe a religious holy day may make arrangements in advance to miss a scheduled class. Faculty should consult with the department chair and arrange for someone else to cover the class, or provide an alternative assignment. Students are responsible for the work they miss, but must be allowed "a reasonable amount of time" to make up the work. No major tests may be scheduled on a major religious holy day (a list of some of those dates is posted on the bulletin board in the department office). Class meetings should begin and end promptly at the appointed times, and must be held in the assigned classroom location. If for some reason you need to change, you must work through the department secretary to make the request.

Missing Class: If a serious and unavoidable conflict prevents you from meeting your class, try to make alternate arrangements for the class (e.g., by scheduling a guest lecture, quiz, or other assignment), and phone or email the department chair with a brief explanation. If you cannot arrange to have the class covered, notify the department chair and office staff so we can assist in making alternate arrangements. If an emergency arises at a time when the office is not normally open, you can either call the department chair at home (246-0219) or telephone the campus police at 620-2801. The campus police cannot do more than inform your students that class has been cancelled. You might want to program these numbers into your cell phone.

Books: The books for the Freshman Core lecture/discussion sections are chosen by the lecturers. Part-time faculty teaching stand-alone sections may choose their own books, but should follow the guidelines in the Freshman Core Course Policies. For other courses you are free to select books and other instructional materials. The campus bookstore's official deadline for receiving book orders is several months in advance of the term, so you should place book orders as soon as you know that you will be teaching in a given term. It is wise to use amazon.com or another web-based bookstore to check the pricing, availability, and ISBN numbers of the books you are thinking of using. All orders must be turned in to the department secretary, Linda Howell (lhowell@unf.edu). If you want to request desk copies or examination copies from publishers, tell the department secretary, who will handle it for you.

Course Content: The content and structure of every course must conform to the course description in the current UNF catalog. If you are preparing a course you have not taught at UNF before, you must submit a syllabus to the department chair for circulation among colleagues well in advance of the first class meeting. This will provide an opportunity for other members of the department to offer advice and suggestions, and to formally approve the course.

A good rule of thumb for undergraduate courses is 75-150 pages of assigned reading per week, depending on the difficulty of the texts. Exams should emphasize essay questions, although a few "objective" style questions are also acceptable. Grades should be based mainly upon writing, however -- writing not only in the form of essay exams, but also synthetic and research papers. The more writing, the better. Practice in writing and an understanding of the past are the two most valuable things we can give to our undergraduates.

Syllabus: You should provide the students with a written syllabus at the first class meeting, and a copy must also be filed in the History Office **no later than the first day on which your class meets**. At a minimum, it **must** specify the following:

1. Course, by number and title;
2. Semester offered;
3. Instructor's name, office room number, telephone number, and office hours; email address;
4. A brief description of the material covered;
5. Course goals (if the course is a General Education course – EUH 1000, EUH 1001, AMH 2010, AMH 2020 – the goals section must include reference to which General Education outcomes are met by this course, together with some sense of how they will be addressed);
6. Textbooks required and recommended;
7. Attendance policy;
8. Grading criteria (Students should be told how their grades will be determined, what assignments they must complete, how much weight each assignment has in relation to the final grade, and whether you will use the plus-minus grading system);
9. Penalties for plagiarism and academic dishonesty (the department's policy on plagiarism and cheating can be found on-line at <http://www.unf.edu/~clifford/ca/ca1.html>);
10. Any other instructor policies that the students need to know: for instance, a penalty for work submitted late, or a requirement that work be submitted in a particular format, – or a definition of appropriate classroom behavior (cell phones, late arrivals, early departures, etc.);
11. A week-by-week outline of material to be covered, reading to be done, and other assignments due.

Please provide the department with a copy of your syllabus before the beginning of the term. We will be happy to word process and copy all syllabi, exams, etc. in the department office, provided we receive drafts a week in advance. Be sure to leave time to proofread class materials.

