



**Adjunct Faculty Handbook**  
(Revised February 2022)

***Our Vision and Mission***

*The vision of the Seattle Pacific University School of Education is to influence the region, the nation, and the world through the equipping of educational leaders for public and private schools.*

*The mission of the Seattle Pacific University School of Education is to equip educators for service and leadership in schools and communities by developing their professional competence and character, to make a positive impact on learning.*

## School of Education Conceptual Framework

You are invited to read about the vision, mission and commitments guiding the School of Education as it prepares its educational leaders [here](#).

## Welcome

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 Education, Seattle Pacific University*

## Time Schedule

The Time Schedule is an efficient resource for identifying when and where classes meet: [spu.edu/graduate-time-schedule](http://spu.edu/graduate-time-schedule)

EDU is for General Education classes; EDMA Education Math; EDRD Education Reading; EDSC Education Science; EDSP Special Education; EDTC Education Technology; EDAD Education Administration; EDCO Education Counseling.

## Academic Dates

The Academic Calendar displays class start dates, grade submission due dates, holidays, and other [highlights](#).

## Course/Syllabi

The SOE Department Chair in your program will work with you to ensure the current syllabi and course information is available and appropriately posted.

## Textbooks

Textbooks are available through the SPU Bookstore: [spu.bncollege.com/shop/spu/home](http://spu.bncollege.com/shop/spu/home). Bookstore services are available a few days after your contract is signed and returned to the SOE. Students find it helpful to receive titles of required course texts a few weeks before the start of the course so they can buy from preferred vendors. Student email addresses are in Banner (or Canvas since enrollment integrates between Banner and Canvas). Announcements may be sent via the Canvas announcement system to all students enrolled in your course. For textbook adoptions, contact [bookstore@spu.edu](mailto:bookstore@spu.edu) at least one quarter in advance of the course start date—this enables the bookstore to provide buying options for students. Include the course title and CRN (Course Registration Number). A better option is to submit your textbooks online: [facultyenlight.com/](http://facultyenlight.com/)

Even if your course does not require a textbook, contact the [SPU Bookstore](#) so they know your preference and do not inadvertently carry-over books from the previous instructor.

Open Educational Resources (OER) are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license permitting their free use and re-purposing by others. You might consider [this option](#) for your textbooks.

## Contracts and Payments

Questions about contracts or payments may be directed to Susan Siverson, Budget Manager: [sivers@spu.edu](mailto:sivers@spu.edu) or 206-281-2438. Adjunct contracts are issued quarterly.

## Employment Eligibility Verification (I-9)

The I-9 form is required for all employees. It must be completed and submitted in person with accompanying ID no later than three (3) days from the date of employment. Please read this form carefully to ensure bringing the correct number and types of personal ID for verification. Many bring either a passport or a combination of a driver's license and social security card for this purpose. If you are not a US citizen or legal resident, please contact our Human Resources offices at 206-281-2809 or visit them at 330 W Nickerson, Seattle, WA 98119. Prospective employees residing a significant distance from our campus, should contact Susan Siverson at [sivers@spu.edu](mailto:sivers@spu.edu) or 206-281-2438 to discuss an alternate plan.

## SPU Email Setup

1. For general computer questions, contact CIS at [help@spu.edu](mailto:help@spu.edu).
2. Access to email is available a few days after your contract is signed and returned to the School of Education.
3. Faculty, staff, and adjuncts are expected to review their SPU email accounts regularly. This is the email address the university will use for important announcements.

## Banner

SPU's Banner system is used to manage all personal information for students and employees. Within a week of employment, you will be asked to update your emergency contact information in Banner. You can also establish direct deposit, view pay stubs, set privacy settings, update your address, and more. Take a moment to explore the menu options in Banner by clicking on "My SPU" at the top right of [spu.edu](http://spu.edu) and select "Banner."

## Two-Factor Authentication

Two-Factor Authentication is a process by which you use both a password (*something you know*) and a registered security device such as a smartphone (*something you have*) to log into our services. It is a common practice for many services (Facebook, Google, banks, etc.) to offer, or even mandate, 2FA for user accounts. This technology ensures that if a malicious user manages to acquire your account password, they will still be unable to log into it without the *something you have* as well. CIS has worked to make this additional security layer minimally intrusive. When you enable 2FA you will be prompted to "authenticate" the login. The most common way to do so is to use an app installed on your smartphone. For instructions and a video walk-through of how to set up your account for 2FA, please click on the "Enrolling in Duo 2FA" wiki [article](#).

