

Gannon University Adjunct Faculty Handbook 2008



Adjunct Faculty Handbook

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OFFICERS OF THE UNIVERSITY¹

1.1 Organizational Structure

The following are the officers of the University: President, Provost and Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and Vice President for Mission and Ministry.

1.1.1.1 Office of President

The President is the chief executive officer of the University with the ultimate responsibility and authority for all operations of the University. In addition to the Officers of the University, the following report to the President: Executive Assistant to the President, Special Assistant to the President and Director of Public Affairs and Marketing, and Ombudsperson.

1.1.1.2 Academic Affairs Division

The mission of Academic Affairs is to insure the intellectual development of the student and to motivate and empower students of all faiths and races to become well-integrated professionals who will assume leadership roles in their careers, society and church. The Academic Affairs Division is responsible for all the academic activities that take place at the University.

The following individuals report to the Provost and Vice President for Academic Affairs: The Director of the Nash Library, Dean of Enrollment Services, Dean of Student Development, Dean of Humanities, Business, and Education, Dean of Sciences, Engineering, and Health Sciences, Dean of Graduate Studies, Director for the Center for Excellence in Teaching and Learning, Director of Athletics, Director of Liberal Studies Program, Director of the Honors Program, Associate Provost(s), International Student Advisor, and the Assistant to the Provost.

1.1.1.3 Mission and Ministry Division

The Division of Mission and Ministry attends to the integration of the Mission of the University in all aspects of University life, and is particularly attentive to the ways in which the Catholic identity of the University is maintained and promoted, while retaining an inclusiveness of other faith traditions. This division includes the Office of the University Chaplain, which is responsible for meeting the needs of the entire University community for spiritual and pastoral care through the Campus Ministry Office, and encourages and creates opportunities for volunteer service and service-learning through the Center for Social Concerns.

The University Chaplain reports to the Vice President for Mission and Ministry. The following individuals report to the University Chaplain: the Director of Campus Ministry,

¹ Section references refer to sections of Volume I of the Institutional Policy Manual from which the relevant sections were obtained.

the Director of the Center for Social Concerns, and the Administrative Assistant to the University Chaplain.

1.1.1.4 Finance and Administration Division

The mission of the Finance and Administration Division is to insure that the University conduct its business transactions with a Judeo-Christian perspective of fair business practices to all parties involved; that it adhere to the strictest accepted standards of financial transactions; that it maintain University campuses in excellent condition at an economical cost; and that it provide computer services, Human Resources services, security, maintenance and facilities management and planning for the University so that all other units of the University can accomplish their missions.

The Finance and Administration Division of the University is responsible for providing a system of fiscal administration, support services, financial reporting, computing and telecommunications services, security, maintenance, purchasing and materials management and facility planning and management which will enable the institution to function efficiently and effectively.

The following individuals report to the Vice President for Finance and Administration: Director of Campus and Police Safety, Director of Information Technology Services, Director of Human Resources, Associate Vice President for Campus Services, Budget Analyst, Controller, Manager of Student Accounts, and Bookstore Manager.

1.1.1.5 University Advancement Division

The mission of the University Advancement Office is to support the mission of Gannon University through voluntary contributions from alumni, parents, friends, trustees, corporations, and foundations; to develop and maintain positive relationships throughout the University's broad range of constituencies; and to cultivate lifelong relationships with current and future alumni.

The following individuals report to the Vice President for University Advancement: The Director of Advancement Information Systems and Services, Director of Alumni Relations Services, Director of Planned Giving, Director of Research and Foundation Relations, Director of Major Gifts and Annual Funds, and the Development Coordinator.

1.1.1.6 Ombudsperson

The Ombudsperson's role is to assist students, faculty, staff and any other member of the University community seeking informal resolution of various conflicts, complaints, and disputes. These conflicts, complaints, and disputes may be between colleagues, students, superiors and subordinates, faculty and staff persons, or a colleague and the University. The Ombudsperson is available to facilitate discussions and/or mediate informal resolutions. The Ombudsperson assists all involved, whether complainant or respondent. Should an individual wish to file a complaint as provided for in the University Review Council, the Ombudsperson will explain the University Review Council process and refer the individual to the Chairperson of the University and Review Council.

The Ombudsperson shall have a background or be trained in facilitation, negotiations, and conflict resolution. The Ombudsperson is to be familiar with Gannon's mission, organization, and operations. The Ombudsperson does not have disciplinary authority. The Ombudsperson is to refer any matter regarding alleged illegal discrimination or harassment to an harassment prevention officer.

