

## School of Business, Government, and Economics

SEATTLE PACIFIC UNIVERSITY

# Adjunct Faculty Handbook

2014 - 2015 Edition

### ***Our Mission***

*We prepare students for service and leadership in business and society by developing their professional competence and integrity in the context of Christian faith and values.*

*We seek to develop a theologically rigorous understanding of business and economics and to effectively promote this understanding through teaching, pursuit of scholarship and direct engagement with the broader business community.*

Welcome to the School of Business, Government, and Economics (SBGE) at Seattle Pacific University. As an adjunct faculty member, you play a central role in the courses and programs we offer. This handbook is designed to help you become familiar with our operations and to serve as a reference guide for policies, procedures and services. We are glad you have come on board and are here to assist you whenever possible.

The Dean, Faculty and Staff

*School of Business, Government, and Economics, Seattle Pacific University*

### **CONTRACTING AND PAYMENTS**

Mr. Jared Wymer (206-281-2501, [Wymer@spu.edu](mailto:Wymer@spu.edu)), the SBGE Budget Manager, issues all contracts for SBGE adjunct faculty. Contracts are generally issued 6 to 8 weeks prior to the start of the quarter. Contracts must be signed and returned to Jared by the date specified on the contract, and always before the start date of the course.

Receipt of your first paycheck is dependent upon the timely return to us of your contract. If you are a first-time adjunct, a paycheck cannot be issued without completion of your [I-9 form](#) (including verification of documentation) and [W-4 form](#). You will be paid on the dates listed on your contract, usually on the first of the month. Direct deposit is the required method of payment. Funds will be deposited into your account by 6:00 a.m. on the payday. If you elect to use more than one account, you will need to specify how to split your earnings among the accounts. [You can find details here.](#)

In addition to the above items, since 2011, [background checks](#) have been required for new hires. Our Human Resources office will contact you with regard to these. These standard checks are performed by an outside vendor. Student privacy and harassment training is also required of all employees. Details and links to required training modules are found on the last page of this handbook.

### **MAPS**

Driving directions and various campus maps are [available here.](#)

### **IDENTIFICATION CARDS**

SPU photo ID cards should be obtained from the University Services at 3220 Sixth Ave. W. University Services (building #29) hours are Monday through Friday, 8 a.m. to 5 p.m. The SPU photo ID card serves as identification, a library card and for meal plans, if you wish. This also serves as your key-card, should you need access to McKenna Hall outside of business hours. The identification card is valid for the length of your contract. For more information, University Services can be reached at (206)281-2188.



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Pacific**  
UNIVERSITY

Engaging the culture,  
changing the world®

With your SPU identification card, adjunct faculty may receive admission discounts to various SPU athletic events. For more information, please call the Athletic Office at (206) 281-2085. Access to certain [software titles](#) can also be obtained by adjuncts. Our [Computer and Information Systems \(CIS\)](#) department can assist you with these products.

#### **MAIL/MAILBOX/RETURNING STUDENT WORK**

Your mailbox is located in the SBGE workroom, 2<sup>nd</sup> floor McKenna Hall. You will receive mail, announcements, and student communication there. Please check it frequently. If necessary, direct students to turn papers in to the SBGE Receptionist desk and they will be placed in your mailbox. If you would like to leave homework, graded exams, or other papers for your students to pick-up, these can also be left with the SBGE Receptionist and a folder will be created under your name. Students may then request these papers at our front desk.

#### **EMAIL/FAX**

A personal email account ([you@spu.edu](mailto:you@spu.edu)) is automatically generated for you. Your email account will be generated once your contract and all necessary forms have been returned and processed through our [Human Resources Department](#). Along with giving you access to your email, your username and email password are your credentials needed to access most campus computer services including [Banner](#), [Blackboard](#), classroom podium computers, and computers available to you in the adjunct office and at kiosks and labs around campus. You may wish to select a username more to your liking than the one automatically generated for you. This change can easily be made in Banner.

The SBGE FAX number is (206) 281-2733.

#### **WEB SERVICES/BANNER INFORMATION SYSTEM**

Adjunct faculty at Seattle Pacific University may gain online access to the "Faculty and Advisor Menu" via the web's Banner Information System ("Banner"). The Faculty and Advisor Menu enables faculty members to perform various functions and to access data related to their courses. **At the end of the term, you will submit your grades in Banner** by the date specified on your contract and listed on the university [academic calendar](#). Some functions are exclusive to campus courses and faculty. Banner access and other related problems should be directed to the CIS HelpDesk at (206) 281-2982 or [help@spu.edu](mailto:help@spu.edu). For specific instructions [visit CIS](#).

