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/adjunct 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 (available online). 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/Adjunct 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 Chairpersons or the Director of the School of Nursing if you have any additional questions. I am also 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/adjunct faculty member is professionally satisfying and personally rewarding. We value the expertise that you add to the courses and programs.

Sincerely,

Pamela S. Chally, PhD, RN
Dean/Professor
CONTENTS

I. Brooks College of Health
   Letter from Dean Chally ................................................................. 2
   About the College Missions, Goals .................................................. 4
   Values .................................................................................. 4
   Brooks College of Health Degrees .................................................... 5
   Directory ................................................................................ 6

II. Part-time/adunct Faculty
   Application for the Part-time/adunct Faculty Pool .................................. 8
   Recruitment Appointment ................................................................ 8
   Faculty Credentials ..................................................................... 9
   Reappointment ......................................................................... 9
   Police and Security ................................................................... 9

III. Items to Acquire
   University Catalog .................................................................. 10
   Schedule of Classes ................................................................ 10
   University ID Card .................................................................. 10
   Keys ....................................................................................... 10
   Parking Permit ...................................................................... 10

IV. Issues and Events That Precede the Term
   Course Organization .................................................................. 11
   Policy on Syllabi ....................................................................... 12
   Room Assignments .................................................................... 12
   Student Grading ....................................................................... 12
   Office Hours/Office Space .......................................................... 12
   Available Department Services ..................................................... 13
   Access to Computers ................................................................ 13
   Orientation, Mentorship, and Evaluations ...................................... 13
   Student Services ..................................................................... 13

V. Issues and Events That May Arise Early in the Term
   Add/Drop ................................................................................ 14
   Reinstatement ......................................................................... 14
   Preliminary and Confirmation Class Rolls .......................................... 14
   Students with Disabilities ............................................................. 15

VI. Issues and Events That May Arise During the Term
   Withdrawals ........................................................................... 16
   Petitions .................................................................................. 16
   Academic Integrity and Academic Misconduct .................................... 17
   Computer Crimes ....................................................................... 17
   Sexual Harassment ................................................................... 18
   Emergencies/Class Cancellation .................................................. 18

VII. Issues and Events That Occur at End of Term
   Course Evaluation ..................................................................... 19
   Final Examinations ................................................................... 19
   Grade Rolls ............................................................................. 20
   Incomplete Grades .................................................................... 20
   Attendance ............................................................................... 20
   Posting of Grades and Confidentiality of Records ................................ 20
   Grade Changes ......................................................................... 21
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 offers programs leading to a bachelor's degree in nursing, health science, health administration 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, Nutrition, and Exercise Science. 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), Master of Education in Counselor Education (Mental Health Counseling). 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 or 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 Health Administration

* Bachelor of Science (BS)
  Major: Athletic Training

* Bachelor of Science in Health (BSH)
  Tracks/Concentrations:
  Community Health Studies
  Nutrition
  Exercise Science

* Bachelor of Science in Nursing (BSN)
  Tracks:
  Prelicensure
  Prelicensure-Accelerated
  RN - BSN

**Graduate Degrees**

* Master of Education in Counselor Education
  (Mental Health Counseling)

* Master of Health Administration (MHA)

* Master of Science in Nursing (MSN)
  Tracks:
  Primary Care Nurse Practitioner
  Clinical Nurse Leader
  Clinical Nurse Specialist
  Nurse Anesthetist
  RN-MSN

* Master of Public Health (MPH)

* Master of Science in Health (MSH)
  Tracks:
  Geriatric Management
  Nutrition

* Doctor of Nursing Practice

* 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
Catherine Christie, Associate Dean

SCHOOL OF NURSING: J. Brooks Brown Hall 39A/3090 (620-2684)

Li Loriz, Director
John McDonough, Associate Director for Graduate Education
  Director for Nurse Anesthetist
Kathaleen Bloom, Associate Director for Undergraduate Education &
  Prelicensure Coordinator
Cynthia Cummings, Accelerated Prelicensure Coordinator
Debra Wagner, RN-BSN Coordinator

DEPARTMENT OF CLINICAL AND APPLIED MOVEMENT SCIENCES:
J. Brooks Brown Hall 39/2039 (620-2841)

Li Loriz, Chair
Joel Beam, Program Director for Athletic Training
Ann Noonan, Program Director for Physical Therapy
Peter Magyari, Program Director for Exercise Science

DEPARTMENT OF NUTRITION AND DIETETICS: J. Brooks Brown Hall 39/3042 (620-1700)

Judy Rodriguez, Chair
Claudia Sealey-Potts, Director for Master’s Dietetic Internship
Jackie Shank, Director for Undergraduate Nutrition

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

JoAnn Nolin, Program Director for Geriatric Management
Mei Zhao, Program Director for Health Administration
Michele Moore, Program Director for Public Health
Elissa Barr, Program Director for Community Health
Sharon Wilburn, Program Director for Mental Health Counseling

