

**ST. EDWARD'S UNIVERSITY
NEW COLLEGE**

ADJUNCT FACULTY INFORMATION

2005 - 2006

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1.0 INTRODUCTION

St. Edward's University values its adjunct instructors because they substantially enrich the University's teaching resources. Throughout the semester, the Dean of New College will keep you informed of appropriate meetings and other events that provide an opportunity to meet and work with the School's full-time faculty. The Dean urges you to attend all meetings and other events that will give you an opportunity to interact with full-time faculty and with New College students. St. Edward's welcomes you as a valuable member of the academic community.

2.0 CONTRACTS

Office of the Executive Vice President will mail you a contract letter of appointment before the beginning of the semester you are scheduled to teach. These contracts indicate the contract amount and the schedule for payments. ***If fewer than 10 students enroll for the course you are scheduled to teach, the University may cancel the course—or may negotiate a reduced stipend with you—at the discretion of the Executive Vice President.*** If you have questions, call the Dean's office (448-8648).

3.0 ADJUNCT FACULTY SUPPORT

Below are brief descriptions of several resources the University provides to support adjunct faculty.

3.1 Center for Academic Progress

Advising specialists in the Center for Academic Progress orient students to the program, counsel them with regard to academic goals and objectives, review options for learning and earning credit, and monitor academic progress through graduation. The advising specialist also provides referrals to campus-wide student services and resources.

Advising specialists may also be a point of reference for adjunct faculty members. Advisors can answer questions about course schedules, overloads, withdrawals and questions regarding students concerns. If the advisor cannot directly assist the faculty member, they will be able to refer him or her to the appropriate office or person.

Adjunct instructors should also feel free to direct students to the advising specialists who hold regularly scheduled office hours and can be reached using the following information:

Rene Eakins	448-8703	srenee@admin.stedwards.edu
Jennifer Johnson	428-1087	jennifrp@admin.stedwards.edu
Natacha Martin	448-8673	natacham@admin.stedwards.edu

3.2 Faculty ID and Parking Permit

You may go to the University Police (448-8444), Holy Cross Hall G13, to obtain a campus parking permit. The Auxiliary Services office (448-8601; Main Building 212) will issue you your faculty ID card. You need to call for an appointment. Be sure to take your letter of appointment. It is now possible to "load" your ID card with a dollar amount so that you can use the card in the dining room or at vending machines on campus. You can put money on your card via SEU's web site. Use the site map to go to Hilltopper card. Your faculty ID will be necessary for library check

outs and access to the Recreation and Convocation Center's pool and athletic facilities. Campus parking permits should be displayed whenever you park on campus.

3.3 Office Assignment

Space constraints make it impossible for New College to offer each adjunct instructor a private, dedicated office. However, shared space is available. Please call the New College Administrative Secretary, Rebecca Rodriguez, at 448-8648 for information about office space.

3.4 Duplicating Services

The campus copy center, ground floor of the Main Building, offers services Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Fridays from 9:00 a.m. to 5:00 p.m. The center provides copy and duplication services for teaching materials such as handouts and tests. The center can also print, 3-hole punch, or spiral bind copy-ready materials you prepare and offer for sale in the campus bookstore. You may charge duplication services in support of your teaching and classroom activities to the New College account. You must have proper official permission to photocopy copyrighted materials. The copy center can advise you as needed to secure permission. Copies made for your personal use are available at 10¢ each. While the copy center can often turn requests around very quickly, lead time is required for big jobs and during busy periods. Always anticipate your copying needs. Call the copy center at 448-8586 to arrange to leave and pick up materials after hours. There are a number of options to meet this need.

3.5 Scarborough-Phillips Library

Upon presentation of your faculty ID, you may check out books with the Scarborough-Phillips Library. Please check posted library schedules for hours of operation. You may keep materials throughout the semester in which you teach, but all materials must be returned to the library at the end of each semester. The library has a collection of videos that could be useful in your classes. You and your students also have access to a substantial E-book collection and online data bases that can be accessed from off campus.

