



Part-Time Faculty Manual

Revised: October 2016

PART-TIME FACULTY MANUAL

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PREFACE

Samford University values the part-time faculty members whose contributions make it possible for students to have high quality instruction in many specialized areas, as well as in some basic general education courses and our Evening College. It is the University's intention that part-time faculty members share proportionately the satisfactions of learning and teaching, the intellectual enrichment provided by interaction with faculty colleagues, the cultural life of the University and the responsibilities which these benefits entail. To this end, we have undertaken to:

- * provide this Part-Time Faculty Manual to each part-time faculty member so all will be informed about University policies and procedures affecting them;
- * develop an administrative and faculty relationship with each part-time faculty member through departmental and university liaisons.

Please be aware that this Part-Time Faculty Manual is informational and not contractual. The official policies of Samford University are contained in the Samford University Policy Manual available online. Because of the varied nature of Samford degree programs and course offerings, this manual provides general information applicable to the entire University. Part time faculty should consult their Chair and/or Dean for procedures, policies and manuals particular to the areas in which they provide instruction.

We welcome your suggestions about how we can improve the effectiveness and satisfaction of part-time faculty members, as well as improvements to this Part-Time Faculty Manual. Please feel free to communicate comments or concerns by campus mail or email to:

Nancy C. Biggio, Ph.D.
Associate Provost for Administration
Samford Hall, Room 215
ncbiggio@samford.edu
205-726-4267

Thank you for being a vital part of the Samford University faculty community.

HISTORY OF THE UNIVERSITY

Samford University, founded as Howard College by the Baptists of Alabama and chartered by the State of Alabama on December 29, 1841, opened on January 3, 1842, in Marion, Alabama, with nine students enrolled. The early history of this college for men, named for John Howard, the English philanthropist and prison reformer, and first advertised as the Howard English and Classical School, may be found in *Sixty Years of Howard College, 1842-1902*, by Dr. Mitchell B. Garrett.

Under its first president, Samuel Sterling Sherman, a twenty-six year old native of Vermont, the young institution grew rapidly despite two fires, one in 1844 and one in 1854. The College remained open throughout the Civil War and served for a time as a hospital for Confederate troops and later as a barracks for Union troops. With difficulty it survived the Reconstruction period. In 1884 the Alabama Supreme Court ordered Howard College sold at auction. The successful bidders, two faithful trustees, later conveyed the property back to the Alabama Baptist State Convention.

In the fall of 1887 the College moved from the quiet rural community of Marion to a new campus, located in the East Lake section of the rapidly growing industrial city of Birmingham. The first main building, "Old Main," was dedicated as part of the institution's semi-centennial observance, but the development of the East Lake campus was slowed by the 1893 depression. Having operated since 1861 as a military school, in 1913 the College abandoned the military curriculum and admitted women as regular students. During World War I, the college aided the military effort by operating a unit of the Student Army Training Corps.

As early as 1898 the College offered the masters degree and courses in pedagogy. A School of Philosophy and Education opened in 1914. In 1915, a separate Department of Education was added and the College's first summer school was scheduled. In 1920, Howard College was the first private college in Alabama admitted to the Southern Association of Colleges and Secondary Schools.

During the depression of 1929-39, many institutions of higher education closed; however, Howard College, by trimming its curricula and discontinuing graduate programs, not only survived, but also maintained accreditation.

A Navy V-12 program offered during World War II necessitated a trimester calendar, which remained in effect from 1943 to 1945. In 1945, the quarter system was adopted and in 1950 the semester system was resumed.

Following the war, Howard College began a substantial growth in enrollment, due at first to an influx of veterans. By the 1970s, with enrollment reaching 4,000 students, significant innovations occurred, including organization in 1947 of the "Howard Plan" of adult education as an extension division for Christian training.

Because of the need for campus expansion in 1947, the trustees purchased a three hundred acre site in the rolling hills of Shades Valley, the Homewood area of greater Birmingham. Development of the campus began in 1954 with the move occurring in 1957. From 1958 to 1984, development of the campus continued apace, with the twentieth major building, housing the Orlean Bullard Beeson School of Education, completed in September 1978. Thirteen auxiliary buildings, Seibert Stadium, seating six thousand, a new practice field, and lighted tennis courts, completed the master plan for the new campus, adopted by the Board of Trustees prior to the move from East Lake.