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

Heather Kenney, Director
Debbie Kochanowski, Academic Advisor
Miwa Nguyen, Senior Advisor
Dwayne Peterson, Coordinator Academic Support Services
THE CENTER FOR AGING RESEARCH:  J. Brooks Brown Hall 39/4052

    JoAnn Nolin, Director

THE CENTER FOR GLOBAL HEALTH AND MEDICAL DIPLOMACY:
UNF HALL 53/2750

    Yank Coble, Director
II. Part-time/adjunct Faculty

Part-time/adjunct faculty contributes to the quality of our instructional programs. In the Brooks College of Health part-time/adjunct 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/adjunct 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/adjunct faculty. Each term the Department Chairs and Nursing School Director are responsible for matching supplemental College instructional needs to part-time/adjunct/faculty whose qualifications meet necessary requirements.

Application for the Part-time/adjunct Faculty Pool

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

Recruitment Appointment

UNF/SACS documentation for part-time/adjunct 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/adjunct/faculty member’s qualifications to perform instruction in the assigned field of study.

The Department or School secretary will complete the part-time/adjunct faculty member contract form. Following selection and prior to the start of the term, new part-time/adjunct 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/adjunct 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/adjunct 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/adjunct 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/adjunct 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/adjunct 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.
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

The University catalog may be accessed at the UNF website (www.unf.edu/catalog/). The catalog describes academic programs and regulations, and provides a short description of each course. Part-time/adjunct faculty members are expected to be familiar with University regulations contained in the catalog in order to counsel students attending their classes.

Schedule of Classes

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) and under admissions click on courses and catalogs. To view the academic calendar, last date to withdraw from a course, final examination schedule, etc., go to the UNF home page and under admissions click on One Stop, then calendars, then academic calendar for deadlines, and in the same area, on final exam schedule for dates/times of finals.

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/adjunct faculty member with an authorization form for a University ID card. This form must be completed by the part-time/adjunct 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/adjunct faculty should not pay the fee. That charge is being paid by the employing Department/School.

Keys

The employing Department/School office will determine which rooms part-time/adjunct 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 permits or pay a daily parking fee. Permits may only be purchased online via the parking services website, www.unf.edu/parking. Please see additional information on parking in your packet.
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, textbook 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/adjunct 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/adjunct faculty on the appropriateness of basic course materials is always welcome. Part-time/adjunct 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/adjunct 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/adjunct faculty are expected to follow.

Part-time/adjunct 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/adjunct faculty use.

All faculty, including part-time/adjunct faculty, are expected to provide students with a course syllabus. The syllabus should outline 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. To view the academic calendar, last date to withdraw from a course, final examination schedule, etc., go to the UNF home page, under admissions click on One Stop, then calendars, then on either academic calendar for deadlines or final exam schedule for the finals schedule.

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/adjunct faculty mail-boxes: Public Health’s work room is Bldg 39/Rm 4045, Clinical and Applied Movement Sciences is Bldg 39/Rm 2029, and the School of Nursing’s work area is in Bldg 39A on the 4th floor. The workroom located on the 2nd floor, J. Brooks Brown Hall, Building 39/2029 also contains a variety of equipment that part-time/adjunct 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. The Department/School secretary will assist part-time/adjunct faculty member’s copy requests. Because of budgetary constraints, please restrict copying requests to a minimum. Wherever possible, please put class handouts on blackboard.

Access to Computers

Part-time/adjunct faculty members have access to the Brooks College of Health Computer Lab located in Bldg 39 on the third floor (Room 3064) and the Nursing Computer Lab located on the third floor of 39A, during evening hours when the labs are scheduled to be open. Evening hours are posted on the lab doors. Part-time/adjunct faculty may be asked to use the 3rd floor lab during testing hours in the nursing lab.

Orientation, Mentorship and Evaluations

The Brooks College of Health offers a group orientation for new and part-time/adjunct faculty. If the part-time/adjunct 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/adjunct faculty members. If additional feedback is desired, the Department Chair or School Director will identify options with the part-time/adjunct 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 Health Services located on the second floor of Bldg 39 A. Each Department/School office has a copy of the current Student Handbook, which provides more detail regarding available student services. It is also available online at www.unf.edu/student-affairs/student-handbook.html.
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, UNF Hall, Building 53, Suite 1700) 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. Note: Students are automatically removed from blackboard listings when they drop a class.
Students with Disabilities

Students requesting accommodations due to disabilities should be directed to register and work with the University's Disability Resource Center Office (DRC) 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/adjunct faculty, are conducted towards the end of the term. Each part-time/adjunct 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/adjunct 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 (Section 11.14 on-line at www.unf.edu/acadaffairs/FacHandbook2007/Chap11.pdf) 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

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 a secret number provided by the student and not part of social security number). Grades may also be posted on the course blackboard site.

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 (available on-line at www.unf.edu/student-affairs/student-handbook.html). 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/adjunct faculty is expected to contact the Department Chair or School Director in the case of a possible grade appeal.