3.6 Instructional Computing http://www.stedwards.edu/it_dept/instcom

Instructional Computing is one of the service areas of the Instructional Technology department. Instructional Computing serves academic areas by helping faculty integrate technology into innovative course curricula. IC collaborates with the Center for Teaching Excellence (CTE), incorporating both technical and pedagogical resources in order to promote and enhance teaching and learning.

Instructional Computing Services provided include:

- Faculty Resource Center Services
- Instructional design consultation
- Blackboard instruction and course development
- Custom instructional web site design and web application development
- Custom development of multimedia learning applications
- Centra instruction and support (for online conferencing)

Instructional Computing Staff:

Jason Rosenblum, Instructional Computing Manager, 416-5840

Rui Li, Instructional Computing Coordinator, 448-5863

Lisa Barnett, Online Course Coordinator, 428-1390
Emma Arce, Instructional Web Developer, 233-1455
Eric Trimble, FRC Manager 448-8618

Faculty Resource Center (448-8618)

The Faculty Resource Center (FRC) is a part of the Instructional Computing group. The FRC is located in Premont Hall and is staffed from 8am – 6pm, Monday – Friday. The FRC houses high-end technology for use by faculty. PC and Mac platforms, together with scanners, digital audio and video stations, CD-burners and color printers are available for everyday faculty use. One-on-one assistance with FRC technology is available through Instructional Computing staff. Faculty may gain 24-hour access to the FRC. Come by the FRC and see Eric Trimble between 9am – 6 pm to sign out for the code.

Faculty Resource Center Services include:

- Assistance with FRC hardware (including printing)
- Assistance with lab software (including help with class rosters and productivity applications)
- Assistance with instructional digital audio/video projects (by appointment only)

Eric Trimble, FRC Manager,	448-8618
Jason Rosenblum, Instructional Computing Manager	416-5840

3.7 Center for Teaching Excellence

The Center for Teaching Excellence supports St. Edward's Faculty in achieving the University's mission of excellence in teaching and learning. CTE services, resources, and opportunities are available to all SEU contracted and adjunct faculty and include individual consultations, classroom and curriculum review, annual workshops, a calendar of faculty development events, and other services. For more information see the CTE web site at <http://www.stedwards.edu/cte> or call 416-5866.

3.8 Classroom and General Support

The associate dean is responsible for helping adjunct faculty in all areas not covered by another University office or position. Specifically, if an adjunct instructor discovers an incident of academic dishonesty or has a problem with a student in the classroom, he or she should contact the associate dean, Jennifer Greene, at 428-1341 or jennifrg@admin.stedwards.edu. Adjunct instructors should feel free to contact Dr. Greene on any other issues or questions as well, including the assignment of an incomplete or withdrawal due to absences, expectations of both the University and students, course syllabi, access to University services and so on..

3.9 Instructional Technology

Instructional Technology provides computer and Audio Visual support for the classroom. Call extension 8663 to reserve equipment. The Media Center requires 24 hours of lead time for a special equipment set-up.

3.10 Computer Help Desk

The Computer Help Desk is available for technical support. You may call the help desk at 448-8443.

3.11 Campus Security

The Public Safety Office is available for security issues (448-8444). A parking permit may be acquired from Public Safety in Holy Cross Hall G13.

3.12 Mail Services

The Campus Mailbox # for adjunct faculty is 1040. Mail will be picked up by the New College office and will be mailed to you, or can be picked up at Holy Cross Hall 307..

E-Mail: Both University and New College announcements are frequently communicated using SEU e-mail. If you have a personal e-mail account, please provide your e-mail address to Rebecca Rodriguez at 448-8648. You will receive a St. Edward's e-mail address and account. Please arrange to forward your SEU e-mail to an e-mail address you read regularly so that students can readily communicate with you. You can call the help desk at 448-8443 for assistance with the forwarding process. You are also able to access your SEU via the web at <http://emu.stedwards.edu>.