Class Size: Maximum enrollments for each class vary. Core discussion sections are usually about 30. If a class has reached its enrollment cap, there is an electronic “waiting list.” **Department policy for the Core course is that absolutely no overrides are permitted.** Refer disgruntled students to the department chair if they would like to discuss the reasons. Most classes must reach a minimum size of 30 for lower division (1000 or 2000) level courses; 20 for upper division (3000 or 4000) level courses in order to justify our hiring a part-time faculty member to teach them. If that minimum enrollment is not met, a class may be canceled. We try hard to schedule carefully in order to avoid these cancellations, which are inconvenient to everyone, but sometimes cancellations do occur.

First Day Attendance Policy: The department has adopted a first-day attendance policy, applicable to courses which have a waiting list. Students who do not attend the first day of class and who have not contacted either the instructor or the department in advance may be removed from the roll and their seats given to students on the waiting list. This policy will apply to Freshman Core courses; for all others, it is up to the individual instructor to decide whether or not to invoke the policy – but those who have used it are pleased with the results. You simply provide the department Office Assistant with a copy of the class roster with the names and SSNs of the absentees circled, and indicate which students on the waiting list should take the open places (for example, those who attended the first day in hopes of getting a seat).

Accessing the myWings portal for all of your electronic "paperwork":

Much of the paperwork associated with teaching has been moved to a web-based on-line system. You will be given a user i.d. and an initial password (which you may then change to one of your own choice). Using any web browser, go to the UNF website <http://www.unf.edu> and click on myWings Portal – or, if that doesn't work go straight to <https://loon.cfr.usf.edu/cp/home/displaylogin>. Enter your user i.d. and password, and click "submit." At the main menu click on the tab Employee Services; then select the link to Employee Self Service; then select the link on the top bar entitled Faculty Services – and you're finally into the useful part of the system [do not ask questions about why this is such a long, drawn-out interface; you'll only get unprintable responses].

You can choose Faculty Detail Schedule to see all of your classes, with classroom designation; you can view and print a class roster with information about your students, and this will be the location from which you enter mid-term and final grades. You can accomplish all this from any browser, anywhere – for example, you can "turn in" your final grades from your home computer if you have internet access.

Warning: only you and the department chair have access to your courses. The department secretaries cannot enter any of your grades for you.

Class Rolls: At the beginning of the term, if you do not yet have access to the electronic system, the office staff can print a copy of your class roster for you. If yours is a night course, don't forget to ask to have the roll printed during the day and left in your mailbox.

Midterm Grades for Freshmen: If you are teaching freshmen, you will be asked to enter midterm grades slightly before the midpoint of the term. If your class is a mix of freshmen and others, only the names of the freshmen will appear on this roll. For lower division courses, please plan your assignments so that you will be prepared to specify a grade by this point in the semester.

Withdrawal from Classes: UNF has a very generous withdrawal policy: students may withdraw without penalty up to a point a little more than halfway through the semester. After what is popularly called the “drop date,” students must have a documented reason beyond their control for withdrawal. It is assumed that a student's academic work is within her or his control; therefore, “I didn't want an F in the course” is **not** sufficient reason to withdraw late. Documentation does include asking for the obituary or funeral program (a policy which has revived any number of uncles and grandparents). The chair will overrule you on petitions which fail to document the student's case.

Reporting Academic Progress: Even if you are not teaching freshmen, you may receive other requests to report academic progress from the Athletic Department, fraternities and sororities, and occasionally from parents. Legally, you may **not** reveal information about a student's academic progress to anyone other than the student. However, with the student's permission you may do so. Student athletes will bring the progress form to you in person; that action constitutes permission to reveal their grades. Students may also ask you to email a progress report to a sorority or fraternity; for absolute legal protection you may ask for a signed request from the student, but at least your email should reflect the student's request, for example "[name of student] has requested that I send you a report of [his/her] academic progress." If parents demand information, pointing out that they pay the bills, be as sympathetic as you can but explain that by law their student is an adult and you may not reveal that information unless the student gives you permission. You may refer disgruntled parents to your department chair for further discussion.

Grading: Grades will be submitted on-line through the myWings portal described above; ***the system hasn't yet been created, but presumably will be by the time you need to use it.*** If you assign a final grade of F, the system will ask you to record attendance – to specify whether the student never appeared, or attended up until later in the term. This certification is for the purposes of the Financial Aid system, which must be able to report whether a student actually began the class.

