

Policies and Procedures Manual
for
Part-Time Faculty

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Office for Academic Affairs
The University of Findlay

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FOREWORD

This manual has been created to assist with your acclimation to The University of Findlay. The University's mission is to equip students for meaningful lives and productive careers. Part-time faculty members play a key role in fulfilling that mission, and most find the service rewarding.

You will find that as a part-time faculty member, you will need to contact your program director, chairperson, administrative assistant, and/or college dean at various times throughout your service. The names of these primary contacts are included in the teaching contract issued for each part-time instructor each semester. Additional contact information for these individuals can be found at The University of Findlay Web site (<http://www.findlay.edu>) under the Meet Our Faculty/Staff link on the appropriate program page or within the UF directory.

The University's Web pages include descriptive information for general services and academic programs. Please refer to the "Faculty and Staff" link on the University's homepage for shortcuts to the most commonly used campus services, online tools, and calendar/event information.

GETTING STARTED

Tour of Campus

Campus tours for part-time faculty may be arranged by contacting the Office of Academic Affairs at 419-434-4553. A campus map also is available on the University's Web site at www.findlay.edu using the keyword search for 'directions'.

Identification Card

An identification card is required for library services, use of the fitness center, use of University computer labs, free tickets to on-campus events as long as the event is not sold out (note that tournaments, concerts, and SummerStock theater performances are not included) and discounts at the University Stores and some area restaurants.

Your identification card is obtained at the Information Center and Box Office in the Alumni Memorial Union (AMU). A UF ID number – assigned by the Human Resources Office at the time a part-time employment contract is first issued – is required before the card can be issued.

Network Access: e-mail, course management and administration

A UFNet account is required to access the University's computer network and for wireless access on campus. An account can be established upon completion of an application following receipt of hiring documents in the Office of Human Resources.

The UFNet Account application is available at www.findlay.edu using the keyword: UFNet. The completion of this application requires a UF ID#, social security number, or the temporary number of 123456 in the UF ID field. Once the UFNet account has been created, notification of your username and initial password for your e-mail account, Blackboard access (the campus course management system), and myfindlay services (a portal for various information technology services and the campus Intranet) will be e-mailed to you at your alternate e-mail address or mailed to you at your permanent address.

All official and other campus electronic correspondence is directed to your UF e-mail address ONLY. The UF e-mail system does allow for the forwarding of UF e-mails to an outside e-mail account. This feature is available in the options section under the settings heading. Technology Support Services (419-434-HELP) can assist with questions regarding network access and the services available for faculty.

A training session must be arranged with the Office of the Registrar by calling 419-434-4527 before accessing features of the campus administrative computing system (Jenzabar CX) for online submission of grades, viewing of class rosters, and other administrative services that are supported online for faculty members.

Blackboard Support and Training

Blackboard (Bb) is the online software system utilized to support teaching in traditional ‘face-to-face’ courses and also supports delivery of online or hybrid/blended courses. Part-time faculty are encouraged to make an appointment with Academic Technology Services (ATS) for training in Bb and other online tools that can enhance teaching and communication with students, as well as facilitate participation in online academic communities. Please call ATS (419-434-4538) to arrange a time for Blackboard training.

Faculty members teaching online courses are encouraged to participate in the online certification program, a semester-long course designed to promote best practices in online course delivery. Part-time faculty members are eligible for participation in this program with their college dean’s recommendation after at least one year of service at UF and after the part-time faculty member has taught at least two courses online. ATS reviews eligibility and coordinates applicant review for participation in this program. Part-time faculty also may be eligible for some other training services offered through the University’s Center for Teaching Excellence on a space-available basis.

Part-time faculty members are eligible for external professional development funds available within their college only if approved by the college dean and VPAA.

Program Administrative Assistance, Mail, and Supplies

The ability to provide general administrative services for part-time faculty varies by area. Please consult your department chair or program director.

Administrative assistants pick up mail from the campus postal services in Old Main for delivery to their academic department offices. All part-time faculty members have a designated mail box within the general administrative work area of their department or program.

Administrative assistants have information regarding availability of office supplies and instructional supplies and often have some available on-hand for routine classroom use.

Textbooks

Confirm with the department chair or program director and/or the program administrative assistant the textbooks used for your class. In most instances, course textbooks are selected and ordered by the program and provided to part-time faculty. A textbook order form is available from the administrative assistant to obtain other examination copies as needed.

Office Space and Meetings with Students

Offices are not routinely assigned to part-time instructors. Some departments support offices (with or without computer access and/or phone service) for groups of part-time faculty or individuals with long established service at UF. Please consult your department chair or program director.