With the establishment in 1927 of the Department of Pharmacy and its offering a four year degree program in 1934, Howard College began to expand curricula to include courses not usually offered in a liberal arts college. Programs were approved for teacher education, business administration and applied music. Howard College gained membership in the American Association of Colleges for Teacher Education in 1952. In 1953, the Division of Pharmacy received an "A" rating from the American Association of Colleges of Pharmacy. The School of Performing Arts secured membership in the National Association of Schools of Music in 1954. The Cumberland School of Law, the oldest law school in the United States west of the Appalachian Mountains, established in 1847 at Cumberland University, Lebanon, Tennessee, was acquired by Howard College in 1961. In 1965, the master's degree program was reinstated and the Division (later School) of Graduate Studies was established.

Consequently, the Alabama Baptist State Convention in November 1965 adopted the recommendation of the Board of Trustees that the institution be renamed Samford University in honor of Frank P. Samford and his family. Mr. Samford, a generous benefactor of the University, served as chairman of the Howard College Board of Trustees from 1939 until 1973.

As a university, Samford underwent a variety of personnel and organizational changes over the next several years. By 1973, its eight schools included the Howard College of Arts and Sciences, the School of Business, the Orlean Bullard Beeson School of Education, the School of Music, the Ida V. Moffett School of Nursing, the School of Pharmacy, the School of Graduate Studies and the Cumberland School of Law.

The University continued to expand the curriculum. An Air Force ROTC unit, the only collegiate unit in the Birmingham area, was established in 1972. The following year, the University acquired by merger the Ida V. Moffett School of Nursing, which had administered the diploma program of the Birmingham Baptist Medical Centers. Through an evening program, the Adult Degree Program offers curricula leading to a Bachelor of Science in Interdisciplinary Studies with a variety of concentrations.

In 1969-70, the faculty adopted a 4-1-4 calendar to provide a separate January term for undergraduates. Other innovations in the curriculum included the Honors Program and provision for the student option of receiving pass/fail grades in a number of undergraduate courses. The curriculum was strengthened during the 1970s with the addition of several interdisciplinary, career oriented concentrations in Church Recreation, Communication, Computer Science, Environmental Science, Interior Design, International Business, International Relations, Public Administration and Religious Education.

On September 1, 1983, Dr. Thomas E. Corts became President of Samford University, succeeding Dr. Leslie S. Wright who assumed the position of Chancellor. In the early years of Corts' administration, the management staff was reorganized; a five-story hotel in London was purchased and renamed Daniel House to house Samford students and faculty engaged in international learning opportunities and travel; intercollegiate football was resumed, reviving a rich sports tradition; a major effort was launched to develop a computer-intensive campus; and a School of Divinity was opened in 1988, the first such university-related theological school in Southern Baptist life. Also in the 1980s, a number of facilities underwent major renovation and the campus was enhanced by the construction of a major new student residential complex, Beeson Woods, and completion of the Dwight and Lucille Beeson Center for the Healing Arts in 1988.

In 1995 a major addition was made to the Harwell G. Davis Library to expand services to students and in 1996 the new chapel of the Divinity School was dedicated. The new library of the Cumberland School of Law was completed and opened in 1995. In the spring of 1996, a major gift from R. Clayton McWhorter, an alumnus of the School of Pharmacy, initiated plans for the expansion of the building the school was renamed the McWhorter School of Pharmacy. During the 1995-96 school year, the Trustees resumed the practice of electing their successors. A new covenant relationship with the Alabama Baptist Convention was put in place during the fall of 1996.

In 2006 Dr. Andrew Westmoreland became the 18th president of Samford. Under his leadership, the campus and University have continued to expand with the construction and dedication of Propst Hall dedicated to science education, the Pete Hanna Center for athletics, and the Gary Cooney Field House. Changes in athletics and academics in the last decade include the transition to the NCAA Division 1 Southern Conference, dedication of the Brock School of Business, expansion of the School of Music to include all forms of the Arts, and addition of doctoral and masters programs in Nursing and Education.

The College of Health Sciences was formed in 2013 to combine all of our health-related programs into four schools: the Ida V. Moffett School of Nursing, the McWhorter School of Pharmacy, the School of Health Professions and the School of Public Health. As a part of this, new programs were approved for Social Work, Physical Therapy, and Communication Sciences & Disorders.

For extensive information on the history of the institution from 1841 to 1957, see James F. Sulzby, Jr., *Toward a History of Samford University*, 2 volumes (1986).