The President shall appoint or re-appoint the Ombudsperson each September and announce the appointment to the University community.

In dealing with conflicts, complaints, and disputes, the Ombudsperson can:

1. explain Gannon's policies and procedures;
2. help individuals to understand their rights;
3. help individuals evaluate a wide variety of options for informal resolution of issues;
4. serve as facilitator or as a mediator between the parties; or
5. refer individuals to other campus resources when appropriate, e.g., for counseling.

The practice of confidentiality is a guiding principle in the work of the Ombudsperson. However, in situations in which the Ombudsperson perceives that someone may inflict harm on self or others, confidentiality cannot be assured. In addition, if the Ombudsperson receives multiple complaints about the same individual, or about other potentially significant violations of University policy, the Ombudsperson will use professional discretion to determine whether to notify an appropriate University official. Records of informal complaints and action taken in response to informal complaints shall be maintained by the Ombudsperson and shall not be distributed or disseminated. Statistical analysis of such complaints will be prepared annually by the Ombudsperson and provided to the President, so long as the names of the parties to the complaints are not identifiable from such records. (Ombudsman- Dr. Michael DeSanctis 871-7509)

1.1.2 Academic Affairs Structure

1.1.2.1 Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic and administrative officer of the Division of Academic Affairs and is responsible of the overall welfare of the Division. The Provost and Vice President for Academic Affairs shall be appointed by the President after consultation with the Faculty Senate and a review by the Board of Trustees.

1.1.2.2 Academic Deans

The Academic Dean is the chief academic and administrative officer of the college and is responsible for its overall welfare. The Dean is expected to provide academic, administrative and external leadership for the college. The Academic Deans shall be

appointed by the President upon the recommendation of the Provost and Vice President for Academic Affairs.

1.1.2.3 Dean of Graduate Studies

The Dean of Graduate Studies serves as an advocate for graduate education and has responsibility for catalyzing efforts to promote academic excellence in graduate studies and the delivery of graduate student services. The Dean of Graduate Studies shall be appointed by the President upon the recommendation of the Provost and Vice President for Academic Affairs.

1.1.2.4 Dean of Student Development

The Dean of Student Development is the chief administrative officer of the Student Development Area and is responsible for its overall welfare. The Dean is expected to provide administrative leadership in the development of student services that support the academic endeavors of our students and co-curricular activities that help in their holistic development. The Dean of Student Development shall be appointed by the President upon the recommendation of the Provost and Vice President for Academic Affairs.

1.1.2.5 Dean of Enrollment Services

The Dean of Enrollment Services is the chief enrollment officer of the University and is responsible for the overall welfare of student enrollment activities. The Dean is expected to provide leadership for initial enrollment activities for new students and retention support for first-year students. The Dean shall be appointed by the President upon the recommendation of the Provost and Vice President for Academic Affairs.

1.1.2.6 Associate Provost(s)

The Associate Provost is a support person for the Provost. Duties include: coordinating the assessment and accreditation processes; coordinating the five-year cycle for Program Review; facilitating a number of processes with the deans, with faculty, and with colleagues throughout the University; handling some day-to-day activities of the Provost's Office; and other duties as assigned. The Associate Provost shall be appointed by the Provost.

1.1.2.7 Associate Dean(s)

The Associate Dean of a College or an administrative area (e.g., Student Development) provides administrative support for the Dean. Duties to be fulfilled include, but are not limited to, providing administrative assistance with projects and services, coordinating events, facilitating the delivery of student services, and providing assistance and leadership for faculty and staff to assist them in their work to fulfill the mission of the University. Faculty members holding an appointment as Associate Dean retain their rights and responsibilities as faculty members. They receive appropriate released time for administrative duties.

1.1.2.8 School Directors

School Directors have the same responsibilities with respect to faculty appointments, evaluation, promotion, tenure, sabbaticals, and personnel policies as department chairs/program directors in the various academic units.

In addition, as applicable, they have accreditation relations with their professional disciplines and associations.

School Directors are appointed by the Provost and Vice President for Academic Affairs based upon a recommendation from the respective College Deans for indefinite terms of appointment.