3.13 Academic Supplies

Customary academic supplies such as writing pads, transparencies, note pads, and pens are available for your use. Please contact Rebecca Rodriguez at 448-8648 for assistance with supplies. If you have a special need, let Rebecca (Becky) know so that the item can be ordered.

3.14 Dining Room

A dining room is located in the Ragsdale Center where meals are available during the day and prior to evening classes. Hours are posted. The Meadows Coffee House is open Monday through Thursday from 7:30 a.m.-Midnight; Friday and Saturday from 7:30 a.m.-10:00 p.m.; and Sunday from 9:30 a.m.-10:00 p.m.

3.15 Athletic Facilities

Upon presentation of a faculty ID, adjunct faculty may use the Recreation and Convocation Center's pool and athletic facilities during access periods posted by the Center. The RCC offers a state-of-the-art workout facility.

3.16 University and School Information Sources

You may request hard copies of the *New College Bulletin*, the *Undergraduate Bulletin*, and the *Student Handbook* from Becky. The documents provide important information regarding University academic policies and procedures. You are responsible for reading and understanding academic policies and procedures that govern teaching and administration of courses at St. Edward's University. **The directions for accessing the current *Course Schedule* on the SEU web site are as follows: At St. Edward's homepage click on Site Index and select Registrar.**

The *New College Bulletin* includes the university's academic calendar as it applies to New College, along with brief course descriptions and academic regulations. Course descriptions list

prerequisites, if any, for the course(s) you are scheduled to teach. ***Please insure, by asking students who attend your class, that each student enrolled for your course has met the published prerequisites. Please provide the New College office with the names and student numbers of students who do not have the correct prerequisites, so the office can contact students' advisors.*** Students who have not completed prerequisites for your course should not take your course. Please suggest that they see their advisor to adjust their course schedule.

The course you are scheduled to teach may be one having multiple sections. This is evident in the *Course Schedule*. If your course has multiple sections, ***you are responsible for coordinating content of your course with content of other sections of the same course by studying course syllabi*** which are available through the New College office. In some instances, you may be required to work with a full-time New College faculty person to develop your syllabus. The Dean may also urge you to speak directly with other faculty members who are teaching sections of the same course you are teaching.

The *Student Handbook* contains a wealth of information that will be useful for you to know. Topics you may find particularly relevant include

- The Mission Statement of the University
- Administrative Organization Chart
- Descriptions of Academic Services (for you and your students' use)
- Academic Grievance Procedures for Students (disputed grades)
- Student Services (for your referral to students as needed)
- Student Conduct Policies and Procedures
- University Policies on Sexual Harassment, Alcohol, and Drugs
- Policies Governing Use of University Computing Facilities
- University Reference Guide

4.0 INFORMATION THE SCHOOL REQUIRES FROM YOU

New College requires all adjunct instructors to provide information described below. All information is held by New College and/or the office of the Academic Vice President in strict confidence. The information you provide allows St. Edward's University to comply with accreditation requirements insuring quality instruction for students.

4.1 Adjunct Faculty Questionnaire

You will be asked to complete an Adjunct Faculty Questionnaire form to be returned to New College.

4.2 Human Resource Information

You are required to provide the Office of Human Resources evidence of your eligibility to work in the United States (driver's license and social security card or birth certificate; green card for foreign nationals). The Office of Human Resources requires that you complete a W-4 form for tax purposes. This requirement can be certified by Becky Rodriguez in the New College Office. If she is not available, please visit the Office of Human Resources to provide these items within three days of receiving a contractual letter of appointment. HR is located on the ground floor of Main Building, and can be reached at 448-8577 during normal business hours.

Background Check: Policies and Procedures

A check of a candidate's background is intended to serve as an important part of the selection process when hiring new employees and retaining employees hired after January 1, 2005. Background checks may also be required for current employees and student-workers whose jobs are defined as "security sensitive" (see definition below).