Meetings with students can be arranged most often immediately before or after scheduled class times in classrooms or in common areas such as Shafer Library or the Alumni Memorial Union.

Keys and Building Access

Program administrative assistants will arrange for office and classroom keys as needed. In most instances, buildings and classrooms/labs are opened for part-time faculty in advance by security as dictated by campus schedules.

All faculty members should possess a key for the technology desks in the classrooms, and are reminded to lock these desks at the end of each class session.

Parking Permits and Spaces

To secure a parking permit, log on to the Office of Safety and Security on the myfindlay portal of the UF Web page to complete the application online or stop by the Security Office in Lovett Hall at the corner of Cory and Frazer Streets.

On-campus parking spaces are color-coded and yellow spaces are reserved for faculty and staff members, including part-time faculty. White and green spaces are reserved for students.

Copy Machines and Printing from the Campus Network

Copy machines are available in many of the program areas for small jobs or in the Print Shop in the basement of Old Main for larger jobs. Large print jobs may take 24 hours or more for completion and require a departmental account number on the request form. Any job that will entail printing documents in excess of 20 pages or needing special binding must be cleared through the area administrative assistant.

Network printers are available in many program offices and in computer labs. Printing to a networked computer requires both an UFNet account and access to a computer that is mapped to that printer. Technology Support Services (419-434-HELP) can assist individuals using personal laptops in establishing access to network printers.

Campus Telephone Services

The last four digits of an on-campus number (419-434-__ __) are the extension. When dialing an on-campus number from an on-campus phone, only use these last four digits. When dialing a local off-campus number from an on-campus phone, dial 3 and then the local number including the area code.

Non-local calls require an access code. The Business Office will initiate the process of granting an access code with your college dean approval.

TEACHING POLICIES

Course Syllabi and General Expectations

All syllabi at the University use a common syllabus template. The template is available from the administrative assistant in each of the colleges or online at <http://www.findlay.edu/offices/adminoffices/academicaffairs/aboutacademicaffairs/facultyforms.htm>

Syllabi should be completed and electronic copies submitted to the appropriate college dean and the Office of Academic Affairs prior to the first class session. Program chairs or directors will assist part-time faculty in creating or modifying course syllabi. Please provide appropriate contact information to maintain communication with students.

Academic calendars are distributed to part-time faculty when contracts are issued and also are available at the “Faculty and Staff” link on the University’s homepage. Note that Final Exams must be given at the times assigned by the University. Also, copies of the final exams must be submitted to the college academic dean along with the appropriate form. These forms may be obtained from the administrative assistant.

The Office of Academic Technology Services supports a wide variety of workshops (generally offered in the Center for Teaching Excellence) on teaching, using technology in the classroom, online course delivery and support, and other pedagogy topics. They publish a schedule of workshops each academic term, and this schedule also is available online. Many workshops are open for part-time faculty.

The University of Findlay subscribes to the standards of the American Association of University Professors (AAUP) as stated in its 1940 Statement of Principles on Academic Freedom and Tenure and its subsequent interpretations. The part-time faculty member is entitled to freedom in the classroom in discussing his/her subject, but should be careful to support his/her teachings with valid evidence and actual information rather than personal advocacy or mere opinions.

AAUP notes that the part-time faculty member is a citizen, a member of a learned profession, and a member of an educational institution. When he/she speaks or writes as a citizen, he/she shall be free from institutional censorship or discipline, but his/her special position in the academic community imposes special obligations. As a person of learning and a university instructor, the part-time faculty member shall remember that the public may judge his/her profession and the University by his/her utterances. Hence the faculty member shall endeavor to be accurate at all times, shall exercise appropriate restraint, shall show respect for the opinions of others, and shall make every effort to indicate that he/she is not an institutional representative.

Classroom Assignments and Technology Support

Classrooms are assigned by the Director of Facilities in consultation with college deans. Room scheduling is based on enrollment, special seating, instructional technology or laboratory equipment needs, and/or accommodations for disabled students or instructors. The online Academic Course Schedule lists the most current room assignments for a class. Note that room assignments may change before a class begins, and even through the first week of a term in which classes are held.

Nearly all classrooms are equipped with computer projection systems and televisions, in addition to whiteboards and bulletin boards. Overhead projectors are available in most, and several (especially larger lecture halls) include more sophisticated systems of instructional technology. Please examine the instructional equipment provided in the classroom assigned for your teaching. Technology Support Services can provide training in operating all equipment, and Academic Technology Services provides workshops in best practices integrating technology into your teaching and student learning.

