

ADJUNCT FACULTY HANDBOOK

2016-2017

University of Cincinnati
Blue Ash College

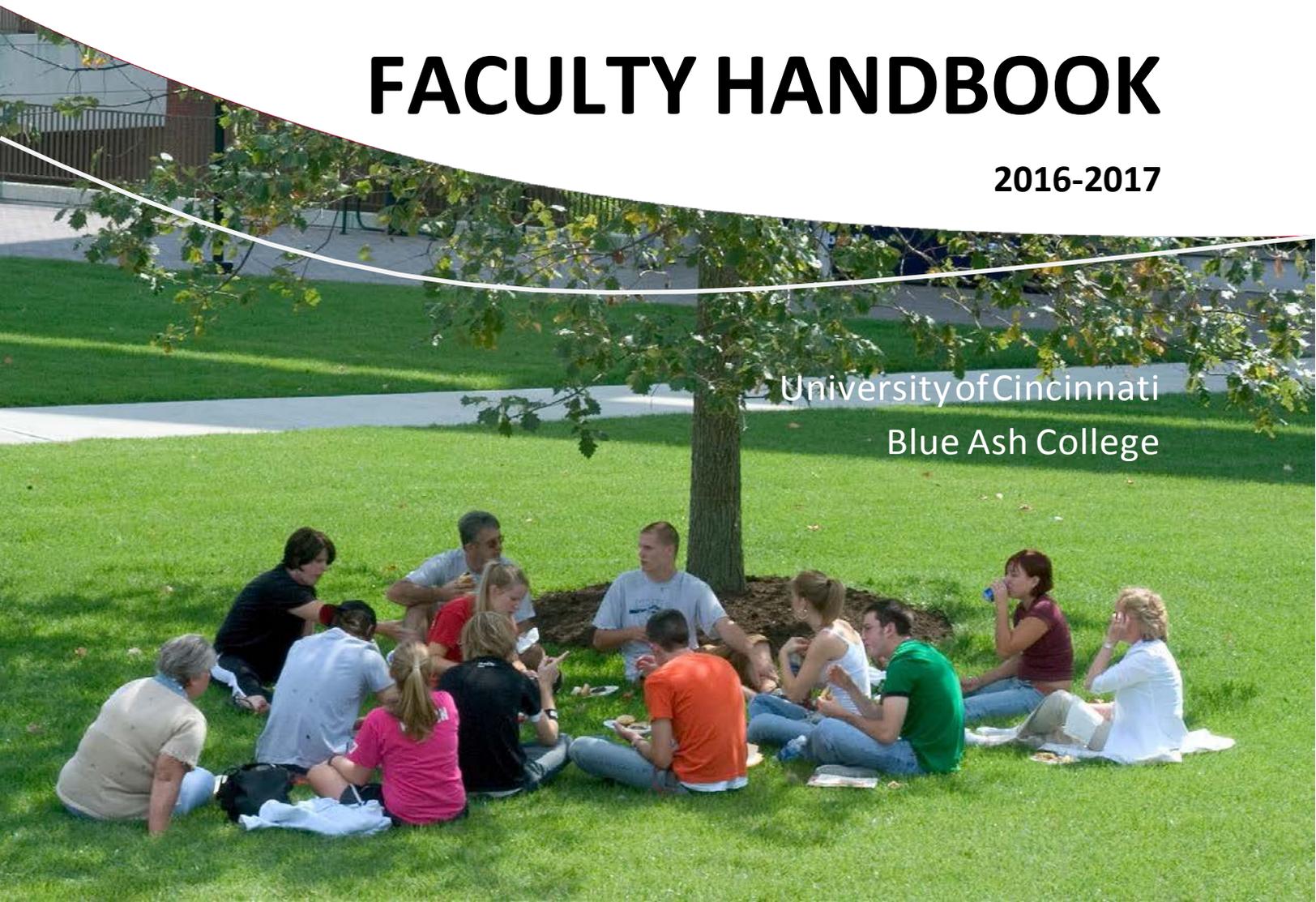


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Introduction

Welcome to the University of Cincinnati Blue Ash College! The origins of the University of Cincinnati can be traced back to the founding of the Cincinnati College and The Medical College of Ohio in 1819. The City of Cincinnati established the University of Cincinnati in 1870. In 1968, the University of Cincinnati became a municipally-sponsored, state-affiliated institution. Full state university status occurred in 1977.

Raymond Walters College was established in 1967 in the community of Blue Ash with the original building now known as Muntz Hall. This building, with the 1976 addition, was dedicated as the Ernest G. Muntz Hall on February 24, 1991. Flory Hall, built in 1970, was the second campus building and was dedicated as the Harriette E. Flory Hall on May 6, 1990. The campus has been dramatically enhanced with the addition of the Science and Allied Health Building, dedicated as Walters Hall on May 14, 2012, the Veterinary Technology Building and the creation of a central quadrangle.

Dr. Hilmar Krueger, the Founding Dean, was succeeded in 1969 by Dr. Ernest G. Muntz. Dr. Neal Raisman was appointed as Dean in 1990. Dr. Roger Barry and Dr. Howard Gundy served as Interim Deans from 1992 to 1993. Dr. Barbara Bardes served as Dean from 1993 thru August 2003, and Dr. Dolores Straker served as Dean from September 2003 to September 2007. Dr. Don O'Meara served as Interim Dean from September 2007 through June 2010. Dr. Cady Short-Thompson began serving as Dean July 1, 2010. In June 2011, the Board of Trustees of the University of Cincinnati approved the college's name change from Raymond Walters College to the University of Cincinnati Blue Ash College.

The University of Cincinnati Blue Ash College Adjunct Faculty handbook contains information that serves as a guide for adjunct faculty members.

UCBA Guiding Statements

UCBA Mission Statement:

The University of Cincinnati Blue Ash College provides an excellent and accessible education for students from a wide array of educational and cultural backgrounds. Our student-centered approach to teaching and comprehensive services engage students so that they can acquire the knowledge and skills needed to succeed academically, personally, and professionally. We promote innovative scholarship and creative works, free inquiry, lifelong learning, and service beyond the classroom.