An instructor may award any one of these grades:

- A or A- Excellent
- B+, B, B- Above average
- C+ or C Satisfactory
- D Below average
- F Unsatisfactory
- I Incomplete

You may use pluses or minuses for exams, quizzes, papers, and for the final course grade as listed above. Use the Incomplete (I) only when (1) a student has completed a sizeable portion of the course work, and (2) circumstances beyond the student's control have prevented him/her from finishing. Consider this an option only when exceptional circumstances clearly warrant it. If you decide to assign an Incomplete, **the history department requires that all part-time and visiting faculty send the chair an email or memo which specifies the remaining work and the grade the student will receive if the work is not completed by the deadline date you assign.** The on-line grading system does not require this form, and its default position gives the student a calendar year to complete the course. The department prefers that you put in writing the work that must be completed, and assign a reasonable date. You must accept responsibility for reviewing the student's work at a later date (perhaps after your contract period is over) and then processing the grade change (to remove the "I"). For your own sake, **assign Incomplete grades sparingly.** When in doubt, consult the department chair.

IMPORTANT: Federal law prohibits posting grades by name or social security number, or revealing grades by telephone or to anyone other than the student. (It is legal, however, to post grades by code names or numbers that protect your students' privacy.) Once grades have been posted by the Records office, students can check their grades on-line. It is difficult for the department office to take on the responsibility of returning student papers or assignments after the end of the term, so please, don't ask. We suggest you have each student provide you with a stamped, self-addressed envelope in which to return final papers or exams. Alternatively, you may invite students to come by your office during finals week to pick up their work and learn their final grades. Part-time faculty may leave uncollected papers in the file cabinet in the adjunct office. After one year they will be thrown away. **Do not** leave papers unattended outside your office for pickup. Despite the fact that you will see many examples of this practice, it is a violation of student privacy (and leaves you vulnerable to a student's charge that you lost or otherwise disposed of his/her paper).

Grade Appeals: Students have the right to appeal grades that they feel are not fair. The student must first discuss the grade with you; if still not satisfied, the student may appeal by contacting the department chairperson. Those teaching Core sections should discuss matters with the lecturer before an appeal goes to the chair. If the student wishes to make a formal appeal the case must be presented in writing to the department chair, and after that, to the dean and, if the student wishes to appeal yet again, to the University Appeals Committee. We try first to resolve matters informally, and no student has appealed beyond the chair in a very long time. Your best defense when a grade appeal is made is that you clearly explained your grading standards and methods in your syllabus, and you stuck by them.

Attendance: Aside from the First Day Attendance Policy, neither the department nor the university has a uniform attendance policy. Except for Freshman Core sections (where the main lecturer sets the policy) you are free to establish your own attendance rules, which should be specified on your syllabus. We all encourage students to attend regularly, and many instructors maintain student attendance records.

Plagiarism: Your syllabus should briefly inform students what plagiarism is and make clear the penalties for plagiarism and other forms of cheating. Department policy is on-line at <http://www.unf.edu/~clifford/ca/ca1.html> (The usual minimum penalty for academic dishonesty is "F" for the assignment; the usual maximum penalty is a punitive "F" for the course, meaning that the student cannot remove the "F" by retaking the course and using the Forgiveness Policy.) Most teachers try to avoid plagiarism cases by explaining plagiarism thoroughly and giving assignments that don't lend themselves to the possibility. It is remarkably easy to catch routine internet plagiarism; ask one of the Core faculty to provide tips if you haven't already discovered this.

Serious violations of academic integrity should always be discussed with the department chair.

Student Evaluations: All university faculty are evaluated regularly by students, and the required quantitative evaluations are gathered using a common university form. Evaluation materials are distributed to instructors toward the end of the term. Conduct the evaluation during a regular class meeting. Please follow the instructions to the letter. (For example, the instructions specify that the instructor cannot be present during the evaluation or have access to the evaluation forms after they have been filled out; a student must return them to the computer center and/or the department office. It is important to follow these instructions carefully in order to maintain our students' confidence in the integrity of the procedure.) Results will be given to you when they are available, usually soon after the end of the term.