A background check is conducted to promote a safe work environment and to protect our university's most important assets: the people we serve and the people with whom we serve. It assists hiring authorities in making prudent employment decisions based upon more comprehensive job-related information, and because the background check may be updated periodically, it also assists the university in maintaining a high-quality workforce.

Prior to employment, the candidate must complete a satisfactory background check. A satisfactory background check is defined as the absence of a criminal history record which bears a significant relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Employees Subject to Background Checks

Employees subject to pre-employment and concurrent with employment background checks include the following:

- 1) Regular (benefits-eligible) faculty and staff, adjunct faculty and tutors beginning employment January 1, 2005, or later;
- 2) All current and future employees in security-sensitive positions including part-time, temporary and student workers, and casual labor; and
- 3) Employees who are returning to employment after more than a twelve-month break in service.
- 4) Employees who are changing status from non-regular to regular employment (non benefits-eligible to benefits-eligible).

4.3 Vita

Please mail or deliver a copy of your current vita or resume to the New College office. Please include the following information in your vita:

- Name, current home and work addresses, home or work e-mail address, and telephone numbers for home and work
- Education—undergraduate and graduate degrees, including school and date of award
- Professional experience—employer and dates of positions held; please include all professional employment within the last 15 years
- Teaching experience—titles of courses previously taught, grouped by college or university; titles or topics of courses you are qualified to teach
- Professional memberships
- Professional honors and awards
- Additional education—special programs, short courses, training, etc.
- Publications
- Community service

4.4 Transcripts

Accreditation requirements of the Southern Association of Colleges and Schools require that St. Edward's have on file ***official, raised seal transcripts for all instructors***. Please contact all graduate institutions from which you have received degrees and request that they mail official transcripts to the following address:

New College
St. Edward's University
C/M 1040
3001 South Congress Avenue
Austin, TX 78704
ATTN: REBECCA RODRIGUEZ

The University will be unable to offer you an adjunct contract appointment unless it has official transcripts for all graduate work on file.

5.0 ACADEMIC POLICIES

5.1 Course Syllabi (See Attachment I)

You are required to submit a copy of the syllabus for each course that you teach to the New College office. Full-time faculty have developed a master syllabus for certain courses. Please contact Becky at 448-8648 to secure the name of the faculty coordinator who can tell you if a master syllabus and selected text have already been adopted for the course(s) you will teach.

All course syllabi should include, at a minimum, the following information:

- Semester (e.g., Summer 2000)
- Course Title and SEU number (e.g., A-ACCT 2301.01 Financial Accounting)
- Your name
- Day, time, and classroom of your course
- Title, author, and publisher of text(s) you require
- Campus office location and campus office telephone number
- Telephone number and best times of day or evening to reach you by telephone, either at work or home, as you prefer, along with preferred e-mail address.
- Clear explanation of all course policies (e.g., attendance, grading, make-up work, and class participation)
- ADA statement, e.g.,

"Should you have a learning, sensory, or psychiatric disability, please let me know early in the semester so your learning needs can be appropriately met. To receive accommodation, you must present documentation concerning your disability to the Academic and Career Services Office in Moody Hall. Tutoring and other student services can be arranged through the same office."

- Expected learning outcomes for students completing the course
- Assignment due dates and test dates

5.2 Directed Study Courses (See Attachment II)

Now labeled Directed Studies (DS), such offerings used to be called Individualized Studies (IS). A directed study is a self-paced course in which the instructor acts as a facilitator of learning. Although a directed study is designed for flexibility, it is not an independent study or a correspondence course.

General Information

Schedule. The New College *Bulletin* specifies that Directed Study courses begin on the 15th of specified months and end four months later, on the same date. This specification includes summer directed study courses.