1.1.2.9 Liberal Studies Director

The Director of the Liberal Studies Program has general responsibility for maintaining and promoting the academic standards of the Liberal Studies Program and, in cooperation with other officers and faculty of the University, for promoting the achievement of the Liberal Studies objectives through curricular and co-curricular activities. The Director shall be appointed by the President upon the recommendation of the Provost and Vice President for Academic Affairs. The Director reports directly to the Provost and Vice President for Academic Affairs and is required to coordinate the Program's activities with the Deans and the Academic Affairs Committee of the University.

1.1.2.10 International Student Advisor

The International Student Advisor is the advocate for international students and the intermediary between various administrative offices and international students. The International Student Advisor also works closely with the International Student Association on organizing social activities for international students and on the integration of these students into the Gannon community. The issues of international students are brought to the attention of various offices of the University through the International Student Advisor. The International Student Advisor shall be appointed by the Provost and Vice President for Academic Affairs and reports directly to the Provost and Vice President for Academic Affairs.

1.1.2.11 Department Chairperson/Program Director

The Department Chairperson/Program Director is the chief academic and administrative office of the Department/Program and is responsible for the overall welfare of the Department/Program. The Chairperson/Director shall be appointed by the Provost and Vice President for Academic Affairs upon the recommendation of the Dean of the College after consultation with the faculty of the Department/Program. The Chairperson/Director shall be eligible to serve as a member on the Academic Affairs Committee of their respective college.

1.1.2.12 Responsibilities of Department Chairpersons, Program Directors and Deans with Respect to Adjunct Faculty

With respect to adjunct faculty, the Department Chairpersons and Program Directors will be responsible for orientation; course assignments; course content and syllabi; textbook, material and equipment requests; involvement of adjunct faculty in department or program; office space, mailbox and provision of secretarial services; arrangements for payment and compensation procedures; involvement in College and University faculty meetings; participation in faculty evaluation and development procedures; and approval and recommendation for appointment or termination of appointment.

INTRODUCTION TO GANNON UNIVERSITY

Mission Statement

Gannon is a Catholic, Diocesan, student-centered university which provides for the holistic development of undergraduate and graduate students in the Judeo-Christian tradition. As such, it offers each student outstanding teaching and a value-centered education in both liberal arts and professional specializations in order to prepare the students for leadership roles in their careers, society and church. The University faculty and staff are committed to excellence and continuous improvement in teaching, learning, scholarship, research and service. The University's environment is to be one of inclusiveness and cultural diversity.

Vision Statement

Gannon University will be the leader among Catholic universities in fostering intellectual development; enriching Christian values and beliefs; and preparing graduates for leadership roles. We will be concerned for those we serve; chosen for the quality of education we provide; and respected for the selflessness, excellence, and commitment of our students, alumni, faculty, and staff.

Brand Promise

Gannon University is a caring institution for motivated students who want intellectual, professional, and personal development.

THE ROLE AND RESPONSIBILITY OF ADJUNCT FACULTY

Adjunct Faculty Members (Per-Unit Faculty)

Adjunct Faculty Members are employed pursuant to Term Appointments (See Section 4.2 of the Institutional Policy Manual) and carry the rank of Lecturer. Such Faculty usually have no other faculty duties or responsibilities (i.e., committee obligations, advisement), except for those specified by their Department or School. They do not accrue time towards sabbatical. Adjunct ranking for per-unit faculty will not determine rank should a full-time or pro rata employment appointment be offered.

Academic Freedom

This statement of the policy of Gannon University with respect to Academic Freedom is to serve as a guide for the teaching faculty, the governing board, and the students of the University in the interpretation and execution of their respective rights and duties. The University is deeply committed to the principles of academic freedom which the University has embodied in its mission and objectives, and which is essential to its well being as an institution of higher learning.

Academic freedom is freedom of members of an academic community to engage in their teaching, research, service, publication, academic governance, student advisement, and corollary activities without restriction, penalty, or threat of penalty. It derives from the educational rights traditionally accorded to faculty and students to facilitate learning. Its operation depends on the mutual acknowledgment of, and respect for, the dignity and rights of all members of the academic community.

The University is committed to ensuring that all professors are accorded “a lawful freedom of inquiry and of thought and of freedom to express their minds humbly and courageously about the matters in which they enjoy competence.” The University takes seriously its duty to recognize and promote the rightful academic freedom of professors in their search for truth. This faculty right to freedom in the classroom pertains to discussions within their subject, academic expertise, and competence but not to the introduction into their teaching of controversial matter which has no relation to their subject.

The principle of academic freedom also assures faculty members the right to engage off campus in political activities, and the right of free expression on all issues so long as they are not using their titles and academic position at the University in their expressions.