Grading Policies and Procedures

Grading System – Part-time faculty members should abide by the grading system set forth by the program in which they are teaching. Therefore, faculty members teaching undergraduate courses should refer to the current Undergraduate Catalog and faculty members teaching graduate courses should refer to the current Graduate Catalog. The current catalogs can be found at www.findlay.edu; KEYWORD: Catalog.

Mid-Term Grades (for undergraduate, semester-long courses only) – As the Undergraduate Catalog states, mid-term grades/warnings are provided by faculty for students in traditional semester-long classes. Mid-term grades/warnings are for those students doing “C-” or below (or unsatisfactory) work. The Office of the Registrar distributes grade rosters by campus mail for both mid-term and final grade reporting. Faculty members may choose to return the completed mid-term grade roster to the Office of the Registrar for processing or they may post the mid-term grades online.

Final Grades – Each instructor is responsible for determining the final grade of each student in his/her class, and for reporting grades as directed at the end of each term by the Office of the Registrar. Final grade due dates are on the University’s academic calendar. Grades can either be submitted to the Office of the Registrar or they may be submitted online.

Grade Change - A final grade may be changed only if there has been a) an error of computation, b) an error of transcription, or c) a successful grade challenge. Please consult your college dean for the procedure to follow in changing a final grade.

Student Grade Challenge – The following procedure is provided to students who believe they have been treated unfairly by a faculty member in the final grade given for the course:

The student may initiate consideration of the challenged grade with the faculty member who gave the grade. The grade challenge must occur within four weeks after grades were posted on the student's academic record.

If the issue isn't resolved during informal discussions with the faculty member, the student must start the Application for Formal Inquiry. The Application for Formal Inquiry is available in the Office of the Registrar or on the University's Web site (Keyword: grade challenge).

Step One: The student and the faculty member will provide a brief summary of their discussion(s) regarding the student's request for a change of grade. The faculty member will sign the Application for Formal Inquiry before the student continues the process by meeting with the faculty member's department chair/program director. Note, the faculty member must sign the Application for Formal Inquiry within four weeks of when grades were posted to the student's academic record. If a faculty member is unavailable at the time of the appeal a student may move to Step Two without obtaining the faculty member's signature. The student must provide written documentation (e.g. e-mail) showing that he/she attempted to contact the faculty member.

Step Two: If the student's request is not resolved with the faculty member's department chair/program director, the student and the faculty member's department chair/program director will provide a brief summary of their discussion(s) regarding the student's request for a change of grade. The faculty member's department chair/program director will sign the Application for Formal Inquiry before the student continues the process by meeting with the Dean of Undergraduate Education/Dean of Graduate and Professional Studies.

Step Three: If the student's request is not resolved with the Dean of Undergraduate Education/Dean of Graduate and Professional Studies, the student and the Dean of Undergraduate Education/Dean of Graduate and Professional Studies will provide a brief summary of their discussion(s) regarding the student's request for a change of grade. The Dean of Undergraduate Education/Dean of Graduate and Professional Studies will sign the Application for Formal Inquiry before the student submits the Application for Formal Inquiry to the Office of the Registrar for review by the appropriate Student Academic Standards Committee. The appropriate college dean will be notified when the Application for Formal Inquiry reaches Step Three.

Step Four: The Application for Formal Inquiry will be reviewed by the Graduate/Undergraduate Student Academic Standards Committee. The final grade will be determined by the Committee which will then report the grade to the student, the faculty member, the student's adviser and the Vice President for Academic Affairs and the Dean of the Faculty.

If at any time during steps 1-3 all parties are satisfied with the outcome, a change of grade form can be filed along with the Application for Formal Inquiry in the Office of the Registrar. The Office of the Registrar will process the change of grade form and will then report the grade to the student, the faculty member, the student's adviser and the Vice President for Academic Affairs and the Dean of the Faculty.

If the University representative is associated with multiple roles within these steps, the lower of the two steps will be considered complete. Faculty response is expected unless the faculty member has left the institution. (Revised 22 FEB 2010)

Academic Dishonesty and the Honor Code

The University of Findlay has statements on academic dishonesty and the student honor code in the Undergraduate and Graduate Catalogs. Part-time faculty members are expected to be familiar with these statements and confident that their students understand them. Some colleges and/or programs have developed more detailed statements for use in their academic areas.

Academic Dishonesty

Disciplinary procedures in instances of student misconduct of an academic nature.

When, in the opinion of a faculty member, a student is responsible for violating University rules, regulations, or policies of an academic nature, the faculty member **MUST** notify in writing the Dean of Undergraduate Education/Dean of Graduate and Professional Studies upon confirmation of the incident. For reporting purposes, an Academic Dishonesty Form is available in the Office of the Registrar or online at www.findlay.edu (KEYWORD: advising forms). A copy of the form will be forwarded to the college dean, area director/department chair, registrar, and the student. Cases will be handled in a timely manner.