You may also distribute narrative evaluations, to be filled out anonymously in your absence, and returned to the department office. The department has a mandatory discursive evaluation for the Freshman Core. Those teaching other courses may choose whether or not to add a discursive evaluation to the quantitative one. You may design your own form or use one of several available from the department chairperson. Discursives must be turned in to the department office by a student; they will be held until after grades are submitted. For tenure-earning faculty, discursive evaluations must be submitted to the chair before they are returned to you if you intend to use them for evaluation and/or promotion and tenure. The chairperson will discuss these evaluations with you, and will return them after your grades are turned in.

You may also be evaluated on the basis of a classroom visit by the department chair and/or a faculty member in your area. You will receive a copy of any written reviews and may discuss them with the department chair.

Offices and Office Hours: Office space is at a premium, and for part-time faculty that means sharing an office. (The department secretary will provide you with an office key at the beginning of the term and collect it at the end.) Each office is equipped with desk, telephone, networked computer, and printing capability. Your office hours should be communicated to the office staff during the week

before the term begins; they will be posted on the department's web site. They should also be listed in your syllabus and posted on your office door. Since many of our students live off campus, instructors often conduct much of their business with students over the phone or via email. The department office will give out or withhold your home phone number, as you direct.

Email: The University will provide you with an email account ending in unf.edu. Even if you have your own personal email account, you may want to use this one for UNF-related business, and in any case you should have your UNF email forwarded from the unf.edu account to your regular account. The university's email system is available on-line through any web browser, so you can access your student and department email wherever you are. **The university's official means of communication is email, to your unf.edu account, and the same is true for your students. Both of you are responsible for checking those accounts.**

Phones: The campus phone system assigns each phone a separate number, with voice mail. Full-time faculty will have their own numbers, and the phones have a red light indicating that there is voice mail to be picked up. For part-time faculty sharing offices, you will share the telephone number as well, and will need to listen to messages for others in order to pick up your own. Please make sure you erase your own messages when you have listened to them, so that we do not clog up the voice mail. There will be telephone instruction books in each adjunct/GTA office. In general, it is probably easier to encourage your students to communicate via email.

Long distance: Long distance is available in the department office and in full-time faculty offices. Part-time faculty who need to make out-of-area calls may use one of the phones in the main office. To make long distance calls, dial 8-1-area code-number. The state auditing system selects random long distance calls which the department has to justify; please confine your calls to university business. Please keep a log of your calls, and of long distance faxes.

Mail and Messages: You will be assigned a mailbox in the department office. Students can leave papers for you there, and your regular and campus mail will also be delivered to your box. Voice and email have supplanted many traditional messages, but there will still be some. Please do not let your mailbox get so jammed with uncollected materials that the office staff cannot distribute your mail.

Support Services: Support services of various kinds are available. The usual teaching supplies are kept in the department office. Most classrooms are equipped with overhead projector and a TV/VCR player; some are also equipped for internet access and computer-generated materials. Other equipment is available from Information Technology Services (Ext. 2909), website <http://www.unf.edu/dept/its/>. Advance reservations are important. ITS will deliver equipment to your classroom, but you must operate it yourself. The Faculty Enhancement Center and CIRT (Center for Instruction and Research Technology) present a variety of workshops which can be useful.

The department office also supports instruction by making copying services available to instructors. We suggest at least 24 hours notice for photocopying, so please plan ahead. The office can make transparencies for use with the overhead projectors available in every classroom, and can scan and digitize images or produce pdf copies of articles for use on Blackboard. As mentioned earlier, we will also word-process syllabi and exams upon request.

Pay: Both full and part-time faculty are paid biweekly on Fridays. Direct deposit to your bank is available and is the preferred method; you can also pick up your paycheck at the department office.

Parking: A parking permit is required; you may purchase an annual or semester permit at the cashier's window in Building One. Otherwise, you can stop by the information booth every day you come on campus and purchase a parking pass for \$3.

Smoking: No smoking in any university building – ever.

Faculty ID Card/library Card: Your faculty ID card is also your library card. To get the necessary paperwork for a card, see the office staff. For part-time faculty who are continuing with UNF, we can make arrangements to keep both your email and library privileges over the summer; just let one of the secretaries know.