#### **OFFICE SPACE AND KITCHEN FACILITIES**

From time to time, it will be possible to make an adjunct office available to you. In general, the office, if available, will be shared by all active adjunct faculty. If an office is not available, please check with the SBGE office administrator for assistance identifying other space, when needed to meet with students. Currently, 226 McKenna, the cubicle in our central office area can be reserved for a limited number of weekly hours on a first come first served basis. Reservation requests should be made before each quarter that you teach, to [Dr. Dick Sleight](#), (206) 281-2265, [SL8@spu.edu](mailto:SL8@spu.edu).

This cubicle has a large screen all-in-one computer and access to printing on our shared multi-function copier/printers. The phone there, (206) 281-2905, can be used to call out but does not receive calls. A modest amount of storage space in the cubicle is available to each adjunct on a quarterly basis. As a courtesy to others using this space, please be sure to keep this shared office picked up. There are two kitchen areas available for your use in McKenna Hall. One is located in the SBGE workroom, the other is in the SBGE conference room. Refrigerator, microwave, ice machine and instant hot water are available. Coffee, tea, other beverages and supplies are available.

## **PARKING**

Parking in all lots is free after 4 p.m. during the regular school year and during all times in the summer. Please be careful, however, not to park in spots designated for Plant Services or other vehicles. Parking in spots generally marked for commuter parking after 4 p.m. is fine. Street parking is also available. All vehicles should be registered with the [Office of Safety and Security](#). If your class meets during the middle of the day and on-street parking will be difficult to find, a request can be made for a campus parking pass. Contact Kathy Stegman if a temporary parking pass is needed, (206) 281-2992, [kstegman@spu.edu](mailto:kstegman@spu.edu). There is a fee charged for regular parking.

## **TEXTBOOK ORDERS**

Textbooks need to be ordered well in advance of the start of the quarter. Orders not received in time will not be guaranteed to arrive prior to the first class. For specific date information, please call the SPU Bookstore at (206) 281-2172 or visit the [Bookstore web site](#).

Generally, deadlines for textbook orders follow these dates:

Fall Quarter orders	May 15
Winter Quarter orders	October 15
Spring Quarter orders	January 15
Summer Quarter orders	April 1

Publishers often will provide a desk copy of a textbook used in the classroom. For more information or to adopt a textbook, follow this [Bookstore link](#).

## **BOOKSTORE**

Located across from the Student Union Building on West Berton, by the US Bank, the SPU Bookstore supplies textbooks to support academic programs. A full array of supplies, general reading, books, gifts and personal items (including photo processing and special order services) are available. Adjunct faculty and students with an SPU ID card receive a 10% discount on their purchases. Extended hours are available at the beginning of each quarter. Textbook buy-back is held the last three days of each academic quarter during finals week. [Store hours](#) are listed at the bottom of their home page. Their phone is (206) 281-2136.

## **SYLLABUS**

The importance of a complete course syllabus cannot be stressed enough, especially for those students whose first language is not English. The purpose of the syllabus is to provide clear communication about the goals and direction of the course and to formalize communication between the instructor and students in regards to academic and logistical expectations. This essential component to the academic experience, if clearly and carefully written, will enable the University to support the adjunct faculty if a concern or dispute arises from the participants. See the [SBGE Model Syllabus](#) companion document for further guidance.

**A course syllabus is a contract with students and must include:**

- “Seattle Pacific University, School of Business and Economics”
- Course name, number and quarter
- Instructor name and phone number(s) and email
- Classroom location, class day and time
- Final exam day and time (if any)
- Office Hours/Availability

- Course objectives
- Name of text and any additional sources for readings
- Grading criteria (very important)
- Academic misconduct policy
- Assignments/expectations
- How students will receive feedback on their assignments and evaluations.
- Plan of study - by topic (quarter schedule). This should include dates for assignments and exam dates. (Be aware that final exam times and days differ during Finals Week from the normal weekly course schedule.)
- Reading Assignments
- Additional items as required by the University.
  - Statement on Students with Disabilities with reference to the office of [Disability Support Services](#). See suggested text below.
  - Include the [syllabus addendum on emergency information](#) and refer to it in class.