Violations of an academic nature may include, but are not limited to, cheating, fabrication and/or plagiarism. Each of these are defined as follows:

Cheating

Cheating is generally defined as obtaining or creating an unfair advantage in any assignment or examination through the use of unauthorized aid whether, given or received. Cheating includes, but is not limited to the following examples:

1. Use of external assistance on any, in-class or take-home, examinations without the faculty member's specific authorization. This prohibition includes, but is not limited to, the unauthorized use of tutors, books, notes, calculators, data bases, software or computers.
2. Use of another person as a substitute or surrogate in the taking of an examination or quiz.
3. Theft of examinations or other course materials.
4. Use or allowance of others to conduct research or to prepare any work for a student without advanced authorization from the faculty member to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or files of papers prepared by other persons.
5. Submission of a written report or project which is represented explicitly or implicitly as the student's individual work when such work was produced in collaboration with one or more other persons.
6. Use of any unauthorized assistance in a laboratory, at a computer terminal or on field work.
7. Work on an examination other than during the time or at a location authorized by the examiner.

8. Submission of work for credit, when the same work has been or will be used for credit in another course, without the consent of both instructors.
9. Alteration of a grade or score in any way.
10. Giving or receiving answers on an assignment, quiz or examination after the examination. This particularly applies to students that are in different sections of the same class.

Fabrication

Fabrication is the intentional falsification or invention of research, data, citations or other information. Examples of fabrication include, but are not limited to,

1. Citing information not taken from the source indicated.
2. Including in a reference list sources which have not been consulted.
3. Inventing or altering data or source information for research or other academic exercise.
4. Falsifying any academic record or other University document.
5. Presenting data that were collected in an unorthodox or questionable manner.

Plagiarism

Plagiarism is the intentional or unintentional presentation of someone else's words, ideas or data as one's own work, both written or oral. If the work of another is used, acknowledgement of the original source must be made through a recognized reference practice, and, if verbatim statements are included, through quotation marks as well. To assure proper crediting a student will acknowledge the work of others,

1. Whenever one quotes another person's actual words,
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words, or,
3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge so as not to be questioned.

All instances of academic dishonesty MUST be reported by the faculty member to the Dean of Undergraduate Education/Dean of Graduate and Professional Studies and student. Based on the severity of the violation of University rules, regulations, or policies of an academic nature, the faculty member must choose a course of action. The course of action may include a zero for the assignment, a reduction in possible points for the course, a grade of "F" for the course, or other action outlined by the faculty member. The faculty member must include his or her course of action when notifying the Dean of Undergraduate Education/Dean of Graduate and Professional Studies and student. When a student has violated University rules, regulations, or policies of an academic nature the student will not be permitted to withdraw from the course.

Upon notification from the faculty member, the Dean of Undergraduate Education/Dean of Graduate and Professional Studies will notify the student in writing that he or she is charged with violating University rules, regulations, or policies of an academic nature. This written notification will include the course of action the faculty member has chosen. The student then may appeal in writing the charge of violating University rules, regulations, or policies of an academic nature by beginning the Application for Formal Inquiry within five working days. Note, the deadline for starting the Application for Formal Inquiry must be adhered to or

the appeals process is nullified. The beginning of the process is defined by one of the approved University representative's signature on the Application for Formal Inquiry. If a student is given an "F" for the course, he or she may not continue to attend the course. However, if the student is issued a grade of "F" for the course and appeals within the five working days, the student may resume attending class pending the final disposition of the matter.

A student accused and found responsible for violating University rules, regulations, or policies of an academic nature a second time during his or her career at The University of Findlay may be dismissed or suspended for a period of time as determined by the Graduate/Undergraduate Student Academic Standards Committee. (Revised by Faculty Senate 22 FEB 2010.)

Student Honor Code

Each and every student of The University of Findlay will adhere to the following Honor Code: "I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, in my discretion, report it to the appropriate personnel."

Official Class Rosters

For institutional tracking needs, three types of class rosters ("no show," mid-term grade, and final grade) are distributed by the Office of the Registrar during an academic term:

"No Show" Rosters are distributed at the start of a term by the Office of the Registrar. Please follow the directions at the bottom of all rosters. Students who have not attended the first two classes must be identified on the "No Show" roster. The Office of the Registrar will two-day drop those students that are considered to be "no shows" as long as the faculty member returns the "No Show" roster to the Office of the Registrar for processing. Failure to return a "No Show" roster may result in a student being billed for a class he/she isn't attending.

