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Welcome

Welcome to the University of San Francisco! If you have been teaching as an adjunct for many years, your continued involvement and commitment to USF is greatly appreciated. For those of you joining us for the first time, welcome!

The University of San Francisco has inherited the rich vision of the Society of Jesus (the Jesuits) and their tradition of scholarship, liberal education and service are the foundations of all academic programs at the University. This tradition emphasizes academic excellence, a commitment to educating the ‘whole person’ – mind, body and soul – and the importance of a values-based education that stresses personal ethics, community service, and a global perspective. Although USF retains its rich Jesuit Catholic heritage, its students and faculty are persons of many different faiths or no religious belief - all are welcomed as fully contributing partners to the University.

The Adjunct Handbook includes College and University Policies and Procedures and covers essential information regarding teaching and employment in the College. For more detailed information, please reference the Collective Bargaining Agreement (CBA), (http://www.usfca.edu/generalcounsel/employee-labor/), for the USF Part Time Faculty Association. For more information about the Association, visit its website (https://sites.google.com/site/usffaparttimefaculty/home).

Academic programs and departments within the College have their own policies and procedures. For more information, contact your Department Chair or Program Director.

I. College and University Policies and Procedures

1.1 University Policies

To learn more about University policies, adjunct faculty should access http://www.usfca.edu/catalog/policies/. On this page, they will find policies regarding freedom of expression, student academic honesty, change of grade appeal process, nonacademic student conduct and disciplinary procedures, drug-free policy, administrative guidelines on HIV, privacy of student records, recognition of degrees and transfer credit policy, sexual and other unlawful harassment policies, sexual offense policy, equal opportunity and nondiscrimination policy, smoking control policy, research on human subjects policy, and scientific misconduct policy.

1.2 Emergency Procedures

Emergency procedures can be found at http://www.usfca.edu/fogcutter/ and click on “Campus Emergency Procedures”. For laboratory accidents, contact the Laboratory Safety Manager, Craig Conforti x6687. University disaster preparedness information can be found at http://www.usfca.edu/Public_Safety/Disaster_Preparedness/.

1.3 Distressing Student Behavior

When in doubt, please report any concerns about student behavior. If there is an immediate threat, call Public Safety dispatch at 415-422-2911. Non-emergency reports can be made online at http://www.usfca.edu/redfolder/ or via phone at 415-422-5330 (Crisis Management and Behavioral Intervention Team). Inside or outside of the classroom, adjunct faculty may at some point notice student behaviors that are concerning. All adjunct faculty should report anything that they find troubling or out of the ordinary as they are the best resource because they are familiar with the student.
All adjunct faculty are strongly encouraged to familiarize themselves with the procedures for reporting distressing student behavior, accessible online: [http://www.usfca.edu/redfolder/](http://www.usfca.edu/redfolder/).

**1.4 Copyright Laws**

Adjunct faculty must respect the intellectual and creative property of all persons and abide by U.S. copyright laws. These laws continue to change and evolve and all adjunct faculty are encouraged to consult the University's 'Copyright Guide' to be found at [http://www.usfca.edu/its/about/policies/copyright/](http://www.usfca.edu/its/about/policies/copyright/). In addition to printed materials, this guide covers audio recordings and music, images, movies and video, multimedia, software and television programs and off-air recordings.

**1.5 Sexual and Other Unlawful Harassment**

The University is committed to a workplace and educational environment that is free of sexual and other unlawful harassment. Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. As a matter of University policy, sexual or other unlawful harassment occurring in the course of any University activity is prohibited. This policy provides complaint procedures to assist the University in its efforts to implement this policy.

Harassment on the basis of race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to the University, is a violation of this policy.

Any such harassment of any individual in the course of any University-administered program, job or activity is prohibited and shall not be tolerated. The University shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to University students, faculty, staff, administrators, independent contractors and all other individuals engaged in University activities. Individuals who know of harassment, or believe that they have been harassed in violation of this policy, have access to the complaint procedures described below and are encouraged to utilize these complaint procedures.

