



# **THE UNIVERSITY OF SCRANTON**

## **Adjunct Faculty Guide**

**2022 – 2023**

**THE UNIVERSITY OF SCRANTON**



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## **APPOINTMENTS**

Recommendations for adjunct faculty will originate in respective departments. These recommendations will be forwarded to the appropriate Dean. The Dean determines the salary based upon the appropriate salary schedule. Adjunct faculty must supply curriculum

conducting reference checks using the form contained in the search guide for full-time faculty.

### **Letter of Appointment**

Appointment to adjunct faculty positions will be made by letter and confirmed by a final computer generated schedule distributed by the Registrar at the beginning of each academic term.

### **Salary**

Compensation for adjunct teaching in the University of Scranton normally ranges from \$500.00 to \$1,000.00 per credit hour, depending upon degree earned and years of teaching.

Adjunct

form, W-4 Form, Taxing Jurisdiction form, and the Employment Eligibility (form I-9). The appropriate Deans offices send these forms to you.

Payday for adjunct faculty normally falls on the first of October, November and December for Fall Semester; and the first of March, April and May for Spring Semester. Checks will be mailed to your home address unless you request to pick them up at the Payroll Department. This request must be made in writing to the Payroll Department. Paydays for summer sessions are on the first of July and August and for Intersession, the first of February.

## **ACADEMIC CODE OF HONESTY**

Students have the responsibility for governing their own conduct in compliance with the Academic Code of Honesty, which addresses behavioral integrity in the academic work of the University. Conduct that violates the Code includes plagiarism, duplicate submission of the same work, collusion, providing false information, unauthorized use of computers, theft and destruction of property, and unauthorized possession of tests and other materials. Steps taken in response to suspected violations may include a discussion with the instructor, an informal meeting with the dean of the college and a hearing before the Academic Dishonesty Hearing Board. Students who are found to have violated the Code will ordinarily be assigned the grade F by the instructor and may face other sanctions. The complete

on the Web at [The University of Scranton Academic Code of Honesty](#)

**FACULTY RESPONSIBILITY TO AND FOR ACADEMIC HONESTY**

## **OTHER UNIVERSITY CODES AND THE CIVIL LAW**

The University's "Rights and Responsibilities..." Code proscribes conduct that will often have a direct bearing on the ability of faculty and students to achieve their academic goals. Therefore, violation of the "Rights and Responsibilities" Code will often result in a violation of academic integrity as well. For example, harassment, physical and verbal abuse, drunkenness, disturbance of the peace, etc. impair academic life. If a violation occurs which might be addressed by either code, the University will pursue action under either the Academic Code of Honesty or the "Rights and Responsibilities..." Code but not both.

If a question as to which code should be applied to a particular situation arises, the Provost and the Vice President for Student Affairs will confer concerning the particular venue of the potential violation and reach a decision.

## **WORKPLACE PROHIBITED BEHAVIORS**

Possession of firearms, explosive devices, martial arts paraphernalia, knives, or any weapon of any kind are forbidden anywhere on campus.

The University of Scranton prohibits threatening or violent behaviors directed at an individual, group of individuals, or class of individuals or relatives of those individuals. This policy applies to any threats or acts of violence related to the University of Scranton workplace. Prohibited behaviors include, but are not limited to:

- a. Threats or acts of violence made directly or indirectly by words, gestures or symbols;
- b. Threats or acts of violence that are targeted at any specific class of individuals;
- c. Intimidating threats or acts in any manner or form, which intimidate, coerce or cause fear of harm.

## **GENERAL ADJUNCT FACULTY RESPONSIBILITIES**

The general responsibilities of adjunct faculty members include the following:

- a. Satisfactory fulfillment of teaching duties and other assigned responsibilities;
- b. Observance of promulgated academic regulations concerning class attendance, cancellation of classes, examinations and grades;
- c. Preparation, proctoring and grading of student examinations; direction, reading, and evaluation of student papers and reports;
- d. The academic advising and guidance of students. Minimally, it is expected that instructors will accommodate students on an appointment basis. Students are to be informed in writing of the instructor's availability for outside consultations at the beginning of the semester;
- e. Distribution of course syllabi, current copies of which are to be submitted to the department and distributed to students;

- f. Cooperation with the chairperson and dean in enforcing academic regulations;
- g. Maintenance of a high standard of conduct, integrity, trust and professionalism when dealing with students, other faculty, administrators and the public; and
- h. Compliance with all federally mandated policies. These policies are available for review in the Human Resources Office.

## **ACADEMIC FREEDOM FOR ADJUNCT FACULTY**

### ***The Application of Academic Freedom for Adjunct Faculty:***

Pursuant to its statement of dedication to the freedom of inquiry, the University subscribes to the 1940 and 1970 statements and interpretive comments on academic freedom of the



## **COURSE POLICIES**

Attendance  
Conferences  
Late Assignments  
Make-up exams

Plagiarism  
Tardiness  
Cheating



constitute grounds for action. Failure to report an absence in a timely manner is in direct violation of this policy and subject to disciplinary action.