THE MISSION OF SAMFORD UNIVERSITY

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility and service to others.

CORE VALUES

The Samford community values lifelong:

- Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only son, our Lord
- Engagement with the life and teachings of Jesus
- Learning and responsible freedom of inquiry
- Personal empowerment, accountability, and responsibility
- Vocational success and civic engagement
- Spiritual growth and cultivation of physical well-being
- Integrity, honesty and justice
- Appreciation for diverse cultures and convictions
- Stewardship of all resources
- Service to God, to family, to one another, and to the community

DIRECTORY

(When on campus, dial only the last 4 digits)

ACADEMIC ADMINISTRATION

BIGGIO, Nancy C.	726-4267
Associate Provost for Administration	
BOX, Jean A.	726-2565
Dean, Orlean Bullard Beeson School of Education and Professional Studies	
CROUCH, Michael A.	726-4472
McWhorter School of Pharmacy	
FINCH, Howard	726-2364
Dean, Brock School of Business	
FLYNN, J. Jay.....	726-4076
Dean of Academic Services and Registrar	
GEORGE, Timothy F.	726-2632
Dean, Beeson School of Divinity	
HALL, Timothy D.	726-2771
Dean, Howard College of Arts and Sciences	
HARDIN, J. Michael	726-2718
Provost and Vice President	
HERNDON, Kimmetha	726-2198
Dean, Samford University Library	
HOPKINS, Joseph H.	726-2778
Dean, School of the Arts	
SANDERS, Nena F.	726-2629
Interim Dean, Ida V. Moffett School of Nursing	
SANDERS, Nena F.	726-2629
Vice Provost, College of Health Sciences	
STRICKLAND, Henry “Corky”	726-2704
Dean, Cumberland School of Law	
WOOLLEY, Thomas W.	726-2042
Senior Associate Provost	

GENERAL NUMBERS

University Switchboard.....	726-2011
Campus Safety.....	726-2020
Bookstore	726-2834
HUB (24/7 Campus Information)	726-2407
Registrar	726-2732
Student Records.....	726-2911

General Note: Some of the services listed below require a login using your Samford user ID and password.

WEB SITES

www.samford.edu

This is the Samford home page and official web site for the University.

portal.samford.edu

The Samford Portal serves as the gateway to information that is tailored to an individual's role at Samford. The portal provides access to e-mail, Banner, forms, calendars, news and more. The portal can also be reached by clicking on Employee and then Portal from the Samford home page.

moodle.samford.edu

Moodle is Samford's web-based course management system. Instructors can use Moodle to deliver content, manage student grades, create assignment drop boxes, and conduct online discussions or synchronous chats. A course calendar, quiz/survey tool, glossary, picture database and other tools are also available. There are many ways to learn more about Moodle, such as attending workshops or seeking one-on-one assistance. There is also an online help feature within the system. For more information, please contact Chad Owens (cowens@samford.edu 726-2383).

Faculty Online System

Banner

From the Portal enter Self-Service Banner.

Main Menu

Faculty & Advisors

To obtain a class roster use

Detail Class List (includes student information),

Summary Class List (with pictures), or

Summary Class List (without pictures).

To enter grades use

Midterm Grades or

Final Grades.

ACADEMIC AND ADMINISTRATIVE PROCEDURES

ACADEMIC INTEGRITY - See Samford University Academic Integrity Policy found on Student Records website

AUDIO-VISUAL AND MULTI-MEDIA EQUIPMENT

Most classrooms are already equipped with standard AV and multimedia equipment. Check with the Building Coordinator about accessing these systems. Additional equipment is available through contacting Aaron Calver (cmcalver@samford.edu 726-4131) in the Technology in Learning Center. Arrangements must be made well in advance of the class session.

BOOK ORDERS

Due to the 2008 Higher Education Opportunity Act, it is Federal law for students to know the textbooks they need at the time of registration. Therefore, books for summer and fall courses must be ordered by March 31 and Jan and spring term orders are due by October 31. In addition to books, the Bookstore can assist you in preparing customized text materials. Please consult with your Chair and/or the Bookstore before distributing copyrighted materials in quantity to be sure that you are legally protected.