UCBA Vision Statement:

The University of Cincinnati Blue Ash College will be a recognized leader in providing exceptional teaching that inspires students to unlock their potential and contribute to the local and global communities. Thus, we are committed to excellence in teaching, service, and professional activity. We regularly host and attend workshops on teaching topics, serve on multiple committees at all levels (department, college, university, and community), and engage in discipline-specific and/or scholarship of teaching and learning research, leading to conference presentations and publications. If you are interested in learning more about the specifics of our work, please feel free to ask. We are more than happy to share with you our teaching philosophies, opportunities for professional growth, and ideas on how to improve your teaching at UCBA.

UCBA Core Values:

UC Blue Ash College Core Values. The faculty, staff, and students of the University of Cincinnati Blue Ash College work together to carry out the college's mission and vision, guided by a special set of core values that are the foundation of who we are and what we want to become.

At UC Blue Ash College we value:

- The individual talents of our students, faculty and staff
- Student-centered teaching that challenges and inspires
- Comprehensive education that develops critical thinking and an engaged citizenry
- Rigorous, accredited programs of study
- Accessible and affordable education
- Diversity in experiences and perspectives
- Innovative scholarship and creative works
- Service to the broader community

Organization of UC Blue Ash College

1. The Dean.

The Dean is appointed by the President of the University in consultation with the Provostal Committee to which two UC Blue Ash College faculty members are elected by the UC Blue Ash College faculty.

The Dean is reviewed every five years as required by the policies set by the Board of Trustees. He/She may be reappointed. The Dean reports to the Senior Vice President and Provost for Academic Affairs.

2. Departments

A. Department Chairpersons are nominated to the president through the provost by the Dean, in consultation with the respective Departments, which adopt their own procedures and criteria for evaluation and for recommendation of a candidate. The term of office is three to seven years. The Department Chairperson receives an added stipend and reduced teaching load during the term of office.

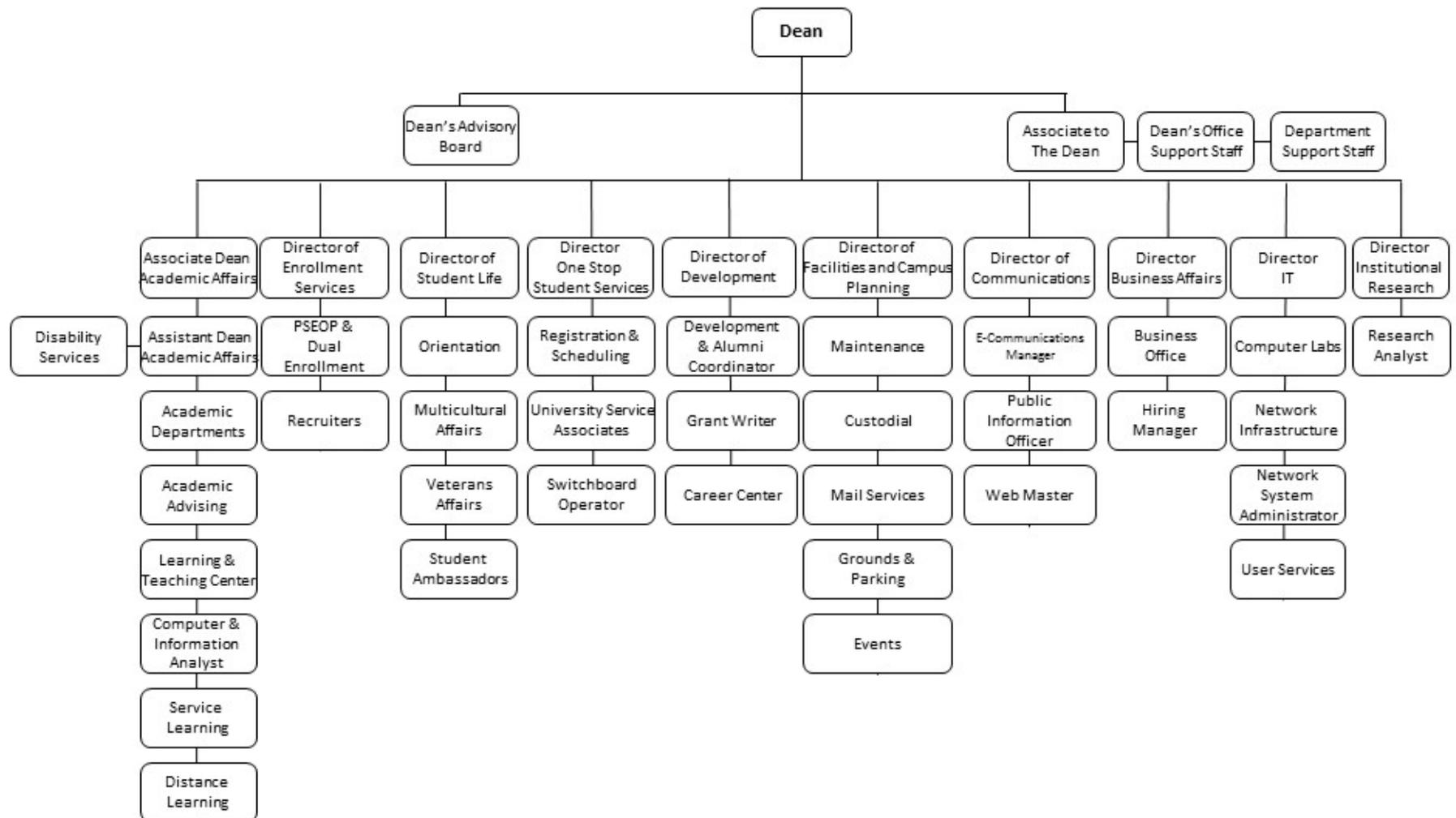
B. Directors are appointed by the Dean upon recommendation of a search committee. The Dean requests these Departments to evaluate their Directors periodically. By contract, the term of office is between three and seven years. (See AAUP Contract.)

C. Each Department adopts its own bylaws and procedures and sets its own advancement criteria. None of these, however, may be in conflict with College and University requirements found in their respective bylaws or in the University-AAUP Contract.