With regard to their activities outside the classroom, faculty members should remember that the public might judge their profession and their institution by their utterances. In the exercise of these rights, the faculty member is expected to respect the rights of the University in promoting the attainment of the mission and

objectives that constitute the reason for its existence. Hence, faculty members should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and clearly indicate that they are not an institutional spokesperson.

Faculty members are expected to strive for intellectual integrity in the conduct of their classes to ensure the integrity of the academic programs of the University.

GUIDELINES FOR CONDUCTING CLASSES

General Principles

Students have the right to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. This right applies to research and learning, both on and off campus, without interference, censure, or punitive action. It also guarantees students the right to hold opinions, including those of a religious and political nature, and to express them freely.

Students, for their part, are expected to inform themselves on their responsibilities and to respect the rights of the members of the University community and to remember that the public may judge the institution by their public utterances and actions. Hence, they should show appropriate restraint and have respect for the rights and opinions of others.

1. Instructors should provide their students with a syllabus (Appendix A) for the courses they are teaching following the guidelines and requirements for syllabus construction as set forth elsewhere in this manual. This syllabus must contain the following²:
 - a. Information about the instructor, including phone number and office location and times when students may contact the instructor outside of class;
 - b. Course outcomes, course requirements and the criteria for satisfactory performance;
 - c. Assessment/evaluation procedures and the grading system for the course;
 - d. Textbooks and materials needed for the course.
2. As a general policy, work assigned should approximate two hours of outside work for each contact hour.
3. All test grades and other minor graded assignments should be promptly made available to students. Return of assignments within a week or ten days should be regarded as the norm. Major assignments (research papers) should be returned within three weeks.
4. Each instructor should maintain up-to-date records of grades of each student enrolled in his or her courses, and should reveal the status at the student's request.

² Much of this information will be provided by the Chair or Program Director. Questions related to syllabi content and format should be directed to the individual Chair or Program Director.

5. Each instructor should make clear to all students the nature, format, and coverage of a test or other assignment. This should be done at least one week prior to the date involved.
6. Periodic assessments should be conducted in all courses and at least three times throughout the semester. Many forms of assessment may be used, depending upon the nature of the course and the approach of the instructor.
7. Textbooks and other materials that students are required to purchase should be, in all cases, utilized as an integral part of the course; otherwise, they should not be required.
8. Tests administered in the classroom should be designed for completion within the scheduled period.
9. Final Examinations
 - a. Final examinations or their equivalent projects are required for all courses including both undergraduate and graduate courses. Final examinations for undergraduate courses will be administered according to the published Final Examinations Schedule. Final examinations for graduate courses will be administered during final examination week on the day and time of the regular class meetings.
 - b. Deviation from the above schedule may be authorized by the appropriate academic Dean for serious cause. Changing examination schedules without authorization by Deans is a serious infraction of school policy.

(Appendix A- Syllabus Requirements)

Academic Integrity

Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code. Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity. The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this code. Each student will receive the Code of Academic Integrity publication of Gannon University during Freshman Orientation or entrance into the University. Upon review of the publication, the students will be invited to sign a pledge to uphold the Academic Integrity of their work and the work of their peers.

I. **Forms of Academic Dishonesty**

A. **Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

EXAMPLES (including but not limited to):

1. quoting another person's actual words;
2. quoting another person's idea, opinion or theory; or
3. borrowing facts, statistics, or other illustrative materials, unless the information is common knowledge.

B. **Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

EXAMPLES (including but not limited to):

1. citing information not taken from the source indicated;
2. listing sources in a bibliography not used in the academic exercise;
3. inventing data or source information for research or other academic exercise;
4. submitting as your own any academic exercise (e.g., written work, documentation or legal document [e.g., patient charts, etc.], painting, sculpture, etc.) prepared totally or in part by another; or
5. taking a test for someone else or permitting someone else to take a test for you.

C. **Cheating**

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (including but not limited to):

1. copying from another student's test paper and/or other assignments;
2. actively facilitating another student's copying from one's own test paper/other assignments;
3. using the course textbook or other materials such as a notebook not authorized for use during a test;
4. collaborating during a test with any other person by receiving information without authority;
5. using specifically prepared and unauthorized materials or equipment during a test, e.g., notes, formula lists, notes written on student's clothing, etc.;
6. reporting a clinical visit completed when it was not; or
7. falsifying reports of clinical visits, laboratory exercises, or field experiences.

