Welcome

Welcome to Seattle Pacific University. We are pleased to have you join us as you share your expertise with our students. Adjunct faculty perform an essential role in the courses and programs offered by Seattle Pacific University.

This handbook provides information regarding policies, procedures and responsibilities for adjunct faculty, as well as available University resources and services. Adjunct faculty are expected to read and follow all policies and procedures as outlined in this handbook or any updates. We are happy to clarify any information and answer other questions as they may arise.

We hope your experience with Seattle Pacific University is positive. We are grateful for the contribution you will make.

SPU Mission Statement

Seattle Pacific University is a Christian university fully committed to engaging the culture and changing the world by graduating people of competence and character, becoming people of wisdom, and modeling grace-filled community.

SOT Mission Statement

The School of Theology at Seattle Pacific University aspires to embody God's diverse kingdom, equipping the people of God to be transformative agents in the world through the gospel of Jesus Christ and the power of the Holy Spirit.

SOT Contacts

Nate Hoover, Office Manager: hoovern@spu.edu (206) 281-2136

    Contact Nate with any general questions about the School of Theology or available services.

Laurie Collins, Budget Manager: lcollins@spu.edu (206) 281-2086

    Contact Laurie with any concerns regarding contracts and payments

Doug Koskela, Associate Dean for Undergraduate Studies: kosked@spu.edu (206) 281-2261

    Contact Doug with any questions about curriculum, pedagogy, or academic policy

Getting Organized

CAMPUS MAP

Click here to view the Seattle Pacific University campus map.

E-MAIL

A personal email account (you@spu.edu) is automatically generated for Adjunct faculty contracted for an academic quarter or longer. For help with login information, please contact CIS at (206)281-2982 or https://wiki.spu.edu/display/HKB

PARKING

SPU Campus parking passes are available from the Office of Safety and Security. Please contact the Office of Safety and Security for more information and to register your vehicle.

SAFETY & SECURITY/EMERGENCIES

If any on-campus emergency occurs, contact the Safety and Security Office at (206) 281-2911. (Dial x2911 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 x2922. During the weekend and evening hours, escort service can be provided for you or your students by calling this number as well.

For off-campus courses and/or events, instructors are responsible to determine how to report any accidents to the agency upon whose premises they are teaching. In addition, instructors must report all accidents or security incidents to the SPU Safety and Security office immediately. The office is open 24 hours a day.

EMPLOYEE POLICIES

All adjunct faculty should carefully review employee policies at the Human Resources web page: https://spu.edu/administration/human-resources.

IDENTIFICATION CARDS

SPU photo ID cards may be obtained from the University Services at 3220 Sixth Ave. W. University Services hours are Monday through Friday, 8 a.m. to 6 p.m. The SPU photo ID card is used for identification, building access, and library services. Meal plans can also be purchased if desired. The identification card is valid only for the duration of the adjunct faculty contract. For more information, University Services can be reached at (206)281-2188.

Falcon Card Services: https://spu.edu/administration/falcon-card-services

With an SPU identification card, adjunct faculty will receive admission discounts at various SPU athletic events. For more information, please call the Athletic Office at (206) 281-2085.

CATALOGS/TIME SCHEDULE

Seattle Pacific University's Undergraduate and Graduate Catalogs include degree requirements, program descriptions, and academic policies for enrolled students. The Time Schedule, a complete list of all classes (including instructors, class and final times, credits, classroom assignments, etc.) is also offered online.   View the current Catalog and Time Schedule online here.

SNOW CLOSURE HOTLINE

The snow school closure hotline is (206) 281-2800. The recorded message gives information regarding delayed or canceled classes due to snow or severe weather conditions. Information regarding closures can also be found on the SPU homepage www.spu.edu and will be emailed to your SPU account once a decision has been made.

BANNER INFORMATION SYSTEM

Adjunct faculty at Seattle Pacific University will 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 find class rosters and enter final grades. 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.*

To access Banner from the SPU homepage (www.spu.edu), click the MySPU tab on the top right of the screen and select Banner. After your hire paperwork has been processed, you may log into Banner using your SPU Username and Password.

CANVAS

SPU's learning management system is Canvas. This platform serves as the host of course websites and other learning resources. To access Canvas from the SPU homepage (www.spu.edu), click the MySPU tab on the top right of the screen and select Canvas. The Educational Technology and Media (ETM) department offers a helpful support page for Canvas, which can be accessed here: https://wiki.spu.edu/display/ETMH/Canvas. Instructors may contact ETM directly for more specialized training if desired.

COPY MACHINE/KEY CODES

On-campus photocopy machines are available on each floor of Alexander Hall for course-related materials. Please contact Nate Hoover in the SOT main office for further assistance.

IMPORTANT: Copyrighted materials require permission for reproduction. Instructors are responsible for adhering to all applicable copyright laws.

SALARY PAYMENTS

Payroll checks are available on the first of the month. Refer to contract for payment schedule. All payments are distributed through direct deposit. To sign up for direct deposit through Banner, log into your Banner account. From the Main Menu, go to Employee Menu, then go to Employee Pay and Account Menu, then go to Setup Direct Deposit and follow the instructions. If you have any questions, contact the Finance Office at X2066.

Payments to adjunct faculty or independent contractors will not be processed until the following are received:

- W-4
- Background Check
- Immigration and Naturalization Service (INS) Form I-9, Employment Eligibility Verification
- A signed contract
- Direct Deposit form (submit via Banner)

CAMPUS DINING SERVICES

Numerous dining options are available on campus. For more information and hours, please consult the Campus Dining Services web page at https://spu.sodexomyway.com/index.html.

Instructional Resources

SYLLABI

The Associate Dean will distribute a syllabus boilerplate document (updated regularly) to all instructors. This document includes the policies and statements that should be included in every course syllabus. Syllabi should be ready for distribution by the first day of class at the latest, and a copy of each syllabus should be sent to Nate Hoover for SOT records. Syllabi can be distributed to students electronically and/or on paper.

TEXTBOOK ORDERS

Instructors are responsible to work with the SPU Bookstore to order textbooks for on-campus courses, as appropriate to the course content. To order course texts online, please visit the SPU Bookstore website (https://spu.bncollege.com/shop/spu/home), click "Textbooks" and follow the instructions found under the "Faculty Resources" tab. Deadlines for textbook orders for on-campus on a quarter system follow dates determined by the Bookstore according to the quarter/ schedule. Please contact the Bookstore for deadlines.

ACADEMIC CALENDAR

The current academic calendar can be accessed here: https://spu.edu/calendar-and-events/academic. Instructors are required to adhere to this calendar for course meeting dates, holidays, and grade submission deadlines.

ACADEMIC POLICIES

For any questions about university academic policies, instructors should consult the "Academic Policies and Procedures" section of the appropriate Catalog, available here: https://spu.edu/catalog.

STUDENT FEEDBACK SURVEYS

Students will be prompted by an automatic email to complete the Student Feedback Survey near the end of the quarter. Students will complete these surveys on Canvas, and instructors can review responses in Canvas after grades are posted. Student confidentiality is protected, as instructors only see aggregate data and comments without student names or ID numbers.

SPU LIBRARY

The SPU Library offers collections, services and technology, as well as space for study, research and meetings. Research assistance is provided by librarians with subject specialties in the sciences, humanities, religion, fine arts, social sciences, business, education, counseling and music. The Librarian for Theology and Philosophy is Steve Perisho, he can be reached at sperisho@spu.edu or at (206)281-2417. Adjunct faculty may access library services. The SPU identification card serves as the library card.

For more information, please consult the Library web page: https://spu.edu/library.