Exceptions. Exceptions are possible. If an exception is used, the faculty member **MUST DO THE FOLLOWING:** (1) At the time of schedule preparation, indicate clearly that an exception is being used. The New College office will communicate exceptions to the CAP advisors. (2) As students register for your course, e-mail them a reminder that your schedule will not conform to that published in the *Bulletin* and tell them what the schedule will be.

Meetings/Contacts. Students and faculty must meet at least four times to discuss course content. Student/instructor contacts are arranged at mutually convenient times. Based on course enrollment, students may be informally grouped. Students and instructors will preferably meet face-to-face, but phone or Internet discussions may substitute where the instructor feels they are appropriate and necessary.

Syllabus. A directed study instructor will turn in a copy of the syllabus to the New College office when s/he begins teaching a course s/he has not taught before as a directed study for the college's syllabus file. New Directed Studies instructors will receive a copy of a sample/model D.S. syllabus

Syllabus Signature. Students will sign the syllabi for the courses they are taking as directed studies. A copy of the signed syllabus will be turned into the New College Office for the course record.

Directed Study Information Sheet. Students and faculty will receive a copy of the "Directed Study Information Sheet." (See Appendix B: Directed Study Information Sheet).

5.3 Textbook Adoptions

Textbook selection must be coordinated with your curriculum coordinator. Desk copies of adopted textbooks are generally available through the publisher at no charge. Please contact the publisher's representative directly to request a desk copy of your adopted text. Publishers make contact information for their representatives available on their websites. Academic publishers generally are willing to provide text copies for examination prior to adoption. Popular press publishers often have more restrictive policies and require return of the exam copy or payment if the book is not adopted. If it is adopted, they often require proof of enrollment. If you wish to examine a book from a popular press, make that request through your discipline coordinator. Purchases of books for examination for which you expect reimbursement should be approved by

your discipline coordinator prior to purchase. See your discipline coordinator with questions about book orders.

5.4 Teaching and Course Evaluations

Students have the opportunity to evaluate teaching and the course for each course taught in New College. Before the end of your course, you will receive a packet of evaluation forms ready for administration to your class. The New College office will either mail this to you, or you can pick it up. Please administer the evaluation according to instructions included with the packet, promptly. ***All faculty must submit teaching and course evaluations for each course taught, without exception.*** Read the instructions accompanying the evaluation forms carefully. Spending a few minutes helping your students understand the importance of the evaluations is beneficial. If you are teaching an online course, you will receive instructions regarding the online evaluation process.

6.0 PAYCHECKS

With your letter of appointment you will find an *Adjunct Faculty Payroll Information* form. Please complete the form and return it to Brenda Stone in the Office of the Executive Vice President, if you have not already filled out the form in the New College office. Your check can be deposited directly into your checking account, but it takes at least one pay cycle to set up direct deposit. If your check is not deposited directly, it will be mailed to you by New College. Your letter of appointment will inform you of the payment dates.

7.0 FINAL EXAMINATIONS & SUBMISSION OF GRADES

New College does not have a final examination week. If you give a final examination, it is recommended that you give a take-home examination, especially if you are teaching a seven-meeting course. ***New College instructors have ten days after the final class meeting to submit grades.*** Grades are submitted using the SEU website. From the SEU home page site map, choose Student Academic Information for Faculty/Advisors, then click on EdWeb for Faculty/Staff. You will be required to log in. Once in the system, choose Grade Entry. You must enter all grades at the same time and must enter grades. If you do not enter a grade, it will show on the student's transcript as NG (no grade). Retain documentation of grades for at least one year.