D. Academic Misconduct

Academic misconduct is the tampering with grades, or taking part in obtaining or distributing any part of a test not administered.

EXAMPLES (including but not limited to):

1. stealing, buying, or otherwise obtaining all or part of an un-administered test;
2. selling or giving away all or part of an un-administered test including answers to an un-administered test;
3. bribing any other person to obtain an un-administered test or any information about the test;
4. entering a building, office file or computer/computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given;
5. changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades;

6. entering a building, office, file, or computer/computer system for the purpose of obtaining an un-administered test; or
7. hiding and/or mutilating library/classroom books and/or equipment.

II. Procedure for Resolution

A. Informal Procedure

If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity,³ he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question. The process of notification and meeting will take place within 30 calendar days of the alleged violation. If the student is cleared of the suspicion, the matter will be dropped. If the student(s) admits to the allegation as alleged, the instructor will impose a sanction upon the student. The student(s) should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor. If the sanction involves an "F" for the course or a recommendation that the Dean suspend or separate the student(s) from the University, a written statement of the infraction will be forwarded to the student or students' academic advisor(s) by the academic deans.

B. Formal Procedure

1. If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question. The process of notification and meeting will take place within 30 days of the alleged violation. If the student(s) is/are cleared of the suspicion, the matter will be dropped.
2. If the student(s) and the instructor are not able to agree on the matter of guilt on the alleged violation or on the severity of the sanction imposed by the instructor, the student(s) may appeal the instructor's decision to the Dean of the College. Any appeal must be made within 10 calendar days of the instructor/student meeting. (Note: exceptions can be made for unusual circumstances [end of semester, graduation, and late grade returns, etc.].) Students are expected to continue to attend class during the appeal process.

³ It is advisable, when an adjunct faculty suspects a student of violating the Academic Integrity Policy for the faculty member to discuss the incident with the individual Chair or Program Director.

3. A hearing will be scheduled with the Academic Dean, the instructor and the student. The instructor will present pertinent evidence and the student will be given the opportunity to challenge the evidence and present a defense.
4. The Dean will issue a finding based upon the evidence presented. If the Dean determines that not enough evidence has been presented, the matter will be dropped. If the Dean finds the student(s) in violation of the Code of Academic Integrity, he/she has the power to issue a sanction. Finally, the Dean has the power to support the sanction originally imposed by the instructor. (The Dean has the power to augment the sanctions by issuing administrative sanctions [i.e., suspension or separation] in addition to the academic sanctions imposed by the faculty member.) In all deliberations, the Dean may take into account not only the evidence of the appeal proceeding but also records of any previous infractions.
5. Following the Dean's decision, the student(s) may wish to make a final appeal to the Provost with respect to the fairness of the original proceeding and/or the appropriateness of the punitive sanction imposed. The Provost will issue a decision within 10 calendar days of the appeal. Students are expected to continue attending class during the appeal process.

C. Academic Dishonesty Sanctions

Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. failure of the assignment involved (subject to decision by faculty member);
2. failure of the course (subject to decision by faculty member);
3. subject to review and approval of the Academic Dean, separation from the University; or
4. subject to review and approval of the Academic Dean, expulsion from the University.

Attendance Policy

Attendance at all classes and laboratory sessions is expected of all students. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and

readings, by presence for all examinations, and by participation in class discussion. Ultimately, it is the responsibility of each faculty member to set reasonable attendance policies appropriate to individual courses and to publish those policies on course syllabi. When so indicated on the course syllabus, class attendance may directly influence final grades in a course for upper-class students as well as freshmen.

The following policy statements are to assist in a uniform class attendance expectation. Certain University events, such as athletics or particular extracurricular activities, in which the students represent the University in an official capacity, necessitate excused absences from classes. In such cases, it is inappropriate to penalize a student as a result of their absences resulting from their function as University representatives. Faculty then have a responsibility to provide the opportunity to complete any tests, assignments, or other work.

Students should be aware that in the junior and senior years of study of some majors, i.e., health science and education majors, it may be extremely difficult for extensive athletic or other types of extracurricular participation. Students should discuss this with appropriate University officials before selecting a major.

The primary function of Gannon University is the education of its students. Consequently, it is judged to be inappropriate for any arm of the University to request that students excessively absent themselves from regularly scheduled classes in order to function as representatives of the University⁴. Except in emergency situations (e.g., illness or accident), the student is expected to notify the faculty of scheduled course absences one week in advance. Faculty may require verification from appropriate University staff.

