

School of Education
SEATTLE PACIFIC UNIVERSITY
Adjunct Faculty Handbook
Last revised December 2019

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 that guide the School of Education as it prepares its educational leaders here: <http://spu.edu/academics/school-of-education/about/four-commitments/conceptual-framework>

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.

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](#) shows 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 make sure the current syllabi and course information/details are available and appropriately posted.

Textbooks

Textbooks are available through the [SPU Bookstore](#). Bookstore services are available a few days after the contract is signed and returned to the SOE. Many students find it helpful to receive titles of required course texts a couple weeks before the start of the course in order to buy from preferred vendors. Student emails are located 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 the course. Contact [Faculty Enlight](#) for textbook adoptions to at least one quarter in advance of the course start date; this enables the bookstore to provide more buying options for students. Include the course title and CRN (course registration number). A better option in comparison (in comparison to emailing) is to submit your textbook [online](#). Even if your course does not require a textbook, make contact with the Bookstore so they know your preference and do not inadvertently carry-over textbooks 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 that permits their free use and re-purposing by others. You might consider this option for your textbooks.

<http://spu.libguides.com/oer>

Contracts and Payments

Questions about contracts or payments may be directed to Susan Siverson, Budget Manager, sivers@spu.edu. Adjunct contracts are issued quarterly.

SPU Required Training Modules

Access [instructions](#) for required trainings (FERPA, Preventing Harassment, Accident Prevention, Chemical Hazard Communication, Title IX, Campus Security Obligations under Federal Law).

Employment Eligibility Verification (I-9)

The I-9 form is required of all employees, and must be completed and submitted in person with accompanying ID no later than three days from the date of employment. (Please read the I-9 form carefully so that you bring the correct number and types of personal ID for your verification. Many people 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 SPU Human Resources at 206-281-2809 regarding the I-9 form, or visit their office 330 West Nickerson, Seattle, WA 98119. Prospective employees who reside outside Washington State, or a significant distance from the SPU campus, should contact Susan Siverson at sivers@spu.edu or 206-281-2438 to discuss an alternative plan.

SPU Email Setup

1. For general computer questions, including setting up an email account, contact CIS at help@spu.edu.
2. Access to email is available a few days after the contract is signed and returned to the School of Education.
3. Faculty, staff and adjuncts are expected to review their SPU email address regularly. This is a required SPU procedure. The university will use this address for important announcements.

Banner

The university'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 the Banner system. This is also where you can set up direct deposits, view pay stubs, set privacy settings, update your address after a move, and more. Take a moment to click through the menu options in Banner by clicking on "My SPU" at the top right of www.spu.edu and then select Banner.

Two-Factor Authentication (2FA)

Two-Factor Authentication is a process by which you use both a password (*something you know*) and a registered security device such as a smart phone (*something you have*) to log into services. It has become a common practice for many services (Facebook, Google, banks, etc.) to offer, or even mandate, 2FA for user accounts. This technology ensures that even if a malicious user manages to acquire your account password, they will still be unable to log into the account without the *something you have* as well.

CIS has worked to make this additional security layer minimally intrusive in your day to day. When you enable 2FA and login you will be prompted to "authenticate" the login. The most common way to do so is to use an app installed on your smart phone. 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 site where you can post course documents, assignments, and manage assessments. To log into Canvas (or receive login help), go to the main SPU page, hover over My SPU in the upper right corner, and click "Canvas." You can access more information about set-up and usage FAQ's, [here](#).

Student Feedback Surveys

Student feedback on courses is available online through Canvas. Step-by-step instructions on how to access student survey responses or to submit custom survey questions can be found [here](#). For more information on how to set up these surveys, access the feedback results, or increase student participation in the surveys, visit [Faculty Frequently Asked Questions](#). Please note that a minimum of five student responses are required in order to view feedback results.

Sea Pac Pass/Key Card

We encourage adjuncts to have a Sea Pac Pass created in the Office of University Services. Go to [Campus Card Services](#) for information about office location and hours. The Sea Pac Pass will ensure that you have a copy of your SPU ID number readily available and will allow you to sign into campus general use printers by "tapping" your card. It will also give you SPU Library privileges and access to buildings on campus that require you to scan your ID card. (If you are a new adjunct, please note that after the adjunct contract is returned, there will be a few days delay before these services are available while you are being set up in the SPU computer system.)

Office Space/Keys

Contact Laurie Fryett, Administrative Assistant to the Dean, at 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 how to navigate the plethora of library resources available for research and study.

Cindy Strong, Education Librarian
206-281-2074

clstrong@spu.edu

Library website: <https://spu.edu/library>

Education Subject Guide: <http://spu.libguides.com/edu>

Printing on Campus

Adjuncts do have printing privileges on the general use printers on campus (easily accessible in Peterson Hall or the Library). You can log in by typing in your SPU username and password, or by tapping your Sea Pac Pass. If you are making copies, tap "Use Copy Functions," then you will be prompted to select an account. Choose the code for your program.

Most instructors do as much as possible with digital copies for convenience and to limit copy costs. However, there are times when paper copies are needed. Paper copies can be ordered. If you have not ordered paper copies and have questions, please email Laurie Fryett at fryettl@spu.edu.

Office of Safety and Security

The [Office of Safety and Security](#) can assist with emergency response, inadvertent lock out from buildings, lost and found, and vehicle assistance. The number for Safety and Security is 206.281.2922 and it is helpful to have this as a contact on your phone. Learn what you would need to do in case of a campus emergency before one happens. [Be Prepared](#) is the informational booklet for SPU emergency procedures.

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

Helpful Information

Check out the [Campus Maps](#). Learn more about [Parking and Regulations](#).

Look at the [Dining Locations and Hours](#) site to find places to eat and get coffee on campus.

DIRECTORY OF SOE FACULTY AND STAFF CONTACTS			
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