CENTER FOR TEACHING, LEARNING AND SCHOLARSHIP (CTLIS)

The CTLIS is a multifaceted resource to assist faculty, staff, administrators, and students in their integration of innovative teaching and learning techniques, and the scholarship of teaching. The CTLIS provides general instructional and assessment design assistance and promotes a supportive environment for faculty, staff, administrators, and students in their pursuit of lifelong learning. In addition to frequent workshops, the CTLIS Director, Eric Fournier (726-2113, ejfourni@samford.edu), is available for individual consultations with faculty to discuss teaching techniques and course development. Services are also available to programs and departments for curriculum development and revision. Part time faculty are welcome to attend CTLIS events.

CLASS ASSIGNMENTS

While there is no policy on out-of-class assignments, the "common law" in higher education is that for each semester hour of credit a typical student should need to study two hours outside of class. Thus, a three semester hour class should reasonably require six hours of work per week outside of class. If you will adhere to this rule of thumb, your course should be comparable to others in the University.

CLASS CANCELLATION

If a class is canceled because of low enrollment, that decision will be made as far in advance of the class as feasible and you will be notified. The letter of agreement for your class indicates the minimum number of students which must be enrolled for the class to be taught. Your Chair or Dean can give you information about the number enrolled in your section. In some cases when enrollment is very low, you may be given the opportunity to teach a class at a prorated salary. Of course, you are under no obligation to offer the class if the enrollment is lower than the minimum required.

CLASS CANCELLATIONS / CLOSING OF THE UNIVERSITY

Weather related closings of the University are posted on the main web page, distributed through the RAVE system, and recorded on SAM-INFO (726-4636). In addition, the Office of Public Relations notifies local radio and television stations of the closings. Assume your class will meet unless a closing is announced one of those ways.

Faculty is not permitted to cancel classes, to change holidays or to change final exam schedules. For example, if your

class is scheduled to meet on Tuesday evening before Thanksgiving Day, it is not permissible to simply dismiss this class or require students to make it up on another day. You should meet with your class.

If you are physically prevented from getting to a class either by illness or other circumstances, it is imperative that you notify either your Chair or Dean in time for notice to be given to your students.

CLASS MEETING TIMES

The regular fall and spring semesters are typically 14 and 1/2 weeks long with an additional week for final examinations. Monday/Wednesday/Friday (MWF) undergraduate day classes typically meet for 65 minutes. Tuesday/Thursday (TR) undergraduate day classes meet 110 minutes. Classes meeting in the evenings vary in length and timing. Since others may be scheduled to use the room immediately after you and students may have another class following yours, you should never exceed the class time. On the other hand, it is both unwise and, normally, poor stewardship not to use the time allotted to you to help your students learn.

CLASS ROSTER

Class rosters are available in Banner (see page 6). You should print the roster before going to the first class. Record each person who does not show up for the class and add names of persons present but not on the original list. After the add and drop periods, you should confirm the online class list is accurate. You will receive an email survey within the first week of class to **confirm every person in your class is on the class roster. It is critical that you notify Student Records (Sandra Wilson, swilson6@samford.edu) of discrepancies.** Please do not allow persons to remain in the class who have not officially registered.

COPYING MATERIALS FOR CLASS

Copy machines are available through most schools and departmental offices. Large copying jobs can be done in the Print Shop located in Brooks Hall. Since budgets for duplicating materials vary, it is imperative that you discuss your copying needs with your Chair or Dean before planning to distribute large amounts of photocopied materials. It is also imperative that you abide by all copyright laws.

The Bookstore will arrange to put together packets of photocopied materials for your students if you wish. It can also arrange to secure all copyrights for you. See the Manager in the Bookstore for information.

Materials can also be posted on Moodle to decrease cost and waste.

COPYRIGHT POLICY - See Copyright Resources Guide found on the Samford University Library website at <http://samford.libguides.com>

COUNSELING

If you need someone in times of personal crisis, you may call on University Counselor Rich Yoakum (726-2065) or University Minister Matt Kerlin, (726-2825) during office hours. You may also feel free to refer students to these persons if it is clear that the student needs counseling which you are not qualified to offer.

DESK COPY OF TEXTBOOKS

In the Howard College of Arts and Sciences, desk copy requests must be submitted on University letterhead and countersigned by the department Chair. In other schools you should ask the Chair or the Dean to assist you in following the proper procedure. You may want to consult with your Chair to see if a book can be used until your desk copy arrives. Three to five weeks are normally required to get a desk copy of a text. Desk copies are not provided by the Bookstore.