Freshmen who absent themselves, **whether it be excused or unexcused**, from a particular course in excess of twice the number of credit hours assigned to that course may be withdrawn from the course, upon recommendation by the faculty member to the Dean of the student's college. This request would typically result from unexcused absences, but a student with excused absences should also try to adhere to this limit. Although the student may not be penalized for excused absences as defined earlier, a combination of excused and unexcused absences may result in the same requested withdrawal. The faculty member would need to show the Dean that the student, because of the combination of absences, has not been able to show competency in the course and has no chance of doing so. Students who are active in athletics or co-curricular activities must be responsible for their learning and minimize unexcused absence in times such as sickness or emergencies. Missing an 80-minute class period is counted as one and one-half absence. In addition, the Office of New Student Services is interested in knowing which freshmen accumulated the maximum number of absences allowable and is prepared to undertake an inquiry aimed at helping the student. Reports on

⁴ If an adjunct faculty finds students missing a significant amount of courses due to University events, it is advisable to address the concern first with the individual Chair or Program Director.

freshmen attendance must be initiated by faculty members, by means of direct contact with the Office of New Student Services.

Resolution of Concern with an Instructor

If a student has a concern with an instructor or a course, the resolution begins by speaking with the instructor. If the concern continues after this conversation, the student should speak with the chair/director of the instructor's department. Any continuing concerns should be taken to the Dean's Office in the College of Humanities, Business, and Education, or Sciences, Engineering, and Health Science.

Weather Emergencies

Gannon Emergency Announcement Hotline

All information regarding current weather conditions, cancellations or closings will be announced on Gannon's Emergency Announcement Hotline: **871-5555**.

Safety Issues

If you are calling from a Gannon University Phone, call 911 or 7690.

If you are calling from your own cell phone, please call 871-7777. The call will go through our switchboard. Help will arrive quickly.

Class Rosters

Class Rosters may be obtained on GUXpress and through the Angel Course Management System. Both of these systems are updated periodically for student enrollments in the course. This allows the faculty member to determine if a student has dropped the course or is absent.

Early Alert Referral System (EARS)

E.A.R.S. is a retention program designed to identify and reach out to students who are experiencing academic, learning, behavioral, or personal concerns. The program encourages faculty to address concerns directly with the student whenever possible. If this is not possible, or does not satisfactorily resolve the problem, then submitting an E.A.R.S. form will prompt a counselor to contact the student and discuss the concern with them. Most contacts are made within 1-2 working days of receiving the form.

PROCEDURES

- 1) Whenever possible, the faculty member is encouraged to discuss the concern with the student and/or inform the student that an E.A.R.S. form has been submitted.

- 2) To submit an E.A.R.S. form, faculty members are asked to go to the address below and complete the form.

<http://www.gannon.edu/depts/cdes/secure/earsform.ihtml>

- 3) Once the E.A.R.S. form is received, a counselor will do one or more of the following:
- a) Contact the faculty member to discuss the referral before making contact with the student.
 - b) Contact the student by phone and attempt to identify a solution (unless otherwise requested, the student will be informed of the referring faculty member's name).
 - c) Contact other University personnel to check on the status of the student.
 - d) Contact the student by letter or email and request they follow-up with the faculty person or the counselor.
- 4) The counselor will send a follow-up form to the faculty person indicating the student has been contacted. Due to confidentiality issues, the counselor will not always provide specific information unless the student gives permission to share information with the faculty person. The student is informed a follow-up note is being sent to the referring faculty and the contents of that note.

NOTE: If a faculty member has a concern about a student and is unsure of how to intervene or is reluctant to get involved, they can contact a counselor and discuss intervention options before taking action (Career and Counseling Office at 871-7680).

Grades and Grading System

Undergraduate Grades

A	Excellent
B+	Good
B	Good
C+	Average
C	Average
D	Below Average
F	Failure
P	Pass
I	Incomplete. This grade indicates failure on the part of the student to measure up to minimum requirements

on account of absence or sickness or some other weighty reason. Students who fail to remove the grade of “incomplete” within 30 days after the grade reports were postmarked will automatically receive a failure for the course.

- X This grade indicates withdrawal from a course prior to the cut-off date listed in the academic calendar.
- AU Audit. This grade indicates that the course was not taken for credit.

Graduate Grades

A+
A
A-
B+
B
B-
C+
C
F
P
I

Note: Each department/program may have a designated grading scale to determine the appropriate grade. Faculty members are encouraged to discuss grading scales with the appropriate chair and/or program director prior to constructing their syllabi.