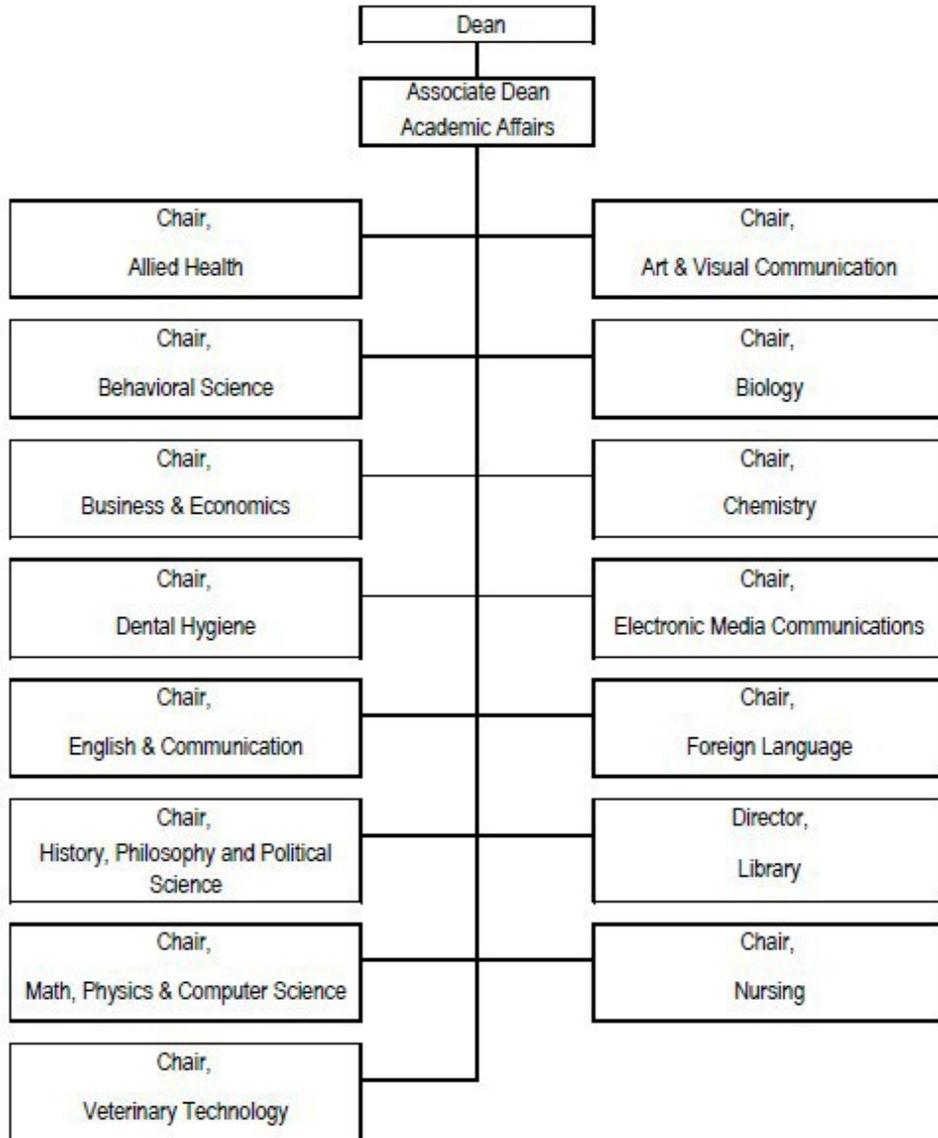
D. Each Department member is obligated to participate in the business of the member's Department and to be completely familiar with its practices and expectations.

E. The duties of each Chairperson and Director will be determined by the Department's bylaws, by the College bylaws, and by the Dean. These duties include (but are not limited to):

- Serving on the UC Blue Ash College Curriculum Committee;
- Presiding at Department meetings;
- Making recommendations with respect to budget matters, new courses, new programs, advancement, tenure, or dismissal (or non-reappointment) of Department members;
- Evaluating members on a regular basis in accordance with Department, College, and University policy and AAUP Contract;
- Keeping each member informed as to his/her status in the Department and in the College Promotion and Tenure process;
- Keeping records of Department bylaws, practices, procedures, and criteria for advancement and making such information available annually to every member of the Department, to the Dean, the Executive Committee, the Reappointment, Promotion and Tenure Committee;
- Keeping adequate written records of all matters affecting the status of each Department member;
- Maintaining such other records as are required by the College, the Dean, and the University.



UC Blue Ash College
Academic Structure



Overview of Requirements for **Adjunct Faculty**

GETTING STARTED

- Make sure you sign and return your teaching contract each term in a timely fashion.
- Complete the Verification of Teaching Assignments online form sent via e-mail from the Business office each semester.
- Have your official transcripts sent to the UC Blue Ash College Dean's Office to the attention of Meg Anderson.
- Parking decals can be obtained from the business office (Muntz Hall room 140) each semester. More information and a parking permit decal request form can be found here:
<http://www.ucblueash.edu/resources/getting-around/parking/permits.html>
- An Adjunct FAQ guide can be found here:
<http://www.ucblueash.edu/resources/faculty-staff/learning/faqs.html>

RESPONSIBILITIES

- Participate in at least one professional development opportunity each year. This could be in your discipline or about pedagogy or technology. You'll report this yearly.
- Hold at least one office hour per week, per course. Ensure students know how, where, and when they can reach you. We collect this information the beginning of each semester.
- Check your UC email regularly. Respond to your department chair and students within 48 hours.

TEACHING YOUR COURSES

- Use Blackboard for your courses, or discuss alternatives with your department chair.
- Get the learning outcomes and course description from your department chair.
- Report attendance as federally required, either through Blackboard or the college alternative.
- Submit grades within 48 hours of the final exam. Enter the Online Class Grading application through one of two web options:
 1. Canopy and Blackboard users. You may "export" your grades into Online Class Grading from *Course Tools* in Blackboard. By exporting your grades you will be transported into Online Class Grading without the need to re-enter a User ID or password. You will verify the grades exported & submit within the application.
 2. Instructors not using Canopy and Blackboard: Log in to Online Class Grading by following the link on the Registrar's website <http://www.uc.edu/registrar>. Once logged in, you will be asked to select the term desired then you will be presented with a list of your classes. Click a class link and enter grades accordingly. There are instructions for the Online Class Grading application on this website as well. Select Faculty Resources (left column) then Grading.
- Know and understand the grading options. A complete description is available at:
http://www.uc.edu/registrar/faculty_resources/grading_scales.html
 - W = Withdrawal (Official)
 - UW = Unofficial Withdrawal
 - X = Unofficial Withdrawal - No academic attendance
 - I = incomplete.