## Canvas

Canvas is the online course platform where you can post course documents, assignments, and manage assessments. To log in, go to the main SPU page, hover over "My SPU" in the upper right corner, and click "Canvas." You can access more information [here](#).

## Zoom Pro Account for Online Classes

Adjunct faculty can request a Zoom Pro account from Computer Information Systems (CIS) through Banner. Follow these Wiki steps to request an [account](#).

A Pro account will allow you to host long meetings with dozens of participants, giving you access to robust recording storage. For FERPA, confidentiality, and liability reasons, SPU classes should be taught (and recorded) within SPU systems (i.e. do not use your school district or other work accounts to teach an SPU class).

## Panopto for Screen Recording

Panopto allows users to easily record their screen and/or self and additional camera inputs on their computer, uploading and streaming the content from an online location. It is the SPU-supported tool for lecture capture.

Additional Panopto features allow users easily to generate captioned videos using speech recognition technology, index videos for improved searching, have timed discussions, notes, and quizzes integrated with the Canvas Gradebook, and setup a livestream. Because Panopto is integrated with Canvas, videos can be embedded into course content pages, discussions, assignments, quizzes, or inserted as an item into a module group. Information can be found [here](#).

## Student Feedback Surveys

Student feedback on courses is available online through Canvas. For more information on how to set up these surveys, access the feedback results, or increase student participation in the surveys, visit [Faculty FAQ](#).

Please note that a minimum of five (5) student responses are required to view feedback results.

## Falcon Card

We encourage adjuncts to obtain a Falcon Card, provided by Falcon Card Services in the Office of University Services. Visit the Falcon Card Services [website FAQ page](#) for information on how to obtain your card.

The Falcon Card gives you access to a number of resources around campus including the ability to sign in to campus multi-function printers by “tapping” your card, giving you SPU Library privileges, and unlocking the doors to buildings on campus that require you to scan your card. (If you are a new adjunct, please note that after the adjunct contract is returned, there will be a few days delay before your card can be obtained and these services become available while you are being established in the SPU computer systems.) Having your Falcon Card on hand will also ensure you have your SPU ID# readily available whenever needed. More information on the [Falcon Card Services website](#) will also provide details on how you can add Falcon Funds (our campus currency) to your Falcon Card to pay for personal printing on campus and for tax-free dining at all dining retail locations on campus.

## Office Space / Keys

Contact Laurie Fryett, Administrative Assistant to the Dean, at [fryettl@spu.edu](mailto:fryettl@spu.edu) or 206-281-2219 if you need information about adjunct workspace and office keys.

## SPU Library

The Education Librarian will gladly support you and your students in learning to navigate the plethora of library resources available for research and study.

Cindy Strong, Education Librarian, [clstrong@spu.edu](mailto:clstrong@spu.edu) or 206-281-2074

Library website: [spu.edu/library](http://spu.edu/library)      Education Subject [Guide](#).

## Printing on Campus

Adjuncts have printing privileges on the general use printers on campus (accessible in Peterson Hall or the Library). Log in by tapping your Sea Pac Pass or by typing in your SPU username and password. If you are making copies, press “Use Copy Functions.” You will be prompted to select an account. Choose the account code assigned to your program.

Most instructors use digital copies for convenience and to limit copy costs. However, when paper copies are needed they can be ordered. If you have questions, please email Laurie Fryett at [fryettl@spu.edu](mailto:fryettl@spu.edu).

## Office of Safety and Security

The Office of Safety and Security assists with emergency response, inadvertent lock outs from buildings, lost and found, and vehicle assistance. Their number is 206-281-2922. It is helpful to make them a contact in your phone. For more information, [click here](#).

Learn what you need to do in case of a campus emergency. An informational booklet for SPU emergency procedures can be found [here](#).

Emergency Preparedness Information on How to Report an Emergency or Suspicious Activity, the SPU-Alert System, Lockdown/Shelter in Place, and Evacuation can be found [here](#).

## SPU Required Training Modules

Instructions for required SPU trainings (FERPA for Higher Education, Harassment Prevention for Employees, Accident Prevention, Chemical Hazard Communication, Title IX for Higher Education, and Campus Security Obligations under Federal Law) can be found [here](#).

(Click on “Instructions for required trainings”)

## Other Helpful Information

See our interactive campus [map](#).

Explore the SPU Dining Services [site](#) to find places to eat and get coffee on campus.

Learn about parking locations and regulations on [campus](#).

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