Student Evaluation of Faculty

During the last two weeks of class in the fall and spring terms, each full and part-time faculty member will administer to each class taught the official standard student evaluation questionnaire. Questionnaire forms are distributed by the office of the respective College Dean. In this packet will be specific instructions for processing the evaluation which will be shared with the rest of the class by the student administering the evaluation document. Faculty members are not to be present in the classroom during administration of the Student Evaluations.

The faculty member appoints a student in each class to administer the evaluation and instructs this student to immediately deliver the completed evaluation forms packet to the appropriate Dean’s office.

This regulation does not preclude use of an additional form of the faculty member’s choice to be administered and collected in a different envelope from that containing the official form.

Forms thus returned will be processed by ITS and printed statistical results will be returned to the appropriate Dean's office and forwarded to the faculty member and chair/program director or school director following the end of the semester.

ACADEMIC AND ADMINISTRATIVE SUPPORT SERVICES

1. Technology

- a. Adjunct faculty will be issued a network identification which will be the first eight letters of the faculty member's last name followed by a three digit number. This identification number will allow access to the MyGannon portal, GUXpress, for grading, the Learning Management System (Angel[®]), and University e-mail. When initially issued, the password for any network identification is the social security number of the account holder. If problems arise, contact the helpdesk at 871-7501.
- b. Adjunct faculty should use their Gannon e-mail address when communicating with students and should take care to check their Gannon e-mail on a frequent basis.
- c. Each course is loaded on the Learning Management System, Angel[®], and the adjunct faculty is encouraged contact the Center for Excellence in Teaching and Learning (CETL) at 871-7552 for training on using this system for each course.
- d. Gannon administration and support services post updates on the web portal at <http://my.gannon.edu> and each adjunct faculty member is encouraged to check this portal on a daily basis for updates on University events.
- e. Gannon has internet dial-up access for all faculty, staff and employees. Please see the ITS website at <http://www.gannon.edu/its> for more information.
- f. The Adjunct faculty member is provided with 500MB of storage space on Gannon's network (the S: drive from any on-campus computer). This space is backed up each evening and may be accessed from off-campus at <http://www.gannon.edu/remotearchive>. (More information in Appendix B.)

2. **Carneval Athletic Pavilion:** Adjunct faculty may use their ID cards to access the CAP Center during normal hours.

3. **Parking:** Each faculty member may receive a parking permit from the Security office with which they may park in University parking lots after 5:00p.m. University Parking lots have reserved parking places from 8:00a.m. to 5:00p.m. and should, therefore, not be used during this period. Parking is available, for a fee from Erie Parking Authority garages and metered parking on campus.

4. **Center for Excellence in Teaching and Learning:** “CETL’s mission is to provide for faculty development through programs and resources which encourage excellence and continuous improvement in teaching and learning. CETL will continue to promote teaching as a scholarly activity and encourage conversations about teaching and learning among all members of the Gannon community.” CETL is located in room 1030(first floor) in the Palumbo Academic Center. The phone number for CETL is 871-7451.

Appendix A- Syllabus Requirements

General Information

Course Number, Title and semester of the course, department offering the course, credit hours earned, meeting schedule (teaching and learning contact hours), location of class.

Instructor Information

The instructor (professor) information shall be included in the syllabi. The minimal information shall be: Instructor (professor) name, phone number, office location, office hours, email address. Additional instructor information can be included on a syllabus such as, home phone number, cell phone number, and/or instant message address.

Course Description

The course description shall be identical to the course description published in the current Undergraduate or Graduate Course catalogs. Additional course information can be included on a syllabus such as rationale, etc. but at minimum, there shall be one consistent course description.

Learning/Course Objectives

The common learning/course objectives for a course shall be identical for each section of a course. Faculty can add additional learning/course objectives as deemed necessary but the primary learning/course outcomes shall be consistent for each section.

Learning Experiences

The learning experiences (assignments) for each class shall be indicated on the syllabus. It is the faculty and program's/department's prerogative as to what those learning experiences are but they should be delineated on the syllabus.

Required texts and other materials

Assessment Procedures

The methods of assessment for each class shall be indicated on the syllabus. It is the faculty and program's/department's prerogative as to what those assessment methods are but they should be delineated on the syllabus. Assessment procedures, types and/or dates due shall be communicated to the student on the syllabus.