UNIVERSITY ID

UCBA Security Office, Muntz 134 or (513) 556-1111. Badge can be used to access buildings after hours. Contact your department chair for more information.



PARKING PASS

UCBA Business Office, Muntz 140 or (513) 745-5660. Parking registration form & payment is required. Parking pass will be delivered to on campus mailbox if submitted through mail.



KEYS

UCBA Business Office, Muntz 140 or (513) 745-5660. Keys can be picked up one week prior to start of the semester. Your chair must give approval first.



MAILBOX & VOICEMAIL

UCBA Mailroom, Muntz 108A or (513) 936-1663. A voicemail phone number can be established (optional).



IT SUPPORT

UCBA IT Office, Muntz 110 or (513) 745-8308.



COPIES

You must use your department assigned copy code to make copies. Call 513-745-5660 if you lose your code.



BLACKBOARD

Account activation questions: (513) 745-5660
Helpline (after activation): (513) 556-1602
<https://canopy.uc.edu>



OFFICE SPACE

Shared office space is available. Contact your department secretary for details.

UC Blue Ash Policies and Procedures

University Academic Calendars:

There is a university calendar for all important dates such as holidays, scheduled breaks, exam week, and course add/drop deadlines. These dates must be adhered to. A link to official university calendars can be found here:

<http://onestop.uc.edu/calendars.html>

Policy on Final Exams:

Final Exams are scheduled at a different time and does not occur when the course usually meets. Please see the calendar link above for a description of exam times. You are not permitted to give a final exam or final assignment during the last week of courses because that short-changes students a week of instruction.

Policy on Class Scheduling

- You are not permitted to cancel the Wednesday class before Thanksgiving.
- In order to change a classroom, contact your department chair.
- You are not permitted to give a final exam or final assignment during the last week of courses
- All students must be enrolled to attend class. They must enroll as “auditing” the course if no grade or credit is desired.

Emergency Cancellation Policy

If this class must be cancelled due to an emergency, the cancellation must be posted as an announcement on Blackboard as soon as possible, and an announcement will be placed on the door to the classroom. Contact your department chair or your program coordinator as soon as you know class must be canceled.

Weather Cancellation Policy

In the event our campus closes due to inclement weather, an announcement will be posted on the university’s website as well as blackboard and local news outlets. You can also sign up to receive text messages that alert you to any closures or emergencies. For more information see:

<https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>

Policy on Blackboard Use – *Your Online Connection to Your Students*

The minimum expectations for your use of Blackboard include posting your syllabus, contacting students through the e-mail function, posting announcements for class changes and important reminders (e.g. an upcoming exam), and using the Gradebook function so that students can track their grades throughout the semester. If you are new to Blackboard, you can look at the tutorial videos at <http://ondemand.blackboard.com/>. Instructional Workshops are also available. Contact your department chair for help in attending one of these workshops.

Policy on Choosing a Textbook

UC Bookstore textbook ordering site:

<https://adoptions.efollett.com/OnlineAdoptionsWeb/logon.html?storeNumber=030>

You will need to create an account that you will continue to use as long as you are a faculty member at UCBA.

Follow the prompts. Select College Code 28 which will require the book to be sent to the Blue Ash College Bookstore. This system is very user-friendly; however, if you run into any problems, either email the bookstore (0030mgr@fhg. follett.com, or 0030txt@fhg. follett.com) or stop in to our bookstore (745-5610) in Muntz Hall for assistance.

Add/Drop/Withdraw Course Policies

Students requesting a course addition:

Student must provide an "Add/Drop Form." From the eighth (8th) day of the term through the 16th day of the term, additions to a class schedule requires only the approval of the instructor. Thus, only the class instructor's signature is required on the Registration Change (Add/Drop) Form" through the 16th day of the term. A college signature is not required.

Beginning with the 17th day of the term, however, both the approval of the instructor and the college are required, and so the "Registration Change (Add/Drop) Form" must be signed by both the instructor and a representative of the college offering the class

Dropping Courses - Students should refer to the proper deadlines calendar to ensure that they will receive a full or partial refund for dropping a course or to ensure they meet the deadline for withdrawing from a course.

<http://www.uc.edu/registrar/calendars.html>

Drop verses Withdrawal- A drop occurs up through the 16th day of the term. A dropped course will not appear on a transcript. A withdrawal occurs after the 16th day of the term, but still within the term. Students may withdraw after the 16th day up through the 58th day of the term. An official withdrawal appears as a "W" and does not impact GPA

Student Course Evaluation Policy

Student course evaluation forms have been designed to use a five-point scale. Spaces for students' written comments are also included on the document. Individual departments may use additional evaluation forms as they see fit. *Procedures are as follows:*

1. The instructor shall arrange for a student, colleague or other responsible person to administer the student opinion survey while the instructor absents herself/himself from the room.
2. The person administering the survey will place the surveys in a sealed envelope and will return the completed forms to the program coordinators.
3. A typed summary of the results of the evaluations will be given to the instructor. Original evaluations are the property of the Faculty member being evaluated. In order to maintain student confidentiality, however, each Department will determine when it is appropriate to return the original evaluations to the Faculty member.

University-Wide Grading Policies

Grades must be submitted within 48 hours of the final exam. To assign grades, you must log in online at the link here: http://www.uc.edu/registrar/faculty_resources.html

University's Grading Scale

Grade	Description	GPA Points
A	Excellent Work	4.0000
A-		3.6667
B+		3.3333
B	Good Work	3.0000
B-		2.6667
C+		2.3333
C	Satisfactory Work	2.0000
C-		1.6667
D+		1.3333
D	Poor, But Passing Work	1.0000
D-	Minimum Passing Work	0.6667
F	Failing Work with Full Participation	0.0000
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000
W	Official Withdrawal with academic attendance	N/A
WX	Official Withdrawal without academic attendance	N/A
UW	Unofficial Withdrawal with academic attendance	0.0000
X	Unofficial Withdrawal without academic attendance	0.0000
SP	In Progress – Satisfactory	N/A
UP	In Progress – Unsatisfactory	N/A
NP	Not Proficient	N/A
NG	No Grade Reported	N/A

Grade Explanations ("I," "W," "UW," or "X")

"I" (Incomplete)

The incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the course work has been completed. The incomplete grade is appropriate only when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship. Completion of the remaining course work does not include attending course sessions in a subsequent term.