As stated above, Instructors are required to include their policy on academic misconduct and their policy on returning papers and exams to students. Become familiar with the [SPU policy on academic integrity](#) as given in the SPU Undergraduate Catalog. Please submit one electronic copy of your syllabus to Dr. Dick Sleight ([SL8@spu.edu](mailto:SL8@spu.edu)) no later than the start of the quarter. These are required by the University and for accreditation purposes. Dick also has additional sample syllabi available for your reference.

### **STUDENTS WITH DISABILITIES**

This or similar text should be included in your syllabus and carefully observed in your course.

“If you have a specific disability that qualifies you for academic accommodations, please contact Disability Support Services in the Center for Learning to make your accommodations request. Once your eligibility has been determined, Disability Support Services will send a letter to your professors indicating what accommodations have been approved.”

### **CAMPUS EMERGENCIES AND CLASS CANCELATION**

The campus emergency hotline number is 206 281-2800. Its recorded message would announce changes to the campus schedule due to weather related emergencies, and other emergencies such as fire, earthquake, armed intruder, or other emergencies. Be proactive in providing alternative instruction and/or readings in the event of a class cancellation (including instructor illness.) Become familiar with the university’s emergency plans and procedures and [include this page as an addendum to your syllabus](#).

### **HANDOUTS**

University-funded course handouts during a quarter are permissible, provided the total does not exceed ten pages, excluding tests and quizzes. First-time taught courses are exempt. Additional University printed secondary teaching aids such as study guides, handbooks, workbooks, manuals, lecture notes, extended bibliographies, etc. must be marketed to students through the Bookstore for all courses with expected enrollment of fifteen or higher. Materials for courses with expected enrollment of less than fifteen should be marketed through the school office.

Most instructors post assignments, PowerPoint slides, and other course documents on their course Blackboard sites, allowing students to print items as needed.

### **COPY MACHINES**

Large multi-function (print, copy, scan) machines are available in the McKenna workroom, in the main office area, and in the first floor lobby. The one in the central office area near the adjunct cubicle also

has FAX capability. Your SPU ID card acts as your access card. Color copies are charged the school at 10¢ per page while black and white copies are 4¢ per page.

**IMPORTANT: You must verify that permission has been obtained to reproduce copyrighted materials.** For more information regarding copyright policies, [our Library has complete information](#).

## SUPPLIES

Most supplies are available in our workroom. Please ask a staff member if there is something specific you need.

## CLASS LISTS

You can access the roster of students registered for your class via Banner. This is a dynamic list and includes student photos. A feature to download a roster in Excel is there. Blackboard also has a feature which allows you to email your class. [Dr. Sleight](#) can also provide you with a very complete version in Excel upon request.

It is recommended that you print a roster just before your first class meets so you have the most up-to-date information. Please take attendance on your first day of class. **If there are students in the class not appearing on the roster, list their names and remind them that they need to register for the course.** If someone does not attend by the fifth day, please confer with your faculty mentor about how to address the situation. If it is an undergraduate course, you may want to contact [Elizabeth Gordon](#), our Undergraduate Services Supervisor.

## FINAL EXAMS

For daytime classes, final exams are generally scheduled at a different time than the regular class meeting time. See the [online schedule](#) and include the time of your final exam in your syllabus. Evening classes meet during their regular times during finals week.

## SBGE GRADING POLICIES

Undergraduate: The mean course grade should approach these guideline figures:

<i>Mean Grade</i>	<i>Course level</i>
2.8 - 3.0	1000 and 2000 courses
2.9 - 3.1	3000 and 4000 courses required of all majors
3.0 - 3.2	4000 concentration & electives

Graduate: The mean course grade should be 3.4.

This policy discourages grade inflation and promotes equity/fairness in that all professors are giving roughly the same grades. The graduate mean is similar to that of many graduate programs, including that of the University of Washington. For a more detailed description of the meaning of each grade and for a description of the University's policies on incompletes see the [Undergraduate Catalog](#) on these topics.

Instructors who used term papers and other papers requiring students research, should become aware of the TURN IT IN feature incorporated into the Blackboard course management online program. It is an aid to prevent plagiarism.

Please be aware that student grades or scores **may not** be posted publicly using real names or social security numbers or other commonly identifiable means. This violates the [FERPA](#) law. You may, however, use a pre-selected code-word or number. Likewise, neither papers nor tests may be left out publicly. You may leave graded papers, exams, etc. at the SBGE reception desk. These items will be filed and may easily be picked up by students during regular SBGE office hours. You may also wish to collect a self-addressed/stamped envelope from each student for returning final tests/papers.