If a student is attending class but his/her name does not appear on the roster, that student **MUST** officially add the course. A student not officially registered for the course should not be permitted to attend any class sessions. The student needs to contact his/her adviser to get registered for a course. After the first week of class, a student isn't permitted to add a class without the permission of the instructor and the adviser. The Office of the Registrar will add a student after the first week of class with the appropriately completed Add/Drop Form.

After the "No Show" roster, a student will only be dropped from his/her classes with the permission of his/her adviser or by the completion of a Drop Form that is processed in the Office of the Registrar.

Mid-term Grade Rosters are used to provide official notification to undergraduate students in a semester-long course who are having academic difficulty. Please refer to the Grading System and Policies section of this manual for a more complete explanation.

Final Grade Rosters must be submitted on time as they determine academic status, scholarship and athletic eligibility, honors status, graduation eligibility, etc.

Last Date of Attendance Policy

Faculty members are required to record a student's last date of attendance if the student fails the course. Therefore, faculty members are required to state within the course syllabus their last date of attendance policy. Each faculty member will need to determine how this date will be calculated and clearly define this calculation on the course syllabus. Faculty members may choose to use a student's last day of attending the course and/or the completion date of the last course assignment as the student's last date of attendance.

Field Trips, Athletics Participation, and Other Student Activities

Regular class attendance during a term is expected of all students and attendance can be part of grading policies at the discretion of individual faculty members or programs. However, many students also are involved in co-curricular University activities which can lead to instances of excused absences from class sessions.

The following policy applies to the management of any University-supported event which conflicts with the regularly scheduled class meetings. This policy is intended to cover field trips, varsity athletic contests (on- and off-campus), and other meetings, conferences, seminars, etc., which some students attend.

Faculty members in charge of field trips (or coaches for athletic competitions) must secure the approval of their college dean and the Vice President for Academic Affairs by submitting the names of all students and other persons involved with the trip, the purpose of the trip, and the dates and times that the students will be away from campus.

After receiving the approval of the Vice President for Academic Affairs, the coach or instructor in charge of the event will give a copy of the approval to each participant at least one week in advance of the event. Each participant is responsible for notifying each of his/her instructors.

The approval notice does not excuse students from class work. The notice simply verifies the participation of the student in that particular event. Students missing classes because of participation in these events are not excused or released from the obligation to be responsible for the coursework done on the day of the student's absence.

Bereavement Leave for Students

In the unfortunate event of a death of a student's immediate family member, a leave of absence up to three days will be granted. If the funeral is outside of the continental United States, five days may be taken. Bereavement leave days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

For the purpose of bereavement leave, immediate family is defined as:

- Spouse
- Children, step-children

- Parents (including in-laws), step-parents
- Siblings, step-siblings
- Grandparents
- Grandchildren
- Son-in-law and daughter-in-law
- Brother-in-law and sister-in-law
- Any relative living in the student's home

Students should notify their instructors of a death of an immediate family member. In turn, the instructor should inform the student about the classroom activities that he/she will be responsible for completing. Upon returning to class, the student must turn in his/her missing assignments. Proof of death may be required. (Added 1 JULY 2009)

Student Academic Support and Early Warning System

The mission of the Academic Support Center is to provide opportunities through classes, tutoring, mentoring, advising, and specialized programs for students to be academically successful at The University of Findlay and to collaborate with faculty, staff, and administrators in addressing the learning needs, academic performance, and retention of students. The Academic Support Center is located on the ground floor of Old Main. Regularly scheduled sessions with tutors are provided for assistance in writing, mathematics, and chemistry.

The University recognizes the value to students of early intervention and supports an Early Warning System for students whom faculty members identify as being in academic difficulty (due to performance and/or attendance). Any time a student might need special attention from the Academic Support Center, please notify the Center using Blackboard, e-mail, or by phone at x4810 so that the staff can intercede with the student, the student's advisor, and/or other UF student services personnel as needed. Note also that a number of the athletics coaches also request feedback on the academic performance of student athletes.

Disability Services

Any student admitted to The University of Findlay who has a documented disability which affects his or her ability to participate fully in class has the right to request reasonable accommodations. The Office of Disability Services will notify instructors of accommodations approved for individual students. For further information please contact the Office of Disability Service at ods@findlay.edu.

Inclement Weather

The University is a residential community with approximately 2500 students living on or near campus. The campus does not close during inclement weather, and classes are presumed to be held in most circumstances and under most area weather alerts. The homepage on the University's Web site will provide information about operations during inclement weather, along with pertinent travel advisories. Note that online classes will continue to be taught even if some classes are cancelled on the main campus.