The instructor who assigns the incomplete grade may set a specific date (up to one year) by which the student must complete the remaining course work. The student must work with the instructor to develop an agreement that indicates the date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the student with a full year to complete the remaining course work. If the remaining course work is completed within the time period agreed upon by the instructor and the student, and that completion occurs within the one year, then the instructor will submit, to the Registrar's Office, a change of grade based on the quality of the remaining work. If no specific time for completion is set by the instructor, the student has one year (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the one-year period (i.e., one year from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade.

The incomplete grade incurs no grade quality points (none) in the term following the assignment of the incomplete grade and is not calculated into the grade point average (GPA). Thereafter, zero (0.0000) grade quality points are assigned, and zero quality points are calculated into the GPA. After one year, if the incomplete grade has not been resolved, the "I" grade is converted to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F".

"W" (Official Withdrawal, partial Academic Attendance)

Drop verses Withdrawal

- A drop occurs up through the 16th day of the term. A dropped course will not appear on a transcript.
- A withdrawal occurs after the 16th day of the term, but still within the term. Students may withdraw after the 16th day up through the 58th day of the term. An official withdrawal appears as a "W" and does not impact GPA.

"UW" (Unofficial Withdrawal, partial Academic Attendance)

Given to those students who did not officially complete the withdrawal process; the lack of academic attendance is the basis for a failing grade. The "UW" carries zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

Students who cease academically attending at some point in the course or who never academically attend the course are considered to be "unofficially withdrawn students." These students will receive a "UW" or "X" grade. Both carry zero (0.00) quality points and are calculated into the GPA like the "F" grade.

"X" (Unofficial Withdrawal, No Attendance)

Given to those students who did not officially complete the withdrawal process and did not academically attend any classes or submit any assigned work. The "X" will appear on the transcript and will carry zero (0.00) quality

points. It is calculated into the GPA like the "F" grade.

Students who are considering an official or unofficial withdrawal from a course should consult the university's policies and procedures and consider the implications of these actions with respect to financial planning including but not limited to financial aid, alternative loans and other sources of tuition funding.

Federal funds are awarded to the student with the expectation that the student will complete the course(s) for which he or she has registered in a given term. When a student does not complete the course(s), then it is necessary for the University to review the aid amount awarded to the student based on the courses that the student has dropped or withdrawn. Student who completely withdraw from courses for any term are subject to the Return of Title IV (R2T4) refund calculation as dictated by federal regulations. Instructors approached by a student wishing to discuss withdrawal from one or more courses should refer the student to the One Stop Student Service Center for information related to the student's specific financial circumstances. Instructors are reminded that their final grade assignments must be based upon the student's academic performance in the course and must not take into account the financial aid and/or personal financial consequences of that grade assignment on the student.

"WX" (Official withdrawal, Non-attendance)

Given to those students who did officially complete the withdrawal process but who did not academically attend any classes and did not submit any assigned work.

Appears in the Online Class Grading roster as either "EW" or "W." The instructor may replace a "W" appearing on the Online Class Grading roster with a "WX" by clicking "no" attendance for that student. An assignment of "WX" has no impact on the student's GPA. A "W" will appear on the student's online grade report and on the transcript. The "WX" recognizes the student's official withdrawal from the class and only records the fact of non-attendance.

Students who wish to withdraw from a course must officially complete the process per University guidelines; doing so is solely the student's responsibility. In doing so, the student should refer to the appropriate term's academic calendar posted at the Registrar's Office website, as the withdrawal process will vary according to the chosen withdrawal date.

Preparing Your Course Syllabus

Your syllabus acts as a contract with your students. It is essential that one is prepared and made available to them. Here are some items that you may want to include in your syllabus:

Learning outcomes and course description

Attain these from your department chair

Disability Services

The University is committed to providing students with disabilities equal access to all university programs and facilities. If you have a disability requiring accommodations please contact the Disability Services office. Location: Muntz Hall 112J. Telephone: (513) 792-8625.

UC Code of Conduct

The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct. http://www.uc.edu/conduct/Code_of_Conduct.html. Resources about plagiarism can be found at this link: <http://guides.libraries.uc.edu/content.php?pid=292819&sid=2404229>. Contact Assistant Dean Greg Metz for more information.

Plagiarism

Plagiarism is representing someone else's work as your own and is considered academic misconduct at the University of Cincinnati. Any final document submitted that contains plagiarism will receive a failing grade. The easiest way to avoid plagiarism is to cite your sources. The University of Cincinnati has an extended statement on plagiarism at this website: <http://www.libraries.uc.edu/instruction/students/plagiarism.html>

Writing Center and Study Skills Center

The Writing and Study Skills Centers at UCBA offer writing, reading, and study skills tutoring services free of charge to UCBA students. Appointments can be made through Starfish (an option in Blackboard) or by calling 513-792-8625. They encourage appointments, but they also welcome walk-ins. Location: Muntz Hall 112K. You may contact them online through Skype using the Skype name of: ucbawritingcenter.

Science Learning Lab

The Science Learning Lab, located in Walters 200, is designed to help students in Biology, Chemistry, Nursing, and Allied Health. The lab provides free individual and small group tutoring as well as space for peer study groups. Students using the lab have access to computers, anatomical models, microscopes, radiological films, and textbooks. Fall Hours: M – R 8 – 8, F 8 – 4:30, Su 12 – 4

Computer Lab

The student computer lab on the UCBA campus is located in 110 Muntz Hall. The hours are M-Th 7:30am – 10pm, F 7:30am-5pm, and Sat 10am-4pm. For updated info, see this website: <http://www.ucblueash.edu/it/labs.html>

Math Lab

The Mathematics Department provides a tutoring center, which is free to all UCBA students on a regular or drop-in basis. It is equipped with supplementary texts and materials, is staffed by academic tutors and is administered by a member of the Mathematics Department. Its located in 112G Muntz Hall. The hours are M-Th 8am – 8pm, Fri 8am – 5pm. And Sat 12pm – 4pm. Kevin Keller is the Lab Manager. Phone: 936-5760.