Grades should be submitted online through the [Banner](#) system.

**Grades are due to SAS** by the time and date listed on your contract. These quarterly grade due dates are also given on the University [academic calendar](#). It is the faculty member's responsibility to contact students if grades are submitted after the deadline. Meeting deadlines is essential for providing students with timely grade reports and official transcripts. (Please contact Dr. Gary Karns, Associate Dean, (206) 281-2948 or [gkarns@spu.edu](mailto:gkarns@spu.edu), if you have questions regarding grades or SBGE grading standards.)

### **GRADE CHANGES**

Except in cases of clerical error, no instructor may change a grade that he/she has submitted to Student Academic Services. Instructors may not allow students to complete extra work in order to boost their original grade. Grade changes must be corrected no later than one quarter following the quarter the original grade was assigned. Instructors must submit in writing the grade correction and an explanation to Student Academic Services. Change of Grade forms are available from Student Academic Services or SBGE's office administrator. If a student registers for a Pass/No Credit (P/NC) option, they may petition to change to a letter grade.

### **PROCEDURES FOR INSTRUCTOR EVALUATION**

An important tool used to evaluate the quality and effectiveness of all courses is the feedback we receive from course evaluations. Unless otherwise prearranged, instructors are required to utilize the Banner [course evaluation system](#) provided by Seattle Pacific University. Before your final exam, you should direct your students to the course evaluation system in Banner to complete the evaluation.

### **Important Resources**

#### **SAFETY & SECURITY/EMERGENCIES**

The Office of Safety and Security (601 W. Emerson) is open 24 hours seven days a week. If any on-campus emergency occurs, contact their office at (206) 281-2911, or dial **2911** from any campus telephone. Do not call 911 directly for on-campus emergencies. The decision to call 911 is made by Safety and Security. For situations that are not emergencies but need Security's services, please use (206) 281-2922 (or **2922** from on campus phones). During the weekend and evening hours, escort service can be provided for you and your students by calling this number as well. Instructors are responsible to determine how to report any accidents off campus to the agency upon whose premises they are teaching. In addition, instructors should send SBGE a report of any and all accidents or security incidents.

The emergency school closure hotline is **(206) 281-2800**. The recorded message gives information regarding delayed or canceled classes due to campus emergencies, including snow or severe weather conditions.

## **LIBRARY/ MATERIALS ON RESERVE/ VIDEO RESERVE**

SPU's \$10 million library offers collections, services and technology, as well as study, research, and meeting space. Research assistance is provided by librarians with subject specialties in the sciences, humanities, religion, fine arts, social sciences, business, education, counseling and music.

Adjunct faculty currently teaching for the University have access to library services. Your SPU photo ID card is necessary for checking out materials. The open computer lab is available for students, faculty and alumni use. From this lab, access may be gained to the Internet, email accounts, University of Washington libraries, and more. Assigned class reading materials for students may be placed on reserve at the Reserve/Media counter. Full details regarding placing materials on reserve at the University Library [are available here](#).

Arrangements for videos are made with the staff member at the Reserves counter. Please allow 24 hours for processing your request. Please call the day supervisor at (206) 281-2415 or the evening supervisor at (206) 281-2786 for assistance.

### **Library Hours:**

Library hours may change by the season or during holidays. [View the current hours here](#).

*For more information, call (206) 281-2228, or [visit the Library online](#).*

## **CENTER FOR LEARNING/ SERVICES FOR STUDENTS WITH DISABILITIES/ TIPS**

The [Center for Learning](#) (located in lower Moyer Hall) offers class-strategy consultations, learning and reading consultations, writing tutors and other services for all students. It also special responsibilities for working with students with disabilities who need special accommodations. [Important resources for those teaching students with disabilities can be found here](#).

*Call for an appointment or more information at (206) 281-2475*

## **AUDIO VISUAL EQUIPMENT**

Most media needs are handled out of our [Computer and Information Systems](#) department. Media equipment is available on a first-come, first-served basis. For more information about requesting equipment visit their [AV Checkout page](#). The SBGE Office Assistant can arrange this for you, or you may order equipment directly at (206) 281-2982. Please arrange by 3:00 pm the day before your equipment is needed.

In addition, SBGE has its own video cameras and computer presentation equipment that may be reserved during regular office hours on a first-come, first-serve basis. Contact [Dr. Dick Sleight](#) for information about technology resources in McKenna Hall.