DISABILITY RESOURCES

Samford University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The law provides for accommodations to ensure there is no discrimination on the basis of disability. Accommodations in post secondary education are not to substantially change any essential elements of the curriculum or academic program.

Disabilities may include health conditions, low vision, learning disabilities, impaired mobility, hearing loss, or attention deficit disorder. In order to provide equal access to the educational environment for students with disabilities, Samford employs a Disability Resources Director. Upon meeting all admissions requirements of the university, students with disabilities may initiate registration with Disability Resources by providing current, comprehensive documentation from an appropriate professional. Reasonable accommodations are determined on a case-by-case basis and are individualized to the student. Accommodations may include extended time on exams, note taking assistance, distraction reduced testing environment and other accommodations designed to meet each student's learning needs.

Upon completion of registration with Disability Resources, it is the responsibility of the student to provide their accommodation letter and make an appointment with the instructor during office hours. The appointment is designated for delivery of the accommodation letter from Disability Resources and discussion of appropriate implementation. Disability Resources also serves as a resource to instructors in the accommodation process. Instructors are encouraged to access the Disability Resources Faculty Guidebook at www.samford.edu/dr or contact Brittany Gregg (726-4078).

DRUG FREE WORKPLACE - See Samford University Policy Manual found on Human Resources website

ELECTRONIC MAIL

As a faculty member, you must use the University's e-mail system. An email password will be assigned after your hiring paperwork is processed by your department and Human Resources. Samford email is the official means of communication with students and is the primary means of communication at Samford. It is imperative you check your email account on a regular basis during the semester in which you are teaching.

EMERGENCY CONTACT

It is important that you keep the emergency contact information in Banner up to date so that a University representative will know who to contact in the event you have an emergency.

EMERGENCY NOTIFICATION / RAVE SYSTEM

All Samford students and employees are automatically registered for the free Rave Alert system for receiving campus emergency notices via their Samford email address. They may also add a second email address that will receive these notices. In addition, Samford students and employees may opt to receive text messages about campus emergencies by registering cell phone numbers. You may establish these extra services through the portal (portal.samford.edu) by choosing Banner, then Personal Information and then Update my RAVE Emergency Alert Information. If an emergency occurs, the carillon (bell tower) atop Davis library may ring a single bell for five minutes.

EMERGENCY PROCEDURES

In a life or death emergency, first call 911. Our campus safety and security personnel are on duty **twenty-four hours a day** and can be reached at 726-2020.

FACULTY MEETINGS

Although it may not be convenient for you to attend meetings of the full-time faculty, you are cordially invited to do so. Full Faculty Meetings/University Faculty Meetings are held three times per year (August, December, and May).

The August meeting will be scheduled around the Faculty Institute schedule. Part-time faculty fulfilling the following requirements shall be voting members of the University Faculty: (1) currently teaching at least six credit hours, (2) have been employed by Samford University for five or more consecutive years, and (3) have taught 60 or more credit hours at Samford University. You are welcome to speak on issues that relate to your role as a part-time faculty member whether you are eligible to vote or not.

Departmental meetings are also open to you and you are encouraged to attend them. In order for you to work effectively as a part of the departmental team, you will need to know the individuals in the department and be aware of issues facing the group.

FACULTY RESPONSIBILITIES

All faculty members are expected to:

1. Meet all assigned classes.
2. Follow the procedures in this packet of information.
3. Use sound teaching practices and current materials.
4. Be available to students for at least an hour a week outside of class time.
5. Grade tests promptly and provide appropriate feedback to students.
6. Act professionally and fairly toward all students.
7. Meet all deadlines for transmitting feedback on student performance, grades, and class attendance to the Registrar and the Academic Success Center.

FOOD SERVICE

Food is available in the University Center in the Food Court on the first floor and the cafeteria (Caf) on the second floor, in Davis Library at Einstein Bros. Bagels and in the Health Sciences building grill. These services may be closed during breaks in the day class calendar.

GRADES AND GRADE REPORTING

All grades available to you for use in evaluating your students are described in the Academic Affairs section of the University Catalog under the heading, "Grading." You are not required to assign "plus" and "minus" grades, but you should be aware of the impact on your students if you do not do so. For example, a student who makes a high "C" in your class but receives a "C" instead of a "C+" will lose quality points. In some cases, one such grade is enough to make a difference in honors qualification or even in graduation. You are, therefore, encouraged to use the plus and minus system as described in the Catalog.

