

GUIDE FOR ADJUNCT/PART-TIME FACULTY
Department of Psychology
University of North Florida
(Revised 10/2017)

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 CV
- 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 with original signature or emailed directly from reference to department chair.
- 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.
- **Background check.** A request will be emailed from Human Resources to the candidate.

THE CONTRACT: All adjunct faculty contracts are hired 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.

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.

MISSING CLASS/CANCEL 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 (at least 45 days prior to the start 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 must be placed via the online order system.

https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=647&languageId=en_US

Complete your book order and if you have problems, please contact the department secretary. Please contact the book publisher for desk copies, examination copies, or teaching supplements so that you will have these materials sent directly to 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 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 uploaded into MyWings. Instructions for uploading syllabi follow at the end of this guide.

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.

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. Individual conflicts should be resolved between the student and the instructor.

FINAL EXAM SCHEDULE: Professors are not obligated to give final examinations in courses where they deem such exams are unnecessary. However, they must inform students 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. Please see the final exam schedule: [https://www.unf.edu/onestop/registrar/Registrar -
Final Exam Schedule.aspx](https://www.unf.edu/onestop/registrar/Registrar_-_Final_Exam_Schedule.aspx)

- **Fall and Spring Classes**
Refer to the Academic Calendar for final exam dates of the current term
- **Summer Classes**
There is no final exam schedule for the summer term. A final exam may be given during the last scheduled class meeting.

Classes that meet only one day a week will have their final exam at the same hour and in the same place as the regularly scheduled class during final exam week. The final exam will be 1 hour and 50 minutes.

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.

ELECTRONIC "PAPERWORK"

- A) CANVAS:** UNF adopted Canvas as its Learning Management System (LMS) in the spring of 2016. Canvas is a next-generation cloud-native LMS. Its clean and simple layout allows instructors to set up course content and tools efficiently, while students easily navigate course sites and submit work. Canvas offers student tracking and reporting to provide instructors with insight into student activity and progress. The Canvas app supports most course features on iOS and Android mobile devices and instructors can use the SpeedGrader iPad/Android app to make routine grading more efficient. Users can make audio and video posts to discussions with just a few clicks, and instructors can leave video or audio comments when grading assignments using a webcam or microphone. CIRT offers workshops and training materials for instructors. We can also provide one-on-one consultations and specialized department workshops. If you wish to have your course placed on the Canvas system, you can contact the Center for Instruction Research and Technology (CIRT) at 620-3927. The Canvas system can be accessed by clicking on the named link on the UNF Website homepage.
- B) ONLINE GRADE ENTRY:** The “paperwork” associated with class rolls and grading has been moved to a web- based on-line system. You will be given An N number 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 B 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 office staff 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.

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

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 adds/drops are processed, only formal petitions may be requested by the student working with their academic advisor.

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.

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.

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 Building 57, Room 1501, and 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. If accommodations are made, exams and instructions can be emailed to: drc@unf.edu.

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 – requires last date of attendance
I	Incomplete – requires last date of attendance

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, Canvas 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. In the case of Incomplete or Failing grades, a last date of attendance will need to be recorded.

OFFICES AND OFFICE HOURS: For every hour of class, you should hold provide an office hour either in person or via email. Office space is at a premium. We will do our best to offer you a space to have office hours though it usually means sharing the adjunct office (currently 51/3405). 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. Intellikeys are updated at the end of every academic year in the Lock Shop. 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 provide students with your email address.

POLICE AND SECURITY: The Police Department is located in Building 41. The non-emergency number is 620-2800. 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.

EMAIL: You will be assigned a UNF email account. It can be accessed on-campus or from off-campus by using MyWings. 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.

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 Department Chair 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 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 immediately.

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. Students are provided with reminders and access for evaluations on MyWings towards the end of the term. 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 a computer, screen and projector. Other equipment is available from the CIRT (620-3927). Advance reservations are important. Provided they receive your request at least 24 hours in advance, CIRT 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 48 hours notice for photocopying, so please plan ahead. As mentioned earlier, we will also copy syllabi and exams upon request and as time permits.

PAY: Instructors are paid biweekly on Fridays. Human Resources will assist you in setting up direct deposit.

PARKING: A parking permit is required; you may purchase an annual or semester permit online via MyWings. 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.

SEXUAL MISCONDUCT: 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 immediately.

For purposes of this regulation, "sexual misconduct" means any sexual contact toward another without the person's consent as more fully defined below. Sexual misconduct violates University policy, federal civil rights and other laws and may subject offenders to criminal prosecution and disciplinary action. All University community members, students, faculty, staff, visitors, contractors and others who interact within our University community must comply with this regulation.