## **EDUCATIONAL TECHNOLOGY & MEDIA (ETM)**

The [Educational Technology & Media](#) offices are located on the lower level of the SPU Library and include the instructional development resource library and non-print materials, which can help give faculty new ideas and directions with their classroom teaching. In addition, ETM (formerly ITS) offers a range of creative production services, which give faculty new media options for their content delivery. If you need help working with the audio, video, multi-media and/or the Internet, ETM is ready to assist you. ETM can be reached at (206) 281-2170.

### **SBGE/SPU ACTIVITIES**

All SBGE activities are listed on the calendar in the McKenna Hall workroom. These events include special meetings, colloquiums, etc. Please feel free to attend. It is a good way to get to know other adjuncts, faculty and staff. You should also become familiar with the [SPU Academic Calendar](#) for the quarter you are teaching.

### **SBGE COLLABORATION LAB**

Located on the first floor of McKenna Hall near the east stairway, [room 123](#) is available most hours to meet with individual students or groups to discuss course materials. This is an “active learning” space with large screen monitors where faculty or students may connect their laptops to facilitate group study. Modular furniture accommodates groups up to 18. If there is a need to reserve this study space, please contact [Dr. Dick Sleight](#). His office, 123A, is at the north end of this room.

### **CASH MACHINES**

There is a Bank of America ATM located in Weter Hall at the second floor entrance. A U Bank machine is located outside the US Bank by the SPU Bookstore. An independent cash machine can be found inside the south doors of the Student Union Building. There is also a BECU cash machine on the north side of the campus bookstore.

### **CAMPUS DINING SERVICES**

We are pleased to present new choices and exciting options for on-campus dining. Crossroads at [Gwinn Commons](#) is an innovative and unique dining experience, which conveniently offers good quality and a variety of your favorite foods. You can also enjoy great meals at our other on-campus locations: Falcons Landing, Academic Perks espresso cart, and the [Corner Place Market](#) which is also home to a SUBWAY sandwich shop. There are also Faculty/Staff meal plans available for your convenience.

### **WORKOUT FACILITY/ GYM**

The Royal Brougham Pavilion also has an aerobic room and weight lifting room located on the bottom floor, which is open to all students, faculty and staff.

Hours are subject to change based on school closings and holidays and break schedules. *For more information on the gym at Royal Brougham, call (206) 281-2307.*



## Important Policies

### COPYRIGHT LAWS

Seattle Pacific University urges all adjunct faculty to adhere to the University's [copyright requirements](#).

### STUDENT PRIVACY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Seattle Pacific University is committed to protecting the right of privacy of all individuals about whom it holds information. Adjunct faculty represents the University and has responsibilities regarding access to personal information. Certain information is considered "private" and cannot be disclosed without the written permission of the student. This information includes grades and student schedules. More details regarding [FERPA and the University's policies](#). When in doubt, please refer questions about students or their records to the appropriate SBGE staff member or the University Registrar. See the directory below.

**All faculty and staff, including adjunct faculty, are required to complete the [online FERPA training module found here](#).**

### NONDISCRIMINATION

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age or disability in admissions and access to, or treatment or employment in its programs or activities. More details regarding the University's non-discrimination policies is made available by our [Office of Human Resources](#).

### SEXUAL HARASSMENT & OTHER FORMS OF HARASSMENT

Seattle Pacific University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study and communicate with one another in an atmosphere free from unsolicited and unwelcome communication of a sexual nature. These [harassment policies and procedures](#) are intended to provide fair and equitable treatment for both the complainant and the alleged harasser. **All faculty and staff, including adjunct faculty, are required to complete the [online harassment training module provided here](#).**

DIRECTORY OF SBGE FACULTY AND STAFF CONTACTS			
<b>Undergraduate:</b>			
Dr. Denise Daniels	Associate Dean for Undergraduate Studies	281-2243	ddaniels@spu.edu
Elizabeth Gordon	Undergraduate Services Supervisor	281-2971	eg@spu.edu
<b>Graduate:</b>			
Dr. Gary Karns	Associate Dean for Graduate Programs	281-2948	gkarns@spu.edu
Dr. Jackqueline Miller	Graduate Coordinator	281-2753	drj@spu.edu
<b>Additional services:</b>			
Dr. Dick Sleight	Manager of Information Systems	281-2265	SL8@spu.edu
Kathy Stegman	Office Manager	281-2992	kstegman@spu.edu
Jared Wymer	Budget Manager (contracts)	281-2501	wymer@spu.edu