It is imperative that you meet the deadlines for posting grades. Instructions for online grading via Banner are available on the Student Records webpage (<http://www4.samford.edu/groups/sturec/onlinegrading.html>). If your class has graduating senior students in it, you will have two deadlines because seniors' grades will be due earlier than the other grades. Please consult with your Dean or Chair about saving final exams and other records.

GRIEVANCE PROCEDURES

If students have a grievance over issues related to your class which you cannot handle in direct dialogue with the students, you may refer them to your Chair or Dean for an appeal of your decision. Issues related to withdrawal dates, final exams, final grade adjustments, or other University-wide policies should be referred to your Dean or Chair. For classroom procedures, providing clear instructions and policies in your syllabus followed by consistent enforcement of the written policies is the best course of action.

GUEST SPEAKERS

If you plan to use guest speakers in your class for whom you must provide an honorarium, you must either pay the honorarium out of your pocket or get approval prior to making any commitment from your Chair or Dean. Funds for such outside speakers are very limited, but with proper planning and justification may be available.

HARASSMENT - See Samford University Policy Manual found on Human Resources website

ID CARD

Prior to your first day of classes go to the Campus Safety Office in the University Center Annex to register your car, if any, and get a Samford ID card. The ID card will serve as your library card, allow you to get discounted admission to athletic and performing arts events, get discounted purchases at the Bookstore, and use the recreational facilities. You may deposit money to your ID card to be used for purchases at several campus locations.

INCLUSIVE LANGUAGE STATEMENT

The Advisory Council on Women drafted the following statement which the University has adopted and supports fully: *Language--how it is used and what it implies--plays a crucial role in Samford University's mission to "nurture persons." Because verbal constructions create realities, inclusive language can uphold or affirm those whom we seek to nurture, while exclusive language can damage or defeat them. We, therefore, actively seek a discourse in our university community that supports the equal dignity and participation of men and women; we seek to avoid verbal constructions that diminish the equal dignity of all persons. It is an affirmative--and affirming--part of our mission to educate students, staff and faculty in the creation of a community of equality and respect through language.*

INCOMPLETE GRADES

An "INC" grade indicates an unavoidable absence from a final examination or an excusable failure to complete laboratory or parallel assignments. An "INC" automatically becomes an "F" if not removed before the last day of class in the next full semester. You must submit a completed Incomplete Grade Request form to Student Records; the student should sign the form before it is submitted. It is very important that you make a written record of the circumstances surrounding each "INC" grade given. If you are not available when the student needs to complete the "INC", your notes can guide others so the work can be completed properly. When posting an "INC" grade, you will be presented with a pop-up window that will allow you to do two things: set the final grade if the student submits no further work (or leave the "F" grade that is pre-loaded) and set the resolution date for the "INC" earlier than the last day of class in the next full semester (or leave the pre-loaded date). Please do not give an incomplete grade for circumstances other than those described above.

If for any reason your grades are not submitted by the deadline, the Registrar may be forced to assign a "Z" to every student in the class and to turn your name in to your academic dean. You will then have to submit a change of grade change form for every student. Since the "Z" does not carry quality points, the students will be adversely affected. You should avoid this situation if at all possible by submitting your grades on time.

LEGAL ISSUES

In general, Universities are required to tell students what is expected of them and then abide by the rules that have been devised. Thus, it is imperative that you provide a valid syllabus to every student in your class, preferably on the first day each student attends your class. A copy of your syllabus must also be provided to your Chair or Dean to be retained in the permanent files. All syllabi must include the following components: course objectives, required text and course materials, grade scale (percentage/points which relate to letter grades), grade breakdown (percentage/points which constitute each grade), academic integrity statement, disability statement, and attendance policy.

The posting of grades must not reveal protected information about an individual. FERPA prohibits disclosure of a student's records to a second party. Thus, you should not use student names on a listing of grades to be posted.

Generate a random numbering of your students and provide each student with her/his number. Be especially careful about giving out grade information to anyone other than the student involved. If you have any doubt about the legal requirements of any situation you face, please consult with your Chair or Dean.

LETTER OF AGREEMENT / PAYCHECKS

You will receive a Letter of Agreement (LOA) indicating the class or classes you are being requested to teach and the salary the University has agreed to pay for your services. The LOA also indicates a minimum number of students required for the class to be taught. Classes may be canceled if this minimum number is not reached. We will cancel classes as early as possible, but there may be times when a class will have to be canceled as late as the first day the class is scheduled to meet. **It is essential that you sign and return the LOA promptly. Failure to do so may result in delaying the first salary check for a month.**

Your LOA indicates the beginning month in which you will receive a check, how many months you will receive checks, and the monthly and total amounts you can expect to receive. If these are not satisfactory, please contact your Chair or Dean **before** returning the LOA with your signature.