Library

Our library is located in 117 Muntz Hall, just beyond the food court area. This space includes printing facilities, computers, books, periodicals, study space, and rooms that can be reserved for group work. Please see the website for updated hours and services: <http://www.libraries.uc.edu/ucba/>

Counseling Services

Counseling services are available to provide a healthy and supportive environment for student success through services that address the developmental, clinical, and preventive needs of students. Our therapist is Jill Trigg. Services are available to UC Blue Ash matriculated students free of charge. Call 513-745-5670 to schedule.

General Education **[Only for General Education Courses]**

[Course name, e.g., English Composition] comprises a set of university-wide required General Education courses that are designed to help you develop knowledge and skills as you work to achieve the four Baccalaureate Competencies. The Baccalaureate Competencies are the critical abilities shared by all educated persons, and they comprise a major component of the General Education Program. There are four Baccalaureate Competencies: Critical Thinking, Effective Communication, Knowledge Integration, and Social Responsibility. **[Course name, e.g., English Composition]** focuses on **[Choose appropriate ones, e.g., Critical Thinking] and [Effective Communication]** More information on General Education Course Syllabi can be found here:

http://www.uc.edu/content/dam/uc/provost/docs/undergraduate_affairs/syllabus_recommendations_for_general_education_courses.pdf

Blackboard Help

For Blackboard password issues, contact the Blackboard help desk at 513-556-1602 or blackboard@uc.edu. UC Blue Ash offers technology and Blackboard workshops for students, free of charge. Please see this website for more information: http://www.ucblueash.edu/tech_workshops.html. Furthermore, for quick little video tutorials for some common Blackboard tasks, like posting to a discussion board, checking grades, or submitting assignments, this website contains short, helpful clips: <http://ondemand.blackboard.com/students.htm>

Emergency Cancellation Policy

If this class must be cancelled due to an emergency, the cancellation will be posted as an announcement on Blackboard as soon as possible, and an announcement will be placed on the door to the classroom. If you do not have access to Blackboard before leaving for class, you may want to exchange phone numbers with someone in class who can pass on this announcement.

Weather Cancellation Policy

In the event our campus closes due to inclement weather, an announcement will be posted on the university's website as well as blackboard and local television news outlets. You can also sign up to receive text messages that alert you to any closures or emergencies. For more information see:

<https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>

Drop/Withdraw Dates

Students should refer to the proper deadlines calendar to ensure that they will receive a full or partial refund for dropping a course or to ensure they meet the deadline for withdrawing from a course.

<http://www.uc.edu/registrar/calendars.html>

If you receive financial aid, you should check with a financial aid adviser before dropping or withdrawing from a course—this can affect your aid. See this website for more information:

<http://financialaid.uc.edu/eligibility/recalculation.html>

Academic Progress Report:

Many students need or want to meet with their professors to complete academic progress reports throughout the term. You may need to do this if you:

- are in the College Program for Academic Success (CPAS)
- are a student-athlete
- are receiving a scholarship or grant
- want additional feedback on your academic performance for yourself or your advisor

In order to have a productive discussion that gives you valuable feedback, please come to my office hours or make an appointment. Please fill-out the first part of the form and bring it to our meeting so that we can complete the second section together.

The UCBA Academic Progress Report is a required form for CPAS students and is available for all students to use. The form is posted under the Resources section of the UCBA Advising Center's CPAS webpage at <http://www.ucblueash.edu/academics/advising/cpas.html>

Bearcat Bond

As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world.

- Academic Excellence
- Responsibility and Empowerment
- Integrity
- Diversity
- Civility and Community

Scheduled University Holidays or Breaks

You may also want to provide a list of days where there is no school for the university. Such days can be viewed on the university calendar in the link above.

College Program for Academic Success (CPAS)

The College Program for Academic Success is an intensive, support program for students who are conditionally admitted to the college. CPAS supports the college's mission to provide opportunities to students from a wide array of backgrounds, but it goes even further: It also helps at-risk students to succeed and reach their goals.

CPAS students are required to meet bi-weekly with their academic advisors and take specific courses, with the goal of developing study skills and a strong academic foundation during their first year in college. CPAS students are required to utilize UCBA academic support systems (i.e., tutoring labs) and to meet with their professors to complete Academic Progress Reports several times each term. Students must meet a minimum percentage of participation in these CPAS activities in order to be eligible to register for the next term. In addition, each CPAS student is required to earn a minimum grade point average and earn 67% of the credit hours attempted each semester. After successfully completing two semesters in CPAS, students are granted regular admission.

Students who do not meet the program requirements are excused from the university for one year and are encouraged to pursue work, volunteer, or other educational opportunities so that they can return to UCBA better prepared for the challenges of college.

Faculty members often ask what they can do to help CPAS students. Here are some helpful tips and advice to help CPAS and other students:

- 1. Encourage CPAS students, just as you would any other student.** You can help CPAS students by promoting their participation in class. Let them know that asking appropriate questions is a sign of a good student and that you are available to meet with them. CPAS activities are designed to help students learn to take the responsibility for their own success, and they are encouraged to identify themselves to you early in the term. Except for meeting to complete Academic Progress Reports, you do not need to provide extra or unusual support for CPAS students.
- 2. In your syllabus, please include directions for meeting with you to complete Academic Progress Reports.** The purpose of the report is to provide a structured discussion between you and the student. This is to help the student develop the habit of interacting with faculty and seeking individualized support when needed. The program tells students to either attend your office hours or make an appointment to do this. NOTE: Please avoid completing the form without meeting with the student. Most faculty members report that these meetings only take about 10-15 minutes.
- 3. Encourage students to utilize the UCBA tutoring centers and to participate in productive study groups. Use the Starfish Early Alert system to report academic concerns to the UCBA Advising Center.** Alerts for CPAS students are sent to their CPAS Advisors, who can help them make changes to address problems.
- 4. Contact a faculty member of the CPAS Committee or the CPAS Advising Coordinator, Cathy Willoughby, if you have any questions!**

Each fall and spring semester, the Office of Institutional Research will provide unit heads with a list of courses in which CPAS students are enrolled. If you have an excessive number of CPAS students that would prohibit you from meeting individually with students to complete progress reports, please contact Cathy Willoughby (Catherine.Willoughby.uc.edu) to make alternate arrangements to provide feedback to the students and the advisors.