ATTACHMENT I – SYLLABI

Each New College syllabus is to have a set of common items, as noted here:

<i>Required components</i>	
1.	Contact information and office hours listed
2.	Course description provided
3.	Course objectives clearly stated and complete.
4.	Course materials identified and categorized into required and optional
5.	Policies regarding lateness of assignments, lateness to class, makeup work, absences, incompletes, withdrawals stated
6.	Requirements of students listed and defined
7.	Grading criteria listed and clearly stated
8.	Grading components explained
9.	Academic honesty policy stated
10.	Disability services referenced
11.	Tentative Schedule of Assignments and Activities Provided
	a. Dates listed
	b. Topics defined
	c. Reading assignments defined
	d. Other assignments identified and clarified for due date
<i>Suggested but not required components</i>	
12.	University computer competency requirements addressed
13.	Available support services listed
14.	Overall document characteristics
A	Pages numbered
B	Posted on Blackboard

Suggested Wording of Policy Statements

Incompletes and Withdrawals

Students should consult the undergraduate and New College student manual for the university policies regarding incompletes and withdrawals.

Disabilities

“If you have a medical, psychiatric or learning disability and require accommodations in this class, please let me know early in the semester or as soon as you are eligible. You will first need to provide documentation of your disability to the Student Disability Services office located in Moody Hall 155 in the Academic Planning and Support Services office.”

Academic Honesty

“St. Edward’s University expects academic honesty from all members of the community and it is our policy that academic integrity be fostered to the highest degree possible. Consequently, all work submitted for grading in a course must be created as a result of your own thought and effort. Representing work as your own when it is not a result of such thought and effort is a violation of our code of academic integrity. Whenever it is established that academic dishonesty

has occurred, the course instructor shall impose a penalty upon the offending individual(s).” See the *Student Handbook* for more specifics regarding academic dishonesty.

ATTACHMENT II – DIRECTED STUDIES

Directed Studies Teacher/Student Responsibilities

Awareness of the progress and performance of the student is a shared responsibility of student and instructor throughout the directed study.

1. Responsibilities of Student

- make initial contact with the instructor
- read the syllabus provided by the instructor and review with him or her any questions or concerns
- sign and return the syllabus to the instructor within two weeks of receiving it
- identify at least four dates for meetings with the instructor to discuss course materials
- keep up with assignment due dates and the meeting schedule (instructor may specify penalties in the syllabus for students trying to complete all written work or all meetings at the end of the time period)
- complete and submit course evaluation

2. Responsibilities of Instructor

- turn in copy of syllabus to New College office (if this is a new course or a course the instructor is offering as a directed study for the first time)
- provide student with a current syllabus within a week of the beginning of the semester
- make clear to student how s/he is to communicate with the instructor and respond to all student communications as quickly as possible
- identify at least four dates for meetings with the instructor to discuss course materials
- make clear assignment due dates (recommended are 3-4 graded assignments spaced through the duration of the directed study)
- be able to give student a mid-semester progress report (grade at that point)

ATTACHMENT III—NEW COLLEGE POLICY ON INCOMPLETES

The grade of I (Incomplete) is given at the sole discretion of the instructor and with the approval of the dean, and in recognition of the fact that an exceptional circumstance has prevented a student who has complete the major part of the work in a course from completing all the work in that course.

A grade of I must always be requested by the student; it is not automatically earned. For students enrolled in Individualized/Directed Study courses, the grade of I cannot be used to compensate for delays in beginning the course of study for which the student contracted.

To qualify for an Incomplete, students must have completed no less than one-half of the work in a course **and** have attended no fewer than one-half of the scheduled class meetings. Because of variations in course structures, students may be required to attend more classes and/or to have completed more assignments. In addition, they must be able to document that the situation that impels their request is exceptional. Exceptional circumstances include but are not restricted to a death in the immediate family; the onset of a serious medical condition, either to the student or to a member of his or her immediate family; and a sudden and unexpected change in job or family circumstances, requiring either that the student move or that she or he be away from home for an extended period of time. Exceptional circumstances **do not include** situations that can be considered a normal part of living, e.g., responding to allergies or overcoming the flu, adjusting to changes in work schedules, compensating for transportation difficulties, completing volunteer work, taking extra time for children's schooling or after-school activities, visiting sick parents, etc.

(Taken from the New College *Bulletin*.)