Reference Materials

The reference material (text books, articles, etc.) utilized in each class shall be indicated on the syllabus. It is the faculty and program's/department's prerogative as to what those learning experiences are but they should be delineated on the syllabus

Grading Policies

The grading policies for each class shall be delineated on the syllabus. The grading policies should be consistent with the grading policies of the University as stipulated in the current Undergraduate and Graduate course catalogs. It is the faculty and program's/department's/school's prerogative as to how the grading policies relating to the assessment procedures within a given class or program are determined. Grading policies relating to the assessment procedures shall be indicated on the syllabus.

Attendance Policy

The course attendance policy must be delineated on the syllabus. Benefits and or consequences of not adhering to the policy must also be explained.

Academic Integrity Policy

The course syllabus must contain reference to the Gannon University Academic Integrity Policy.
(*Example: “This course will adhere to the policy of Academic Integrity that is presented in the Gannon University Catalog 2007-08, pages 44, 45,46 47, and 48.”*)

Appendix B- Technology Support Services

Adjunct password changes

Network I.D. _____

Adjuncts hired before 1/8/08

Password: Social Security # no hyphens, you will want to change this and can do so from the Portal.

Adjuncts hired after 1/8/08

Password: the last four digits of your Social Security # plus the initials of your first and last name CAPITALIZED.

Example: Social Security# = 111-22-3333 name = Joe Smith initial password = 3333JS

Email Address: _____

Gannon Portal:

The Gannon Portal is the #1 form of communication on campus. All of your network resources, as well as important University announcements, information, updates and activities are accessed by simply logging on to the portal at <http://my.gannon.edu>.

- **Email Access:**

Gannon uses the Microsoft Outlook client with Exchange server. You can access your mail remotely through the portal

- **Angel**

Online class resource software

- **GUXpress:**

Registration, Grades, Schedules, Class Rosters...

- **GUGold - More than a University ID...**

Use your **GU Gold** card for a variety of purposes both on and off campus.

No need to carry cash and/or credit cards, just **GU Gold!**

So, no matter what you do, take your **GU Gold** card with you!

To managing your account enter your network ID & Password

Network Storage & Remote Access:

When you log onto a computer using your network ID, the "S:" drive is mapped to your computer. Here you can store up to 500MB of data that can be accessed from any computer on campus or via the Internet at <http://www.gannon.edu/remotearchive/>

This data is also backed up on the network server.

Dial-In:

Gannon provides dial-in access to the Internet. All you need is your network ID.

Instructions can be found at <http://www.gannon.edu/dial-in>

This provides access to the Internet and Gannon online resources.

Computer Labs:

All networked labs maintained by Computing and Telecommunications (Zurn 121, 122, Beyer 209, Palumbo 2248, Palumbo 2008, Waldron Center Power Room, Nash Lower Level) are available to you by using this network ID and password. You may use this

Network ID in the computer labs to receive and send Email messages or access the Internet if you do not have access to a personal PC.

HelpDesk:

To resolve problems with your network ID, Computer, or other technology resources, contact the HelpDesk at 871-7501.

**For detailed information on these topics go to:
WWW.GANNON.EDU/ITS**

QUICK REFERENCE LOG-IN INFORMATION:

SYSTEM	URL	USER NAME	EXAMPLE	PASSWORD
Network, Lab PC		Network ID	lastname001	INITIAL Password is Social Security Number
PORTAL	my.gannon.edu	Network ID	lastname001	Same as network password
Outlook Web Access	www.gannon.edu/exchange	Network ID	lastname001	Same as network password
Angel	http://angel.gannon.edu	Network ID	lastname001	Same as network password
GUXpress	www.gannon.edu/guxpress	Network ID	lastname001	Same as network password
GUGold	www.gannon.edu/gugold	Network ID	lastname001@gannon.edu	Same as network password
Personal Network Space	www.gannon.edu/remotearchive	Network ID	lastname001@gannon.edu	Same as network password
Dial-In			For setup instructions go to www.gannon.edu/dial-in Or the ITS Department	

Adjunct Faculty Member Contact Sheet

	Name	Phone	Email
Chairman of the Department	_____		
Dean of the College	_____		
Human Resources	871-7351		
GU Computer Help Desk	871-7501		
CETL (Center for Excellence in Teaching and Learning)	871-7451		
Career and Counseling Office	871-7680		
Mailroom	871-7402		
Bookstore	871-7421		
GUEST Escort Service	871-7260		
Gannon Library	871-7557		

Other Important Numbers