You can find more information about CPAS at the Advising Center's webpage:

<http://www.ucblueash.edu/academics/advising/cpas.html>

The Academic Progress Report form is also posted there under the Resources link.

Academic Misconduct Guidelines

This “Q&A” on academic misconduct includes -

- Link to formal university guidelines and resources pertaining to misconduct.
- Suggestions for preventing academic misconduct
- Procedures / process to follow should misconduct nonetheless occur.
- Clarification of role(s) of College Conduct Administrator (Greg Metz at UCBA).
- How I can serve as a resource for instructors or students as regards misconduct.

Establish expectations up front – be positive yet pragmatic. Place a link to the UC student code of conduct on your syllabus - www.uc.edu/conduct

- Indicate that you expect integrity; specify unacceptable practices
- Should a misconduct allegation be necessary
 - Notify the student in a sensitive and civil manner and per procedures below.
 - Follow process per below
 - Feel free to consult me at any time
- Look for the “teachable moments” yet employ sanctions when appropriate and applicable.
- **Where can I find formal University of Cincinnati information on academic misconduct definitions, procedures to follow with students, forms related to procedures and resources as well as suggestions for instructors?**
 - http://www.uc.edu/conduct/Academic_Integrity.html
This link provides:
 - Forms utilized to report misconduct (see link at very top)
 - Examples of types of academic misconduct
 - Suggestions for educating students to avoid misconduct

How can/should I respond to academic misconduct should I encounter it?

Phase 1 – Less Formal Allegation of Misconduct & (Possible) Negotiated Resolution (per Form A which can be accessed in web link cited above).

- Notify student – e-mail or in person - that you *suspect* academic misconduct. Notice should be provided ASAP but within 10 days of suspecting academic misconduct.
 - In notification, make sure you include -
 - What you *believe* happened
 - That student has five days to respond before any action would be taken
 - That student can and should remain in class *without prejudice or bias* pending determination
 - Sanction you would impose were allegation to be accepted
 - An offer to meet with you to discuss allegation
 - You may notify student in-person, via e-mail or via letter.
 - You may allude to all of the items in “form A” or utilize form A.

What happens once the student is notified of an allegation?

- Following receipt of allegation student has 5 days to -
 - Accept responsibility regarding allegation and accept sanction
 - Request a review meeting with instructor
 - If student accepts the responsibility the instructor *may* provide a copy to College Conduct Administrator (Greg Metz) – highly recommend but not required.
 - Alternatively, the student may dispute either allegation or sanction.

What role(s) can College Conduct Administrator (CCA) serve in process?

- Student can consult with CCA during process.
- Instructor can consult with CCA during process.

Phase 2 - Formal Sanction Notice and Response Phase

- If student does not respond within five days, denies allegation or challenges sanction –
 - Send student “Form B”.
 - If student does not respond within 5 days, allegation/sanction stand.
 - Possible other responses to Form B include
 - Student accepts responsibility and sanction
 - Allegation and sanction stand.
 - Student disputes either; requests College Hearing Panel

What options and/or obligations does instructor have as regards reporting misconduct?

- Failure on an assignment *may* be reported to CCA – highly encouraged but not required.
- Failure of course **must** be reported to CCA.
 - CCA will inform Office of Judicial Affairs.
- **Phase 3 – College Hearing Panel**
 - If student challenges allegation or sanction student can request College Hearing Panel
 - A College Hearing Panel consists of
 - A faculty member (from Academic Actions Committee).
 - A student (from Student Government or tribunal)
 - CCA (for UCBA Dean Greg Metz).
 - CHP conducts hearing and makes recommendation to Dean
 - These can include dismiss allegation, approve sanction, reduce sanction or increase sanction.

*If you have any questions about Academic Misconduct or would like to discuss a specific situation, please contact Greg Metz at greg.metz@uc.edu, or 936-1641.

Other UC Benefits for You

Learning and Teaching Center

Our UCBA Learning and Teaching Center (<http://www.ucblueash.edu/resources/faculty-staff/learning.html>) can assist you in finding ideas for dealing with difficult students, getting students engaged in the classroom, and developing innovative and rigorous classroom activities and assessments. Check the website for calendar updates on workshops being offered, and keep an eye out on your UC email for announcements about upcoming seminars.

UCBA Library

As an adjunct, you are entitled to three-week loan privileges at all UC Libraries, including ours, when you present your Faculty ID card. You also have access to all the University electronic databases and OhioLink media. You can access our library website by going to <http://www.libraries.uc.edu/ucba/>. Our library liaison is Ms. Kellie Tilton (kellie.tilton@uc.edu) – she is the primary contact person for our department if you need any assistance with library-based research.

Adjunct Faculty Shared Office Space

Shared adjunct faculty office space is available in room 213 in Muntz Hall. Contact your department chair to gain access to using this office space.

Employee Self Service (ESS) Site

<http://www.ucflex.uc.edu> This website is essential to view and edit your personal information. You can set up direct deposit, retrieve tax documents, and view pay stub information. You can also contact the Business Affairs Office for assistance. 513-745-5560. For off campus access, you must first log into the UC VPN: https://sslvpn.uc.edu/dana-na/auth/url_default/welcome.cgi and then navigate to ESS.

Tuition Remission

Adjuncts are eligible to take some classes without paying tuition. 3 credit hours of tuition remission is accrued per term taught. The free tuition credit hours must be used within 12 months of accrual. You can find additional information at <http://www.uc.edu/hr/benefits/tuition-remission.html>

Getting Your UC Paycheck

Adjuncts are paid MONTHLY. Payment occurs on the last business day of the month. See the table below for a pay schedule. You will receive your pay information by way of a teaching contract that must be signed and returned to the dean's office – Muntz 140. You can set up direct deposit on the Employee Self Service site.

Term Adjunct Appointments & Pay Schedule		
Appointment Term	Appointment Dates	Equal Monthly Pay at the End of
Full Semester	August 15 - December 31	September, October, November, December
Spring Semester	January 1 - April 30	January, February, March, April
Summer Semester	May 1 – August 14	May, June, July, August

Guidelines for Appointments of Adjunct Faculty

Overview & FTE Calculations

Adjunct appointments are, by definition, part-time and are classified according to their full-time equivalency (FTE). The calculation of FTE is based on the principle that one semester credit hour equals 6% FTE.

Title Class	FTE Range	Credit-Hour Range	
		Per Semester	Per Year (2 Semesters)
Term Adjunct	0% through 49%	0.00 to 8.33	NA
Annual Adjunct	50% through 64%	8.33 to 10.83	16.67 to 21.67
Represented Adjunct	65% through 99%	10.83 to 16.67	21.67 to 33.33

The basic FTE calculation is a characterization of the work effort in any given week during the term, not of the aggregate work effort across an entire academic term.

The FTE limits described above apply to the individual faculty member, not to one academic unit's appointment of that individual. Sometimes two or more academic units appoint the same individual in a single term. His or her FTE is based on total credit hours taught in all units of the university, and while each unit may wish to appoint the person as a term adjunct, the FTE calculation may necessitate an appointment as an annual adjunct.

Appointment & Pay Guidelines

Term Adjuncts: A term adjunct may not be appointed for more than one semester at a time- even if the unit intends to appoint that individual for more than one semester in a year. Despite that limitation and despite the 8.33 credit-hour limit cited in Table 1 above, a unit may appoint a term adjunct to 9.0 credit hours in one semester, provided that person's appointment in the other semester of the same academic year is low enough that the total credit hours for the year do not exceed 16.67. For a term adjunct to teach more than 9 credit hours in one term or to teach more than 16.67 credit hours in two semesters of the same academic year, the academic unit and college must request an exception. See below for details on requesting exceptions.

Annual Adjuncts: As the title suggests, an annual adjunct receives a single appointment for an entire year (12 months), accruing pay over two semesters but paid in twelve equal monthly installments. Unless an annual adjunct appointment is initiated in January, all annual adjunct appointments coincide with the academic year as newly defined for semesters: August 15 through August 14. Assuming an appointment at the beginning of the academic year, benefits, with the exception of tuition remission, become effective for annual adjunct faculty on October 1 (the first day of the month following 28 days of employment). Tuition remission becomes effective for an annual adjunct as of the beginning of the semester in which he or she teaches.

In general, an annual adjunct's teaching load should not exceed 10.83 credit hours in a single semester or 21.67 credit hours in the two semesters of a single academic year; those limits are associated with 49.99% FTE. However, the annual adjunct may exceed the 10.83-credit limit in one semester, provided a commensurate reduction in credit hours is made in the other semester of the same academic year, provided that the total credit hours in any single semester do not exceed 12, and provided the total credit hours for the year do not exceed 21.67. For example, an annual adjunct may teach four 3-credit courses in fall semester and two 3-credit courses in spring semester without requesting an exception. A unit that assigns an annual adjunct more than

10.83 credit hours in fall with intention of assigning commensurately fewer credit hours in spring must request an exception if plans change and would result in an assignment greater than 21.67 for the two semesters of the same academic year.

Represented Adjuncts: A part-time faculty member whose regular teaching load equals or exceeds 65% FTE, must become a member of the AAUP bargaining unit with compensation and other terms of employment governed by the collective bargaining agreement (CBA). Entrance into the bargaining unit is not automatically triggered by a person's occasionally exceeding the FTE threshold through exceptions. Nor can a unit simply decide to redefine a position as "represented" by increasing the teaching load of a term or annual adjunct; such redefinition of a position requires approval through Vacancy Review and typically requires a formal search to fill the position.

Adjunct Faculty Promotion Policy

1. Recommended Guidelines

- a. The Academic Dean's Office, at approximately the second week of fall semester, will disseminate to the current adjunct faculty the information concerning adjunct promotion. This information should include the departmental criteria for promotion as well as the department and college timetables for adjunct promotion. In each subsequent semester (both spring and summer), this information will be sent to new adjunct faculty.
- b. Eligibility requirements follow the AAUP Guidelines, which are as follows: "Faculty with the title of Adjunct Instructor or Adjunct Assistant Professor are eligible to apply for promotion to the next rank after serving as an adjunct faculty member for a minimum of 10 semesters in the University (calculated cumulatively not consecutively), 8 of which must be in the academic unit in which the promotion is being sought. The faculty member must have an active appointment in that unit at the time of application for promotion. A faculty member must also serve at one rank before moving on to another rank. That is, 20 or more semesters of service would not make one eligible to be promoted two levels above the current rank. The longevity requirement stated above must also be met for eligibility for all subsequent promotions except for the promotion to Adjunct Professor. Eligibility for promotion to Adjunct Professor will not have a longevity requirement but will be based on the unit's assessment of the faculty member's contributions to the instructional goals of that unit."
- c. Criteria:
 - 1) Evidence of teaching effectiveness and accessibility to students Additionally, units may also consider evidence of
 - 2) Curriculum development
 - 3) Professional development
 - 4) Participation in University governance
 - 5) Contribution to the unit
 - 6) Other relevant factors such as community service, etc.

2. Recommended Timetable

- a. Adjunct faculty promotional applications are due to the chairperson of the department by the end of the last day of fall term. Minimally, such an application should include:
 - 1) Letter from the candidate
 - 2) A current curriculum vitae
 - 3) Evidence of effectiveness in teaching
- b. A departmental letter acting on the promotion application should be sent to the Dean by the fifth week of spring term. A copy of this departmental letter should be sent to the adjunct faculty requesting promotion at least one week prior to forwarding it to the Dean.
- c. A letter stating the Dean's decision on the promotion application should be sent to the adjunct faculty requesting promotion no later than May 15. A copy of this letter should also be forwarded to the chairperson of the department.
- d. If the application is approved, the promotion will take effect on August 15.

3. Adjunct Ranks

- a. The ranks for adjunct faculty are: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor.
- b. Former full-time University of Cincinnati faculty who return as adjunct faculty will retain their title.