The University policy on sexual and other unlawful harassment can be found at [http://www.usfca.edu/Catalog/University_Policies/Prevention_of_Sexual_and_Other_Unlawful_Harassment_Policy/](http://www.usfca.edu/Catalog/University_Policies/Prevention_of_Sexual_and_Other_Unlawful_Harassment_Policy/). This site also outlines prohibited conduct and the procedures to be followed with harassment complaints. Adjunct faculty should also note that sexual harassment is discussed in the CBA (Article 17.1).

All adjunct faculty should review the University’s policy regarding sexual and other unlawful harassment ([http://www.usfca.edu/HR/Employment/Employment_Policies/](http://www.usfca.edu/HR/Employment/Employment_Policies/)). There is also an online workshop on harassment that adjunct faculty are strongly encouraged to complete.

**1.6 Faculty-Student Relationships**

Sexual relationships between adjunct professors and students are expressly prohibited in cases in which an adjunct professor teaches, advises, or supervises the student, or is engaged in research or professional development activities with a student (CBA Article 17.2). This prohibition does not extend to an adjunct professor and a student who are married or who have a long-standing, committed and prior relationship.

**1.7 Grade Appeals**

All faculty must follow the University’s policy on grade appeals ([http://www.usfca.edu/catalog/policies/appeal/](http://www.usfca.edu/catalog/policies/appeal/)).
II. Professional Responsibilities

2.1 Who are Adjunct Faculty?

Adjunct faculty (also referred to as part-time faculty) are individuals who hold less than full-time appointments to teach or perform service. Adjunct professors teach eight units or fewer per semester. Though the Dean is not precluded from assigning an adjunct professor more than eight units per semester (CBA, Article 10.4), adjunct faculty may not be assigned by the University Deans to teach more than 24 units in total during any given calendar year. Adjunct faculty must meet the same professional and/or creative standards and requirements as full time faculty though the principal role of adjunct faculty is to teach and evidence of teaching ability is a key criteria in initial selection and continued employment at the University.

2.2 Initial Appointment of Adjunct Faculty

Recommendations for adjunct faculty appointments are made to the appropriate Associate Dean by the Department Chair or Program Director. Only the Associate Deans are authorized to make an appointment and all initial appointments are made for one semester. Subsequent appointments are made on a semester-by-semester basis on the recommendation of the Department Chair/Program Director and the evaluation and approval of the Associate Dean. An adjunct faculty appointment therefore contains no guarantee of permanent part-time employment or of continued employment at the University. Appointments are made for a particular course(s) only (CBA Article 11.1). New hire paperwork must be completed and turned in to Human Resources prior to the first class meeting.

2.3 Responsibilities of Adjunct Faculty

Adjunct faculty are expected to perform teaching duties in accordance with the requirements of the University of San Francisco and the College of Arts and Sciences (CBA Article 10.1). These duties include instruction and any instruction-related duties assigned by the Dean (CBA Article 10.2).

Adjunct faculty are expected to provide effective teaching, good representation of the University in public affairs and community activities and maintain sound personal and ethical relations with colleagues, supervisors, students and the community (CBA Articles 10.10).

In addition, adjunct faculty are expected to keep regular office hours (CBA Article 10.2), submit grades in a reasonable and timely manner (CBA Article 10.5) and be available for service at the University during the term of their employment (CBA Article 10.9).

2.4 Authority and Reporting

The immediate contact person for an adjunct faculty member is ordinarily the Department Chair or Program Director. In some departments, an Adjunct Faculty Liaison/Mentor performs this role. Any academic questions or requests for academic guidance, direction or assistance should be directed to your Department Chair, Program Director or Adjunct Faculty Liaison/Mentor. Once the initial appointment has been made any administrative, personnel, procedural or supervisory questions can be addressed to the appropriate Associate Dean (Social Sciences, Arts and Humanities or Sciences) or the Director of Administrative Services.

2.5 Official Correspondence

Once hired by USF and all new hire paperwork is processed, all adjunct faculty will receive an official USF email address. Adjunct faculty are expected to check this email account regularly while they are teaching, since this is the official means of communication between the University, the College, and the faculty member regarding their employment at USF.

Additionally, adjunct faculty are expected to maintain current contact information, including valid mailing addresses, on file with the University and to update this information when needed. Contact
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information can be updated on the USF Connect portal by accessing the Employee Self-Service function on the Employee Tab.

2.6 Contracts

Adjunct faculty will receive contracts electronically no later than the census date for the course confirming their teaching assignments and/or any additional pay assignments they may have. Contracts will be sent to the official USF email address provided for each adjunct faculty member. These contracts must be signed electronically. Upon signing, an electronic copy is automatically forwarded to their USF email address. Questions about contracts should be directed to the Director of Administrative Services, who oversees their distribution.

2.7 Hours of Work and Prior Approval for Additional Assignments

In compliance with the Affordable Care Act, adjunct faculty working on campus will receive contracts outlining any work assignments, including teaching, non-teaching, service, and all other work. These contracts document the expected weekly hours of work for the assignment.

Adjunct faculty must secure prior approval from the Dean before accepting any other work assignments within the University. Additionally, the total of all work assignments cannot exceed 29.75 hours per week for members of the Preferred Hiring Pool (PHP) or 27.5 hours per week for non-Preferred Hiring Pool members for all assignments (teaching and additional pay) during the academic year. Due to the intensive structure of summer/intersession teaching assignments, the hours per week may exceed the cap. However, total hours worked for the entire summer or intersession term should not exceed the weekly cap.

2.8 Representing USF as an Adjunct Faculty Member

Adjunct faculty members may use their University of San Francisco faculty title as a form of identification in their professional or academic endeavors and are encouraged to do so in presentations, papers, publications and other creative or scholarly work. The proper designation is 'Adjunct Professor' followed by the name of the department. Adjunct faculty members should not, however, use their faculty titles to explicitly or implicitly claim to represent the views of the University of San Francisco or to seek or solicit clients, business relationships or other economic arrangements or to advocate or endorse causes that are not part of their University-related academic assignments.

2.9 Teaching Development Fund

The Teaching Development Fund (TDF) (see Article 22.9 of the CBA) is designed to provide funding for activities that have the clear and explicit purpose of improving teaching effectiveness at the University of San Francisco. These funds are designed to support adjunct faculty efforts to improve student learning and to encourage faculty efforts to assess and document the effectiveness of their instructional improvement efforts. Resources requested may include, but are not restricted to, instructional innovations, new approaches to classroom instruction, travel to teaching and/or pedagogical workshops and conferences, use of active learning strategies, incorporation of multicultural perspectives and curriculum development and evaluation. Funding will not be provided for research or research presentations at conferences.

All adjunct faculty are encouraged to apply for TDF, but please note that funding is limited. Applications are accepted biannually and due on Oct. 15 and Feb. 15 of each year. Application instructions and reminders of the deadlines are sent to all adjunct faculty from the Office of the Dean.
III. Teaching Policies

3.1 Syllabi

The College of Arts and Sciences requires syllabi for all courses taught at USF:

Article 19.2.5

(C) The student shall receive from his or her instructor during the first week of class a written outline of the work and research expected of the course in which the student is enrolled; such an outline, which shall not be used for purposes of evaluation by the University, shall include term papers and research papers of substantial proportions, and the approximate date on which such assignments are due.

The syllabus should contain the following:

- Professional contact information, such as your office phone, an email address, and office hours.
- A course description of 1-2 paragraphs.
- Learning outcomes that are measureable with a brief explanation of how the outcomes will be met. For example a non-measurable outcome would be something like “Students will seek to understand American literature.” A measurable outcome is one that can be measured, tested, or demonstrated, such as “Students will develop a basic critical ability to identify, interpret and evaluate the ideas and formal features of an American literary text.” This can be measured through exams, papers, and class presentations.
- A weekly breakdown of topics and/or weekly reading assignments that includes due dates of major assignments like exams, papers, portfolios, performances, etc.
- Required and suggested readings (if any).
- Information about grades and grading, including a list of major assignments with their point value or percentage of final grade. Also include information about grading policies and/or what constitutes an “A,” “B,” “C,” etc.
- Academic Honesty/Plagiarism statement. Faculty have discretion as to how they handle academic dishonesty and plagiarism, but a statement does need to appear in the syllabus.
- Any other class policies, such as class etiquette, attendance/tardiness policies, late paper policies, lab and studio requirements, class participation requirements, etc.

It is highly recommended that the instructor review their syllabus with the chair or director of the program for feedback. There may be items that program faculty include. In addition, it is also recommended that the instructor include information about Student Disability Services: http://www.usfca.edu/sds/.

The College of Arts and Sciences has a webpage to aid faculty in creating a course syllabus. The webpage discusses best practices for writing measureable learning outcomes and includes an explanation of what is included in a syllabus.

All faculty must submit their syllabi to the Program Assistant for storage in the College of Arts and Sciences Dean’s Office:

Article 29.6

(D) Copies of Examinations/Syllabi

One copy of each syllabus shall be filed with the Dean at the start of classes...

To ensure accurate record keeping, please name the PDF document using our naming protocol. The new title will identify the document as a Syllabus (Syl), give the semester (13F), instructor last name,
and the complete course and section number (e.g., Syl13FmguirePSY31201). An email will be sent out to faculty at the beginning of the semester with more details.

3.2 Office Hours

Adjunct faculty who are teaching lectures are expected to keep regular office hours and be available to students without a previous appointment. Adjunct faculty must post a schedule and strictly observe the schedule for office hours (CBA Article 10.2). The College requires a minimum of 15 minutes per week per unit of teaching, which equates to at least one hour per week for a 4 unit course. Adjunct faculty are strongly encouraged to allow flexibility for students to meet at alternative times outside of scheduled office hours. Please note that office hours are considered part of the normal duties of being an instructor at USF and thus there is no additional compensation for holding office hours.

3.3 Course Cancellation

The University may, at the Dean's sole discretion, cancel a particular course based upon a lack of enrollment, or for budgetary or programmatic reasons (CBA Article 11.3). When a course(s) to be taught by an adjunct professor is cancelled 25 or fewer days before the first class meeting during the Fall term or fewer than 14 days before the first class meeting during the Spring term, or after the first class meeting, the University will pay the adjunct professor assigned to teach that course(s) 10% of the stipulated salary that individual was to be paid for such a course(s) as compensatory salary.

3.4 Modifications to the Scheduled Seat Time

Any modifications to the scheduled seat time for a course (whether one-time or ongoing), cancellation of classes for any reason, or modifications to the scheduled final exam, must have written Dean's Office approval. Adjunct faculty should discuss the rationale for the change with the appropriate Associate Dean, who will assess its impact on student learning and educational experience, and on faculty workload. Depending on the circumstances, the Associate Dean may consult the College Curriculum Committee and/or the Department Chair.

3.5 Absences from Class

Adjunct faculty are expected to be present at all scheduled class sessions during the semester. However, adjunct faculty who find themselves unable to attend their regularly scheduled classes due to illness or personal emergency must follow the procedures below, depending on whether the absence was anticipated or unanticipated:

Anticipated absence

Any anticipated absence from class (for example to attend a conference) must have prior Dean's approval. Please complete the "request to be absent from class" form (accessible online: http://www.usfca.edu/as_faculty_info/), and submit it to their Associate Dean's Assistant at least two weeks prior to the absence. The form requires a rationale for the absence and a plan to replace instruction in class. Additional homework is not an appropriate substitute for missing class. The Department Chair or Program Director must approve the request before submitting to the Associate Dean.

Anticipated absences should never result in class cancellations, unless under extreme circumstances. Program Assistants cannot, per Union rules, proctor any kind of class activity, including exams.

Unanticipated absences

If unexpected circumstances prevents an adjunct faculty member from making it to class (such as illness or sudden emergency), they must notify their Program Assistant, who will know the procedure to follow. If sending an email is possible, the Associate Dean's Assistant should be copied on it. Any special instructions for the students should be shared with the Program Assistant. If there is a viable plan to substitute the faculty member and there is time to implement it, it should be discussed with the Associate Dean and Department Chair.
3.6 Class Lists

An official class list can be obtained on USFconnect (https://connect.usfca.edu) using the Faculty Tab, Faculty Self-Service Feature.

3.7 Computer Problems and Support

For faculty and staff, Information and Technology Services (ITS) has a webpage that highlights the services it offers. This can be found at http://www.usfca.edu/its/help/faculty/. For help with computer problems, service hours, and online support, please access USFsupport&answers at http://www.usfca.edu/its/help/onlinesupport/ or call x6668.

3.8 Adding/Dropping Classes

Students may add classes until the end of Late Registration (normally the end of the first week of classes). To add a class, they can go online or complete the Registration/Add/Drop form that is available at http://www.usfca.edu/webtrack/forms/. Part time faculty may not sign a student into a closed class, this must be done by the Chair or Program Director (and is rarely approved). Adjunct faculty should check with their department for a policy regarding signing students into a closed class.

Students who drop a class must fill out a Registration/Add/Drop form and take it to the Center for Academic and Student Achievement (CASA) and then the Office of the Registrar. Students who drop a class before the census date must obtain the signature of their academic advisor. To drop a course between the census date through the tenth week of class (the last day to drop) in a regular semester, students must obtain the signatures of the instructor, the academic advisor, and approval from CASA. Students who fail to follow procedures will receive a failing grade (F) for that course.

3.9 Student Attendance Policy

University policy states that students are expected to attend all scheduled classes and laboratory exercises. Absences may affect the final grade or eligibility to sit for the final examination. However, instructors may not unilaterally drop a student from the class for poor attendance. Course syllabi should clearly explain expectations regarding attendance.

Occasionally, students represent the University of San Francisco in intercollegiate activities (e.g. athletics, etc.). These students shall be excused from classes on the hours or days such activities take them away. Such students are, however, responsible for advising their professors in advance of anticipated absences and for arranging to complete course work for classes, laboratories and/or examinations missed.

3.10 Students with Disabilities and Legal Rights

The University of San Francisco is committed to helping USF students with disabilities serve as fully contributing and actively participating members of the University community while acquiring and developing the knowledge, skills, values, and sensitivity to become women and men for others. Toward that end, the University attempts to promote a fully integrated University experience for students with disabilities by ensuring that students have equal access to all areas of university life and receive appropriate educational support and services to foster their academic and personal success.

Students with disabilities (learning, physical, psychiatric, or medical) have certain rights under the law. In cases where these rights are invoked, there are certain procedures that need to be followed.

The determination that a student has a disability and the nature of that disability is a highly confidential matter disclosed only to those who need to know. Under no circumstances should a student’s disability be discussed with anyone besides those individuals charged with assisting the student and the disability should never be discussed with other students in or out of class.
At the beginning of the semester students may approach adjunct faculty with a documented need. When this happens, a conversation between the student, Student Disability Services (SDS), and a faculty member should begin in regards to the student’s accommodation. SDS is available to assist students with disabilities and the faculty who teach them. For more information, visit their website (http://www.usfca.edu/sds/) or contact the office directly (sds@usfca.edu, x2613).

3.11 Student Conduct

The University's policy regarding student conduct is contained in the Fogcutter, the student handbook. This can be found at http://www.usfca.edu/fogcutter/studentconduct/.

Specifically, matters subject to University disciplinary procedures include, among others

- Disorderly, disruptive or obstructive behavior in or out of the classroom (e.g., shouting, or making bothersome noises, speaking out of turn repeatedly, or otherwise disrupting the orderly classroom process.
- Physical abuse or sexual offense (or threats to do the same).

If an adjunct faculty member finds a student engaging in disruptive behavior in the classroom, he or she should first speak to the student privately about the matter. If the student continues to behave in a disruptive or inappropriate manner, CASA can provide further guidance on how to proceed.

3.12 Mid-Semester Progress Reports

Approximately half way through the regular semester, CASA will send those teaching undergraduate courses instructions on how to submit a Mid-Semester Progress Report for students performing at less than a C average. This is one component of the University’s attempt to identify ‘at risk’ students and take all necessary steps to help them succeed.

3.13 Administering Student Evaluations

Please note that the University is in the midst of a transition to a new process and will provide updates once available.

The University has the right to evaluate adjunct faculty (CBA Article 13.1) and all adjunct faculty are expected to allow time for the distribution and collection of student evaluations of their courses in accordance with University policy and procedure. The instrument currently used is the SUMMA form and adjunct faculty will be notified when the forms are ready for distribution. The Dean’s Office collects all the SUMMA evaluations each semester, sends them away for tabulation and provides the final results to the faculty member. Since the evaluations are an important component of evaluation for re-employment, it is in the faculty member's interest to ensure both their timely distribution and proper collection and return to the Dean's Office. Any breach of University and College policies on student evaluations is regarded as a serious matter by the Dean's Office.

3.14 Final Exams

The schedule for final examinations can be found at http://www.usfca.edu/schedules/. Adjunct faculty members must adhere to this schedule and may not change the date, time or place of final exams. In addition, submit one electronic copy of the final examination to the department’s Program Assistant by a date required by the Dean’s Office. If no final exam is given, adjunct faculty must notify the Dean’s Office and indicate what assignment(s) is substituting for a final.

3.15 Reporting Final Grades

All final grades are to be submitted via the USFconnect website and adjunct faculty are expected to file their grades in a reasonable, accurate, complete and timely manner (CBA Article 10.5). Grades are usually due no later than seven days after finals. There is an online tutorial to show how to submit grades electronically: This can be found at http://www.usfca.edu/its/information/selfservice/
Neither teaching assistants nor program assistants are permitted to enter grades on behalf of a faculty member.

Students who have officially dropped the class after the census date will have a 'W' posted in the grade column. If a student has simply stopped attending class, the grade space will be blank. In this case, the student should receive an 'F'. In exceptional circumstances, it may happen that a student officially dropped the course after the grade rosters were issued. If this happens, a grade of 'F' should still be assigned.

**Incomplete ('I') are strongly discouraged.** The adjunct professor may file an 'I' for incomplete only if the student has completed the majority of the work for the course at a passing level and only if the student, near the end of the semester, experiences a significant event typically beyond their control (e.g., illness, injury, family bereavement, etc.) that prevents them from completing the requirements for the course(s). The student should provide written verification (e.g., physician’s note) of the circumstances. The incomplete is not intended as a means of avoiding a poor or failing grade or obtaining an extension not afforded to all other students in the course. In no case should attendance in class during the following semester be necessary or allowed in order to complete the course requirements. The adjunct faculty member should develop a contract with the student specifying the nature of the work to be completed and timeline for completion. Please note that incomplete grades automatically change to an 'F' unless the work is completed within the end of the following semester.

Any change of grade must be initiated by the adjunct professor who should submit a Change of Grade form (available at CASA or in the academic department or program office). Faculty members must clearly state the reason for the change of grade. Under no circumstances should the student be given the change of grade form. No change of final grade for a completed course will be made without the approval of CASA.

Students may appeal to have their grade changed. The appeal process for a change in course grade can be found online [http://www.usfca.edu/catalog/policies/appeal/](http://www.usfca.edu/catalog/policies/appeal/).

### 3.16 Understanding Student Privacy (FERPA)

The privacy of students and their educational records is a serious matter and is mandated by the Family Educational Rights and Privacy Act (FERPA). Everyone at the University is required to be in compliance – this means faculty, administrators, staff and student workers. Adjunct faculty are responsible for reviewing the guidelines and acting in compliance at all times. Here are a few examples of "dos and don'ts":

- **DO NOT** display student scores or grades publicly in association with names, USF ID Numbers, Social Security Numbers, or other personal identifiers. If scores or grades are posted, **DO** use some confidential code known only to you and the individual student. If a partial USF ID Number is used, **DO NOT** use more than the last four digits. In no case should the list be posted in alphabetic sequence by student name.

- **DO NOT** put student work (including papers, exams books, or lab reports) containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.

- **DO NOT** discuss an advisees’ or students’ academic progress with her/his parent(s) unless s/he has completed a form authorizing release of such information to the parent(s). Students are given the opportunity to complete such an authorization form and it is stored in his/her file in the University Registrar’s Office.

For more guidelines of privacy issues, visit: [http://www.usfca.edu/Registration/Ferpa/FERPA_Information_for_Faculty_and_Staff/](http://www.usfca.edu/Registration/Ferpa/FERPA_Information_for_Faculty_and_Staff/).
3.17 Academic Honesty and Turnitin.com

The University's policy on academic honesty, including the procedures to be followed in cases of violation of this policy, can be found in the student handbook, the Fogcutter (to be found at [http://www.usfca.edu/fogcutter/](http://www.usfca.edu/fogcutter/) in the section on Conduct and Disciplinary Procedures).

If a faculty member becomes aware of a possible violation of the University’s policy on academic honesty and integrity, he or she should either discuss the matter privately with the student, the department/program chair, adjunct liaison/mentor or speak directly with CASA who will provide appropriate advice on the options and procedures to be followed in such cases. In some instances, cases may be referred to the University Committee on Academic Honesty and Integrity and this committee will follow the procedure outlined in the Fogcutter. To contact the committee or report a possible violation of the Academic Honor Code, visit the website for Academic Honesty ([http://www.usfca.edu/Student_Life/Red_Folder/Academic_Honesty/](http://www.usfca.edu/Student_Life/Red_Folder/Academic_Honesty/)).

USF is an institutional subscriber to Turnitin.com, a system that compares student papers to a huge database of previously submitted papers and to text found throughout the vast resources of the Internet. Turnitin.com is a completely web-based system and is accessible through Canvas. For demos and help, you may also contact USF’s Center for Instruction and Technology at (415) 422-2223.

3.18 Student Liability Waivers

Any off-campus activities related to courses require completion of Student Liability Waiver forms the students. There are two different types of waivers: voluntary and required. The voluntary waiver includes the phrase "I have voluntary elected..” in the first sentence, while the required waiver includes “I will participate” in the first sentence. Only ONE form (voluntary or required) should be used for each class that has off-campus activities.

These waivers must be signed by all students in the course before the scheduled activity, and all signed waivers must be turned to the department’s Program Assistant.

Both forms can be found online: [http://www.usfca.edu/as_faculty_info/](http://www.usfca.edu/as_faculty_info/).

3.19 Directed Studies

Adjunct faculty must receive prior approval from their Department chair/program director before initiating any directed study. The chair or director will consult with the Dean in making the decision to approve an adjunct faculty member teaching a directed study prior to the first scheduled meeting of the directed study.

Sometimes due to curricular necessity or graduation requirements, courses that are under-enrolled are converted into directed studies instead of cancelled. In these cases, adjunct faculty may be asked to teach a directed study with one or more students. Adjunct faculty should discuss the expectations of teaching a directed study in detail with their Department chair and/or Dean before agreeing to teach any directed studies.

Compensation for directed studies is outlined in Article 18.9 of the CBA. The pay rate for directed studies is calculated as 1/10 of the rate for the class (based upon the unit value) multiplied by the number of students.
IV Adjunct Faculty Evaluation

4.1 Purpose

The University encourages good teaching in all its programs and courses. To this end, the University has the right to evaluate adjunct faculty including the use of student and/or administrative evaluations (CBA Article 13.1). Please refer to the CBA for the most updated information.

4.2 Initial Evaluation

After completing their first semester of teaching at USF, the adjunct professor must meet with the department chair/program director/program coordinator to review teaching evaluations and discuss the adjunct professor’s teaching performance and status (CBA 13.2).

4.3 Pre PHP Evaluation

Upon completion of sixteen (16) units or four semesters (whichever comes first), the adjunct professor must meet with the Dean or the Dean’s representative to discuss teaching performance at USF.

Note: Units for teaching lab or directed studies are not counted toward PHP eligibility.

V. Preferred Hiring Pool (PHP)

5.1 Eligibility and Deadlines

In order to be eligible for PHP, adjunct faculty must have done the following by the submission date; (i) after evaluation, they are determined to be good teachers and competent in their teaching assignment in accordance with Article 13 of the CBA; (ii) they have completed at least thirty-two (32) units at USF; (iii) they have a minimum of two (2) years service at USF. The application for PHP is submitted to the Office of the Dean for the College of Arts and Sciences, according to the instructions provided (see CBA Article 12), on or before February 15.

Please note there will only be one application deadline for PHP each academic year, generally in mid February.

5.2 Application Process

The PHP application is submitted electronically, through an application site administered by the College of Arts and Sciences. The applicant should include a full list of the course(s) and sections taught and the semester in which each course was taught; a current curriculum vitae; a statement of teaching philosophy, and any additional materials the applicant believes demonstrates excellence in teaching (CBA Article 13.4). The evaluation process includes a review of all SUMMA evaluations and the applicant should ensure that copies of the evaluations are included in the submitted application. In addition, the Dean may evaluate the applicant’s teaching by making a classroom observation (CBA Article 13.8). Faculty are highly encouraged to inform their Department Chair/Program Director prior to their application.

5.3 PHP Evaluation

All PHP applicants will have their teaching performance at USF reviewed as part of the evaluation of their application. This will include a review of syllabi, SUMMA evaluations, statement of teaching philosophy and any other evidence of teaching effectiveness. The Dean (or Associate Dean) may also evaluate the applicant’s teaching abilities by making a classroom observation of the candidate.
5.4 Decision

Applicants are informed of the Dean’s decision in writing by June 30th. The Dean has the sole discretion in determining if adjunct professors meet the criteria for placement in PHP for specific courses and her/his decision is final (CBA Article 13.5.4). Adjunct professors who are granted PHP status will be placed in the PHP the semester following notification by the Dean. The University has the option to not re-hire adjunct faculty not placed in the PHP.

5.5 Placement in PHP

The Dean grants adjunct faculty PHP in specific courses on the basis of seniority (as determined by date of entrance into PHP) and established teaching competence (CBA Article 12.4). Please note that no adjunct professor has an exclusive right to teach a particular course or a particular schedule and placement in the PHP does not establish the right of permanent part-time employment or any continued employment at the University (CBA Article 12.9).

5.6 PHP Benefits

Adjunct professors are assigned an appropriate rate of pay by the University based upon a per unit minimum pay rate (CBA Article 18). Please refer to CBA for current rates.

Members of the PHP pool receive access to various benefits, including health care, tuition remission, life insurance, and retirement contributions. For more details, please see Article 21 of the CBA or call Human Resources (LM 339, x6707).

5.7 Post PHP Review

After being granted PHP status, adjunct faculty members will meet with the Dean, Associate Dean, or representative to evaluate performance.
Appendix

A.1 Center for Academic and Student Achievement

The Center for Academic and Student Achievement (CASA) provides academic and personal support and resources to students. Faculty may refer students to CASA to receive various resources and services. All academic forms that students complete should be turned in to CASA, which is located on the third floor of the University Center building. For more information regarding the staff, mission, and resources available through CASA please see their website (http://www.usfca.edu/casa/).

A.2 College of Arts and Sciences - Office of the Dean

All adjunct faculty report to the Associate Dean in their academic area. There are three academic associate deans: Sciences, Social Sciences, and Arts and Humanities. Additionally, the Dean’s office staff manages employment related matters with adjunct faculty, including generating contracts, processing pay, collecting syllabi, tracking absences and attendance, etc. For a current list of Dean’s office staff, please see the website (http://www.usfca.edu/artscl/dean/staff/).