New faculty members are expected to go to Human Resources, Room 302, Samford Hall, 726-2809, during normal business hours (8:00 a.m. – 4:30 p.m.) to complete necessary paperwork. In order to complete the federal form (I-9) prior to your first day of work, you will need to bring an **original**, unexpired identification. This identification could be in the form of a social security card **and** driver's license, birth certificate, or a passport. Photocopies cannot be accepted. **We cannot issue you a paycheck until the paperwork has been properly executed.** You will also need to bring a voided check and complete the authorization form for direct deposit, since your payroll checks will be direct deposited to your account. **We are not able to provide individual checks in advance of the regular monthly payroll.**

No less than a week after visiting Human Resources, you will need to go to Public Safety to obtain your ID card and vehicle hang tag. The week delay allows your paperwork to be processed and your ID created in the Banner System. You will need a Banner ID to access your class roster or input grades.

New faculty must also provide an official transcript of **all** college work. The Southern Association of Colleges and Schools (SACS), which accredits Samford University, requires official transcripts on file for every person who teaches for us. **For part-time faculty official transcripts (i.e., containing the official seal and mailed or sent electronically by the institution to Samford) must be provided to the Associate Provost for Administration within the first semester of employment, otherwise a second Letter of Agreement will not be issued.**

LIBRARY CARD - See ID Card

LIBRARY RESERVE MATERIALS

The University wishes to encourage students to develop the skills needed to utilize the full range of library and learning resources effectively to enhance (knowledge creation) research fluency. You are encouraged to have your students fully utilize all resources available via the Library as appropriate and ensure assignments maximize the use of the Library. If you wish to establish a reserve section where books particularly related to your course can be kept together and not allowed to circulate, contact the Circulation Department at **2748**. If you would like to schedule an instruction session for your class or discuss creating a course specific resource webpage please go to the Samford University Library webpage and click on "Services" and then click on "Library Instruction" from the pop-up list.

OFFICE HOURS - See Faculty Responsibilities

PHYSICAL ENVIRONMENT

If repairs are needed to the physical environment of your room and the matter is not an emergency, please contact the support staff for your department. In case of an emergency, call Campus Safety at 726-2020. Please do not move

equipment from one room to another without approval of your Chair. Remember that even though an adjacent room may be empty, there may be an event scheduled to begin after your class starts. If you remove chairs or equipment, you may create problems.

REMOVAL FROM A TEACHING ASSIGNMENT

If the Chair and/or Dean determine that a teaching assignment is not being completed satisfactorily, a part-time faculty member will be released from the teaching assignment.

ROOM ASSIGNMENTS

The classroom assigned to your section or course is listed in the online class schedule. It is a good idea to find that room when you accept the assignment to teach. If the room is not suited to your teaching methodology or lacks essential equipment, it may be possible to arrange for a different room. However, since all rooms are assigned, **you may not simply move your class to a room that appears to be empty**. Please work with your Chair if a room needs to be changed and notify your Chair of room assignment changes.

Occasionally a room will be locked or occupied when your class arrives. Call the Campus Safety Office at 726-2020 to get a room unlocked. If others are occupying your classroom, determine what the situation is and then see how best to handle the situation. Make the other group aware that your class had the room officially scheduled.

SUPPLIES

Supplies for class may be purchased through the University Bookstore and charged to the department/school with prior approval of the proper official. Please discuss this with your Chair or Dean before making a purchase.

SYLLABUS - See Legal Issues

TECHNOLOGY IN LEARNING CENTER (TLC)

The Technology in Learning Center (TLC) serves as both a location for faculty to develop materials for student learning and as a place to receive support in that endeavor. Assistance is provided for preparing content for Moodle, creating Web pages, scanning slides or other images, preparing PowerPoint presentations, digitizing audio and video, and many other activities. Faculty may also checkout laptops, LCD projectors, digital cameras, and video cameras from the TLC.

The TLC is located on the bottom floor of the University Library, room 014. It is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. For more information, contact Chad Owens (cowens@samford.edu 726-2383) or visit <http://www.samford.edu/tlc/>.