If the University cancels all classes due to inclement weather, notices will be posted on the Web site and sent via e-mail to all students and faculty. The University does not rely on radio or TV announcements as the timing and updating of media announcements is often inadequate. If a part-time faculty member must cancel a class due to travel advisories, but classes are otherwise being held on campus, the individual faculty member is responsible for contacting students and rescheduling the class session(s). The program administrative assistant should also be notified of the class cancellation and rescheduling of the class session(s).

Instructor Inability to Meet a Class

A part-time faculty member shall notify his/her department chair/program director or the area administrative assistant of an inability to meet a class (or to be late in arrival) as soon as such an absence (or delay) is known.

Prior arrangements should be made by the instructor for a colleague or others to take his/her classes if an anticipated absence should arise and the scheduled absence is approved by the program director and college dean.

Personnel called to report for jury duty should notify their department chair or program director immediately as to the probable length of service. Personnel will continue to be salaried during jury service.

Student Evaluation of Courses

All course sections are evaluated by students near the end of each academic term in which they are taught. Copies of this survey tool are available for your advance review from the program director/chair or the Office of the Registrar. The survey includes a section for instructors to evaluate the course as well.

The Office of the Registrar will distribute evaluation forms on a University-determined schedule. It is anticipated that beginning in fall 2009, all course evaluation will occur online, directly to students, rather than in a class setting.

SAFETY ON CAMPUS

Security, Emergency Assistance, and Escort Service

The telephone extension for campus security is 4799. Call the number any time if assistance is needed, including the desire for an escort following an evening class. Security will open a classroom or building for you for a scheduled class meeting if the room or building has been inadvertently locked.

If you are not near a phone and emergency assistance is needed, you may contact the Safety and Security Office by pushing the talk button on one of the many tall blue security columns (with the blue lights on top) that are placed around campus. If you need emergency assistance and do not have time to speak, just push the emergency button on the same blue security column.

Disturbing Student Behavior

The Safety and Security Office should be contacted immediately if a student is being disruptive or violent. If behavioral concerns are not immediately threatening, but there may be cause for a student's potential for future violence, contact the department chair or program director as soon as possible. The University of Findlay can work to provide counseling for the student, but it is also important for the University to be prepared in case the student's behavior moves beyond that which can be handled by counseling.

Emergency Notification System

Campus and/or community sirens will be activated in the case of fire alarms or tornado/severe storm warnings. Please consult with your program's administrative assistant for guidance on responding to these warnings, as buildings vary in emergency egress or the assembly points to shelter-in-place.

In the event of an emergency which require a room or building lock-down, notices will appear as pop-ups on Windows-based computers logged into the UF network and as messages on television monitors across campus. Individuals can also elect to receive text messages on personal cell phones.

EMPLOYMENT INFORMATION

The employment policies which are most pertinent to part-time faculty are summarized below. More comprehensive policy statements are available from the Office of Human Resources, along with any revisions or changes made since this manual was distributed.

Contracts and Part-Time Faculty Titles

Part-time faculty serve on limited period contracts (i.e. one semester, weekend trimester, or academic year) to provide specified teaching or other services. Contracts are issued prior to the start of each term for specific roles. An initial employment contract cannot be issued until an applicant's résumé, academic transcripts, state professional licensure confirmation (where applicable), and completed background check are on file with the Office of Academic Affairs. Contracts for subsequent terms are issued at the recommendation of individual college deans and are based on enrollment, scheduling needs, and prior performance. Completion of mandated training for human resources or academic needs is required as needed for continuing service.

The Human Resources Office is responsible for completing new-hire paperwork and managing payroll services. Compensation rates for teaching are set by the Office of Academic Affairs and defined by the individual's formal academic qualifications and whether the assigned teaching workload is for undergraduate or graduate/professional programs. Rates are reviewed each academic year. Note that mileage expenses for travel to the University are not provided, and that classes that fail to meet minimum enrollment standards may be cancelled or taught at prorated rates.

The official title which most part-time faculty members may use on syllabi or other official correspondence is Adjunct Lecturer of _____ (department or discipline affiliation inserted). The title of Adjunct (Senior Lecturer, Assistant Professor, Associate Professor, or Professor) of _____ is reserved for part-time faculty members with distinguished academic and/or scholarly reputations in their field. Such titles are conferred only with the approval of the appropriate college dean and the Vice President for Academic Affairs.