The University strives to provide programs, activities, services and educational opportunities to all who interact in our University community regarding sexual misconduct, reporting sexual misconduct and the services available at the University and in the community to assist individuals who are subjected to sexual misconduct. The University is also committed to promptly addressing allegations of sexual misconduct through the procedures discussed in this regulation.

The Director of the Office of the Equal Opportunity and Diversity ("EOD") has been designated by UNF as its Title IX Administrator and is charged with working with victims, University entities and others to ensure compliance with this regulation. Additionally, Title IX Coordinators have been designated for each division within the University (i.e. – Student Affairs, Academic Affairs, Administration & Finance, etc.). A listing of Title IX Coordinators can be accessed on UNF's website at: https://www.unf.edu/eod/Title_IX_Committee.aspx.

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

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. 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.

UNIVERSITY IDENTIFICATION CARD: The Osprey 1Card is the official identification card of the University of North Florida and is required for access to essential campus services. Your Osprey 1Card also offers Ozzie Bucks -- a convenient account for making purchases on and off campus. Your Osprey 1Card is the most important card that you will have at the University of North Florida. Please protect your card and carry it with you at all times. Visit www.osprey1card.com to learn more.

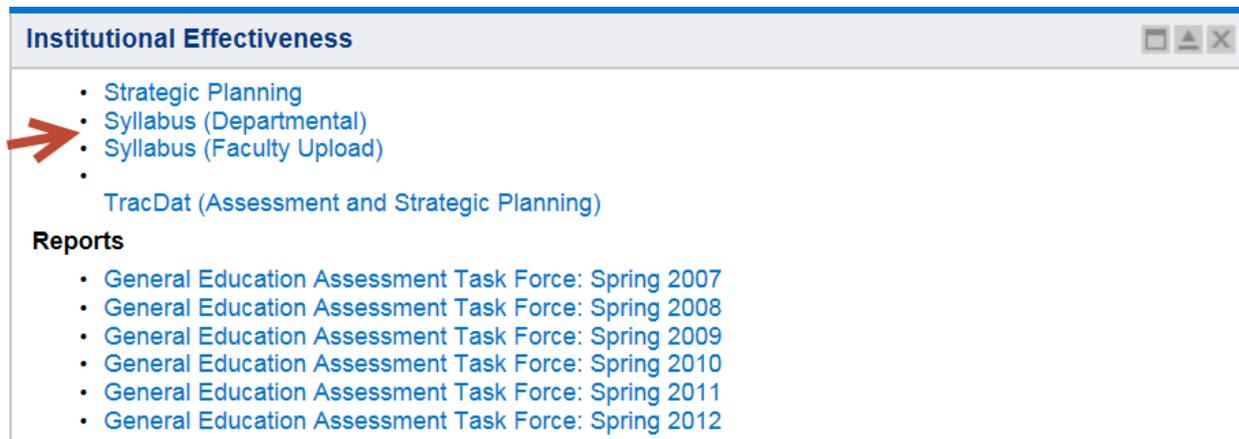
Requirements: To obtain your Osprey 1Card, you will need to visit the Osprey 1Card Office located in Lassiter Hall 8, Room 1100 with the following items:

- Have an appropriate form of identification: driver's license, passport, or military/government identification card.
- Be a registered or currently enrolled in classes or an active employee at the University of North Florida.
- The Osprey 1 Card program is \$10.00 and is covered by the department.

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. You may access the library with your Osprey1 ID card.

How do I access the Syllabus software?

To access the Syllabus software, you will need to log into the myWings portal. Once in the portal, select either the *Faculty* tab or the *Staff* tab. Access to the Syllabus software can be found in the Institutional Effectiveness channel (see image below).



The Institutional Effectiveness channel provides faculty and departmental designee's with access to the Syllabus repository.

Syllabus (Faculty Upload) → Faculty Access

Faculty who want to upload their own syllabi should select the Syllabus (Faculty Upload). Faculty will be presented with the Syllabus: Faculty Upload application. Once a term is selected, the faculty member can click on the Courses area to obtain a list of courses for which they have been assigned to teach.

Note: Only PDF documents can be uploaded into the syllabus repository.

Syllabus: Faculty Upload

The **Syllabus: Faculty Upload**, is used by Faculty to upload syllabi for courses they are currently teaching or have taught in past terms.

Please select Term and Course (CRN).

If there is a Syllabus document uploaded for this Course (CRN), a blue hyperlink will appear containing the document name. This hyperlink can be double clicked to display the document for verification. The document cannot be modified here.

To upload a document, click **Browse** and locate the document on your computer.

Click **Open** in the browser and the document will be made ready for Upload.

The Upload button must be pressed to complete the process.

If a document has already been uploaded for the Course(CRN) and exists in the database, a message will ask for confirmation before overlaying the existing syllabus document.

Term: Course: