

**GUIDE FOR ADJUNCT/PART-TIME FACULTY**  
**Department of Psychology**  
**University of North Florida**  
(Rev. 5/05)

The Department of Psychology is pleased to be able to supplement the courses offered by its full-time, regular faculty with courses taught by part-time, adjunct faculty. We welcome the specialized knowledge and skills that our adjuncts bring to our course offerings. The policies and procedures that apply to our faculty are explained below.

**BEFORE YOU START:** We must have the following:

A current résumé or c.v.

Official transcript showing the awarding of your highest degree sent directly from the institution to us

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

If applicable, 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.

**THE CONTRACT:** All adjunct faculty contracts are on a course-by-course, term-by-term basis. All appointments are made by the department chairperson. Although an adjunct faculty member may be appointed any number of times, each adjunct faculty contract is a one-time agreement. You must sign your formal contract before the start of classes.

**SCHEDULES:** All courses are to be taught according to the semester calendar published in the university catalog and at the times designated in the course schedule for the semester. Class meetings should begin and end promptly at the appointed times and in the designated classroom.

**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). If you will miss more than two scheduled class meetings during the term, please send a note or email to the department chair with a brief explanation. Anytime you cannot arrange to have a class covered, you should notify the department chair and office staff so we can assist in making alternate arrangements; however, note that office staff will not cover the class for you by showing films, administering exams, etc.

**TEXTBOOKS:** For all 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. Book orders can be placed most conveniently by using the on-line service.

<http://www.efollett.com/webapp/wcs/stores/servlet/CategoryDisplay?langId=-1&catalogId=10001&categoryId=9607&storeId=10051>

Complete your book order and if you have problems, please contact the department secretary. If you want to request desk copies, examination copies, or teaching supplements available from the publisher, the department secretary usually can provide contact information so you can request the desired materials.

**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 should check with UNF instructors who have taught the course previously and ask for a copy of their syllabus to serve as a guideline; copies of course syllabi are also kept on file in the department office.. Once it's prepared, you should consider submitting your syllabus to the department chair and/or colleagues for review and suggested revisions well in advance of the first class meeting.

**SYLLABUS:** You should provide the students with a written syllabus at the first class meeting, and a copy must also be filed in the Psychology Office. 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 and email address.
4. A brief description of the material covered and course goals;
5. Textbooks required and recommended;
6. Attendance policy;
7. 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);

8. Penalties for plagiarism and academic dishonesty (this does not need to be a complicated statement, but there can be no question if your definition and statement of possible consequences of plagiarism/cheating are included in your syllabus);
9. 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;
10. An outline schedule (typically class-by-class or week-by-week) of material to be covered, reading to be done, and other assignments due.

If you know well in advance that you will be teaching a course, please provide the department with a copy of your syllabus before the beginning of the term. We will be happy to 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.

### **ELECTRONIC "PAPERWORK":**

**A) BlackBoard.** The University uses the BlackBoard Learning System as an available aid to course management. Many faculty use Blackboard to communicate with students, post announcements and assignments, provide access to lecture outlines and PowerPoint presentations, administer quizzes, etc. If you wish to have your course placed on the BlackBoard system, you can contact the Center for Instruction Research and Technology (CIRT) at 620-3927 or . The BlackBoard system can be accessed by clicking on the named link on the UNF Website homepage.

### **B) On-Line Grade Entry**

The "paperwork" associated with class rolls and grading 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 Faculty-Staff. Then select Administrative Applications from the next screen.
- You'll get an entry screen for Administrative Applications. Click "Logon to Administrative Applications." That will get you to the sign-on screen.
- Enter your user i.d. and password, and click "submit."
- Then click on "Grade posting and class info" and from the displayed menu, go to the bottom listing (Instructor Grade Roll Access), enter the proper term and click on the round bullet.
- You'll be at the page that lists each course you are teaching. Simply click by the course you want to work with and you're finally into the useful part of the system.

You can choose to view and print a class roster, to record attendance, enter mid-term or final grades, even check to see which students have dropped the class. 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. There also are networked computers available for you to use on campus in the department's adjunct office.

*Warning: only you and the department chair have access to your courses for grade entry; the department secretaries cannot enter any of your grades for you. Be certain to enter all your grades before the deadline date, usually 10am on the Tuesday following the end of the Final Exam week and the term.*

**1. CLASS ROLLS:** At the beginning of the term, you should be able to print a class roster from the on-line listing. .

**2. RECORDING ATTENDANCE:** At the end of the term after submitting grades, you will be given a listing of all students who have been assigned a failing ("F") grade and for each student asked to indicate by checking the appropriate option whether the student never attended class, attended the first day, or attended most classes during the term. This requirement has nothing to do with any attendance policies you have set for the course but is used to meet reporting requirements for students receiving Federal financial aid.

**3. MIDTERM GRADES FOR FRESHMEN:** If you are teaching freshmen, you will be asked to enter midterm progress grades slightly before the midpoint of the term. If your class is a mix of freshmen, sophomores, etc., only the names of the freshmen will appear on this roll. For each listed student, you should enter either "Satisfactory" if the student at that point has a grade of "C" or better or "Unsatisfactory" if the student's midterm grade is below a "C". Entry of these midterm progress grades will be much easier if you have scheduled assignments or exams prior to the midpoint of the term.

**CLASS SIZE:** Maximum enrollments for each class vary but typically are set by the Department when the schedule is submitted. 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 an adjunct instructor 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.

**GRADING:** An instructor may award any one of these grades:

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

You may but are not required to use pluses or minuses for exams, quizzes, papers, and for the final course grade as listed above. If you do choose to award pluses and minuses, it is advisable to indicate this in your syllabus. 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," you must complete an online form (it is one of the options on the grade submission menu for the course) specifying the remaining work and the grade the student will receive if the work is not completed by the deadline date you assign. The default deadline date will be the maximum of one calendar year, but you are free to specify a shorter time limit for completion of the remaining work. 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 "I" grades sparingly. When in doubt, consult the department chair.

**IMPORTANT: Federal law prohibits public posting of grades by name or social security number, or revealing grades by telephone or email to anyone other than the student.** (It is legal, however, to post grades by code names or numbers that protect your students' privacy. In addition, BlackBoard enables posting of grades to individual students so the grade can be accessed only by the particular student. Also, once course 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. If you choose, you can ask students to provide you with a stamped, self-addressed envelope in which to return final papers or exams. Alternatively, you may invite students to come by during your office hours in finals week to pick up their work and learn their final grades. You may leave uncollected papers in the file cabinet in the adjunct office. After one year they will be thrown away.

**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 formally appeal by contacting the department chairperson. 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. The formal appeals process is outlined in the Student Handbook available on-line

**ATTENDANCE:** Neither the department nor the university has a uniform attendance policy. You are free to establish your own policy, which should be specified on your syllabus. We all encourage students to attend regularly, and some instructors maintain student attendance records and include attendance in determination of the course grade.

**OFFICES AND OFFICE HOURS:** Office space is at a premium. We will do our best to see to it that you have a place for office hours though it usually means sharing the adjunct office (currently 39/4052). Your office hours should be listed in your syllabus, posted on your office door, and communicated to the office staff. You may have a key to the adjunct office and also the mail/copier room but this key usually will be collected at the end of the term.. Since so 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:** You will be assigned a UNF email account. It can be accessed on-campus or from off-campus by using the internet link ( [csdweb.unf.edu](http://csdweb.unf.edu) ). Please include your UNF email address on your course syllabus or, if you prefer, include your personal email address. Alternatively, you can arrange to have your UNF email messages forwarded to your personal account by contacting the Help desk at 620-3898. Regardless, for many students email is the primary medium of communication so it is important you regularly check your listed email site for messages from students and reply promptly.

**PLAGIARISM:** Your syllabus should briefly inform students what plagiarism is and make clear the penalties for plagiarism and other forms of academic misconduct such as cheating. (The usual minimum penalty for academic misconduct is "F" for the assignment; the usual maximum penalty is "F" for the course.) Most teachers try to avoid plagiarism cases by explaining plagiarism thoroughly and giving assignments that don't lend themselves to the possibility. It can be remarkably easy to catch routine internet plagiarism; ask one of the Core faculty to provide tips if you haven't already discovered this.

**EVALUATIONS:** All university faculty are evaluated regularly by students. As an adjunct, you must be evaluated in every course you teach, by means of the SIQ. 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 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.) SIQ results will be given to you, usually toward the middle of the following term.

You also may wish to distribute your own evaluation questions/forms, to be filled out anonymously in your absence, and returned to the department office. You may design your own form or use one of several available from the department chairperson. Regardless, once completed any evaluative questionnaires should be collected and taken by a designated student to the department office for you to pick up and review **AFTER THE GRADES FOR THE COURSE ARE SUBMITTED.**

You may also be evaluated on the basis of an announced classroom visit by the department chair or a faculty member in your area who can share his/her observations in a post-visit review.

**MAIL AND MESSAGES:** You will be assigned a mailbox and can obtain a key to access the faculty meeting room where the mailboxes are located. Try to check it at least once a week. For instructors who teach in the evening, when the department office is closed, the mailbox is often the primary means of communication between the department and the instructor.

**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 the Instructional Communications Department (Ext. 2909). Advance reservations are important. Provided they receive your request at least 24 hours in advance, IC will deliver equipment to your classroom, but you must operate it yourself.

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. As mentioned earlier, we will also copy syllabi and exams upon request and as time permits.

**PAY:** Instructors are paid biweekly on Fridays. You can pick up your paycheck at the department office, or preferably, arrangements can be made for your paycheck to be direct deposited.

**PARKING:** A parking permit is required; you may purchase an annual or semester permit at the cashier's window in Building One.

**SMOKING:** Smoking is not permitted in any university building at any time.

**LIBRARY AND COMPUTER CENTER:** The library and media center are located in Building Twelve. The computer center is on the third floor of Building Fifteen. To obtain authorization for a faculty library card, email account, or computer center card, see the department office staff.