Service Responsibilities

Unless specified in the employment contract, part-time faculty members are not required to attend college or departmental faculty meetings, to serve on departmental committees, or to participate in academic advising. While part-time faculty members do not have voting rights at institutional faculty meetings, each college shall determine if part-time faculty have voting rights in that college.

Part-time faculty members are expected to attend meetings upon special notice from the President or Vice President for Academic Affairs, their college dean, or their program chair/director. They are expected to observe all regulations and maintain the standards of teaching outlined by the administration of The University of Findlay.

Conflict of Interest

The University expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the University. Business dealings that appear to create a conflict between the interests of the University and an employee are unacceptable. The University recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the University may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (that is, spouse or significant other, children, parents, siblings) as a result of the University's business dealings.

Resolving Interpersonal Conflict with Other Employees

The procedure for the resolution of conflict with UF faculty colleagues or staff members consists of the following steps:

1. A part-time faculty member should attempt to resolve the conflict with the assistance of his/her program director or chair. The employee must prepare a written statement outlining the nature of the conflict if informal discussion has not led to a satisfactory solution.
2. If the program director or chair is the perceived problem, the employee should attempt to resolve the problem with the dean of the college or school.
3. If the employee is unsuccessful in rectifying the problem with his/her program director, chair, or dean, the employee should approach the Vice President for Academic Affairs.

At each step in the resolution of the conflict, a written summary of the oral discussion will be kept. This written summary will be signed by all parties involved in the procedure, with each party receiving a copy.

Non-Discrimination and Anti-Harrassment Policy

The University is committed to fostering an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equality and prohibits discriminatory practices, including harassment. Therefore, the University expects that all relationships among faculty, staff, and students will be characterized by mutual respect and will be free of bias, prejudice, discrimination, and harassment.

The University does not engage in discrimination in its programs, activities, and policies against students, employees, or prospective employees, in violation of state and Federal laws. The University prohibits and will not tolerate any such discrimination or related harassment at its facilities, programs, and activities.

The University also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

These policies apply to all faculty, staff, and students, and prohibit harassment, discrimination, and retaliation. Conduct prohibited by these policies is unacceptable on The University of Findlay campus and at functions related to The University of Findlay off campus.

Definitions of harassment, as well as procedures to report, investigate, and take action regarding incidents of harassment, discrimination, or retaliation are provided in both the Undergraduate and Graduate Academic Catalogs, and on the University's Web site as part of the Statement of Student Rights and Responsibilities. A copy of the full Non-Discrimination and Anti-Harassment Policy can be found in the full Faculty Handbook located on the Office of Human Resources Web site.

Other Employment Policies

Computer Software: The University of Findlay licenses the use of computer software from a variety of outside companies. The University of Findlay does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce the software or help manuals. With regard to software use on local networks or on multiple machines, The University of Findlay employees and students shall use the software only in accordance with the license agreement. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$50,000, and criminal penalties, including fines and imprisonment. The University of Findlay does not authorize the illegal duplication of software.

Copyright: Copyright rules and regulations are summarized on the Web site for the University's Print Services. Note that Print Services may suspend copying privileges if in their judgment, a copyright infraction is occurring. Complete descriptions of the University's copyright and intellectual property policies are available from the Office for Academic Affairs.

Drug Free Policy: The U.S. Department of Education requires that every institution adopt and implement a drug prevention program policy. Excerpts of the University's policy applicable to part-time faculty members follow:

The possession of, distribution, cultivation or use by any student or employee of any narcotic or hallucinogenic drugs in either the refined or crude form, except under the direction of a licensed physician, is prohibited on University-owned or -controlled properties and at functions sponsored by The University of Findlay off campus.

Alcoholic beverages are not permitted on University-owned or -controlled properties or at functions sponsored by The University of Findlay off campus.

When reports reach the Vice President for Academic Affairs indicating possible drug use by a part-time faculty member, the individual will be: (A) Apprised of this information; (B) Reminded of the drug policy of The University; (C) Urged or required (depending on the discretion of the Vice President) to seek professional help. If required, documented evidence must be submitted and placed in that individual's file; (D) Informed of additional procedures that may need to be employed up to and including expulsion or termination of employment and referral for prosecution.

If necessary, an appropriate investigation and/or hearing will be conducted to pursue any alleged drug abuse on the part of an employee.

Suspension and Termination

For serious cause, the Vice President for Academic Affairs may suspend a part-time faculty member from obligations and responsibilities to The University of Findlay for the remainder of the contract period and may prohibit the faculty member from the use of University facilities. Normally, this action can be taken only to protect the faculty member or other members of The University of Findlay community from probable and serious harm, to prevent probable and serious harm to the reputation of The University of Findlay, or when a conflict or harassment investigation requires an interruption in service. In these cases, the suspension shall be served with pay.

A part-time faculty member may appeal a suspension to the Faculty Judicial Committee. During the appeal process, the faculty member will continue to be released from all obligations and responsibilities and/or the use of University facilities. If a faculty member disputes a suspension, the administration must prove its case to the Judicial Committee. The committee will be guided by the rule of fair play in its deliberations.

In the event that a part-time faculty member fails to meet with assigned classes or fulfill other assigned teaching or other contract obligations, the part-time faculty member will be considered in breach of contract and the contract will be immediately terminated. Any compensation will be prorated for the actual services provided.

Employment Benefits for Part-time Faculty

The University does not provide health, life, or disability insurance benefits for part-time employees, nor does it enroll part-time employees in the institution's TIAA-CREF retirement plan. However, part-time faculty members are eligible for a number of employment benefits.

Tuition Reimbursement Program. A part-time faculty member may be eligible for tuition remission for credit courses and audits at the University if he/she has worked for the University at least five months or has been at the University part-time for at least two years. The Tuition Reimbursement Program only includes basic undergraduate and graduate tuition and not the surcharges added to tuition for other programs such as equine studies, pre-veterinary studies, pharmacy, etc. In addition, a part-time employee's spouse, children through age 24, and/or step-children through age 24 (step-children must be claimed as dependent/s on the employee's previous year's Federal Income Tax Return in order to qualify for tuition remission) may be eligible for tuition remission for credit courses and audits at the University. Dependent children initially enrolling after July 1, 2005 will be defined according to the definition stated above. **Costs for textbooks, materials, additional course fees, room and board, and miscellaneous campus fees are not included in the tuition remission policy.** The tuition remission applies only during the term/semester in which the part-time faculty member is teaching for the University. Basic tuition remission will not exceed the number of credit hours the faculty member is teaching during the term/semester **or a maximum of two (2) classes or eight (8) credit hours per semester.** Tuition remission is available for both basic undergraduate and graduate programs; the tax on graduate-level courses for the employee, their spouse, and dependents will be waived up to the appropriate level (determined by the Internal Revenue Service (IRS) each year) during a calendar year. Once the cap has been reached for an employee

for a calendar year, the tax exempt form will be used to determine taxability on any amounts over the IRS limits for that year. The University will automatically tax the employee for any reimbursements for their spouse and dependents. To enroll, employees and their dependents must meet the following requirements:

- Apply for admission as all other students do and be accepted based on the established criteria.
- Register for classes and complete the tuition remission request form. Employees registering for graduate classes must complete an additional form, Graduate Course Tax Exemption Request Form. This form must be submitted to the Vice President for Business Affairs prior to the start of classes in order for the form to be valid. This form is to determine if taxes should be paid on the aid over the limit. Employees will automatically be taxed for aid over the limit during the calendar year for dependents and spouses, as the exempt form does not pertain to them. If the part-time faculty member does not complete his/her contracted teaching assignment, he/she must repay the University in full.

Tuition Remission Deadline. No tuition remission requests or paperwork will be accepted after the last day you are able to add classes for fall and spring semesters and after the first day of classes for summer session. If the completed form is not handed into the Financial Aid Office by the dates stated above, you will not be able to have a tuition waiver for that class or classes. The person requesting the tuition waiver should pay the fees and any interest pending before applying for the grant.

University Events: Tickets are available to on-campus events as long as the event is not sold out. (Tournaments, concerts, and SummerStock are not included.)

University Facilities: Access to most common facilities and services on campus is extended to part-time faculty members. Entrance to most facilities and/or employee discounts requires your identification card.

- Dining facilities. Henderson Dining Hall is open to all faculty/staff. The Cave, located in the Alumni Memorial Union (AMU), is an a-la-carte dining facility. In addition, there are a variety of buildings on campus where vending machines are located.
- Rental of Facilities. All employees may rent facilities on campus and should contact the Facilities Director for information about available space and rental rates for employees.
- Recreational Facilities. The Gardner Fitness Center, the Koehler Recreational Complex, and outdoor tennis courts are available when not in use by a class or team. The swimming pool is also available for employees and their families. The Athletic Department posts a current schedule of hours.
- The University Stores offers a 10% discount on purchase of supplies, gifts, textbooks, and clothing to all university employees (a valid Employee Identification Card is MANDATORY at time of purchase).
- Cosiano Health Center. First aid assistance and limited medical assistance may be obtained at the Cosiano Health Center. Office hours and contact information can be found at www.findlay.edu; KEYWORD: Cosiano.