## **ATTENDANCE POLICY**

Students are expected to attend all scheduled meetings of courses in which they are enrolled. Every student is responsible for all material presented and announcements made during any class. Attendance policies for individual courses are determined by the instructor and must be promulgated in writing in the course syllabi.

## **CANCELLATION OF CLASSES**

Cancellations due to inclement weather will be broadcast through the Emergency Notification System, as well as local radio and television stations. The targeted notification time is by 7:00 a.m. for day classes, noon for afternoon classes and 3:00 p.m. for evening classes. The status of classes may also be checked through a recording by dialing (570) 941-5999.

### **Compressed class schedule for inclement weather**

If a delay, rather than cancellation of classes is announced during the fall and spring semesters, the compressed schedule found on the Registrar's website at [www.scranton.edu/registrar](http://www.scranton.edu/registrar) is followed.

## **CLASS LISTS, GRADE ROSTERS AND ENROLLMENT**

### **RESPONSIBILITIES**

Instructions on how to print Preliminary Class Lists are emailed to both graduate and undergraduate faculty during the week immediately preceding the first day of classes. The names of all advance registered students are included on these lists.

You may have students show up in class whose names do not appear on the class list. These students most likely 1) did not register for the course by the day on which the class rosters were run, 2) registered for a course or section different than the one they are attending, or 3) were dropped by the Bursar's Office because they had not made financial arrangements. If the student has, in the interim, taken care of his/her obligations, the student should show you a signed and dated Schedule Change or Late Registration form. Otherwise, for registration issues, the student should be directed to the Assistant Dean or Advising Center of their college or for payment issues to the Bursar's Office. It is the student's responsibility to correct the situation immediately; otherwise, the student will not receive a grade for the course.

All faculty are encouraged to maintain an attendance record for at least the first two weeks of class. This record will help establish a student's attendance in a class, if a question of refund arises.

A printed copy of Corrected Class Lists are sent via campus mail to all faculty two class days after the last day on which students may add classes.







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results in automatic conversion of the "Incomplete" to a permanent grade of F.



A student who wishes to appeal the final grade in a graduate course should first contact the instructor of the course in order to remedy the situation informally. If, having met with the instructor, the student still thinks that he/she has been inappropriately evaluated in the

department review the process by which the grade was determined. The written request must describe, in detail, the situation and reason for appealing the course grade. The Chair will attempt to facilitate a reasonable solution at the departmental level. The Chair may make written recommendation to both the student and faculty member following the review. If the matter is not resolved at the departmental level, then the student may request, in writing, that the dean of the program review the matter. The Dean will conduct a review and provide a solution is final. Ordinarily,

thirty calendar days of the time the original grade was available to the student.

## FINAL EXAMINATION CONFLICTS

1. When a student has 3 or more examinations scheduled on the same day, according to the examination schedule issued by the Office of the Registrar & Academic Services, it is the student's option whether to take all 3 examinations on the same day or to have one rescheduled.
2. If the student wishes to have one of the 3 examinations rescheduled, the examination with the lowest priority will be rescheduled, based on the following order of priority:
  - Major course - first priority
  - Cognate course - second priority
  - Elective course - third priority
3. Where a conflict exists between two courses of the same kind (e.g., two cognates or two electives), the more senior professor -- in terms of years of service at the University of Scranton -- will have first priority.
4. If the student wishes to reschedule a conflict examination, he/she must advise the faculty member prior to the last week of classes known as Dead Week. If an appropriate resolution cannot be reached between the student and the faculty member, the student should contact his/her Dean.

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- 03 Junior (50-89.99 Earned Hours)
- 04 Senior (90 or more Earned Hours)
- GR Graduate Student

## **GUEST SPEAKERS**

## **ACADEMIC ADVISING CENTERS**

### **The College of Arts and Sciences Academic Advising Center**

The Academic Advising Center, located in St. Thomas Hall 209, serves all freshman in the College of Arts and Sciences. Staffed by professional advisors and by faculty advisors from a wide variety of disciplines, the Academic Advising Center offers a comprehensive program of academic advising throughout the freshman year. Advisors are available to students from 8:30 a.m. to 4:30 p.m. Monday through Friday. They provide assistance with orientation, registration, drop-add, general education course selection, declaration and change of major, and assessment of academic performance and goals. Telephone: 570-941-6323.

### **The Panuska College of Professional Studies Academic Advising Center**

The Academic Advising Center, located in McGurrin Hall, Room 111 serves all students in The Panuska College. Staff are available during the academic year, Monday through Friday from 8:30 a.m. to 4:30 p.m., to provide individual assistance with academic advising, registration, assessment of academic performance and career goals. The Center also works closely with other campus resources to provide comprehensive advisement opportunities. Faculty mentors are available to students within their academic departments. Telephone: 570-941-6390.

### **The Kania School of Management Academic Advising Center**

The Academic Advising Center, located in Brennan Hall Suite 206, serves all students in the Kania School of Management. Advisors are available from 8:30 a.m. to 4:30 p.m., Monday through Friday, to provide assistance with registration, major and general education course selection, and assessment of academic performance and goals. In Addition they have an advisor that is dedicated to Graduate Programs. The Advising Center works closely with other campus resources to benefit each student. Telephone: 570-941-6100

## **THE CENTER FOR TEACHING AND LEARNING EXCELLENCE**

encourages and supports a strong culture of teaching, learning and scholarship in the Ignatian Tradition for a diverse university community. T  
faculty and students to help create an environment that encourages and supports student learning, faculty enrichment, instructional design, and the use of technology. The CTL CTL CTL CTL CTL

## **Faculty Development**

The CTLE offers opportunities for faculty in mentoring programs, enhancement of pedagogy, and the use of technology to support teaching and learning. Workshops, seminars and one-on-one consultations are available to University faculty.

## **Tutoring Services**

Tutoring is available for students in most academic areas through the CTLE. Tutors will meet with students for a maximum of two hours per week. Students seeking tutoring services need to request a tutor online as early in the semester as possible. For more information about tutoring, please visit our [CTLE website](#).

## **Writing Center**

The CTLE Writing Center is a safe space where students can work on their papers and assignments while receiving support from well-trained peer consultants. Students can visit the writing center at any point during the writing process. Students will work with consultants in a one-on-one setting. The CTLE Writing Center is located in LSC 582 with a satellite center in the Reilly Learning Commons. Students can make their own appointments through the CTLE Menu located under the Student Services and Financial Aid tab. For more information, contact the coordinator at [writing-center@scranton.edu](mailto:writing-center@scranton.edu).

## **Reading Enrichment Services**

The CTLE, through the Reading Specialist, offers individual assessment and tutoring to assist students at the University of Scranton to develop and/or enhance effective reading comprehension strategies. The CTLE Reading Specialist will meet with students on a one-on-one basis to explore active reading techniques based on your learning style.

## **Accommodations for Students with Disabilities**

The CTLE is the designated office that provides services to students with disabilities who are enrolled at the University of Scranton. The CTLE reviews and maintains disability-related documents. An ADA committee certifies eligibility for services and determines academic accommodations, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

## **Gonzaga Program**

The Gonzaga Program aims to help students develop academic skills that are vital for success at the collegiate level. With a focus on reading and writing, the program enhances experiences. Students learn to analyze and evaluate information, and identify their capabilities in these areas to strengthen them in an engaging and effective manner with the guidance of faculty and staff.

## **Instructional Technology Services**

The CTLE provides assistance with technology for teaching and learning purposes to both faculty and students. Technical staff and student consultants are available to assist with services such as: training on the use of the Learning Management System and its advanced features; web consulting and the development of websites; audio/video streaming services; creating E-Portfolios; enhancing PowerPoint presentations with sound and graphics; scanning; and with the use of other multimedia software resources. In support of faculty assigned tasks, faculty members should make arrangements with the CTLE for students to receive assistance in these areas.

## **THE TECHNOLOGY SUPPORT CENTER**

The Technology Support Center is available to assist you with computing and instructional technology equipment services such as resetting PINs and passwords; trouble shooting MS Office products, email, test scanning, Banner and other University supported software. In addition to these services, they can set up and troubleshoot instructional technology equipment in classrooms, etc.

The Technology Support Center also provides a technical orientation to University computing accounts for new faculty. Visit <https://www.scranton.edu/itfacultyorientation> to become more familiar with the technologies that are available to you at the University.

Contact the Technology Support Center

- < Visit us in Alumni Memorial Hall
- < Call us at 570-941-HELP (4357)
- < E-mail us at [techsupport@scranton.edu](mailto:techsupport@scranton.edu)
- < Webpage: [www.scranton.edu/IT](http://www.scranton.edu/IT)

## **THE HARRY & JEANETTE WEINBERG MEMORIAL LIBRARY**

The 80,000-square-



required for accessing databases remotely. Librarians have created general subject Research Guides and course-specific guides <http://guides.library.scranton.edu/browse.php>

## **Reserves**

To make required or suggested readings available to your class, you may use electronic reserves (e-

## **University of Scranton Archives and McHugh Family Special Collections**

The Archives maintains a collection of faculty publications. These publications are displayed during Scholarship month in May. Faculty are encouraged to donate a copy of their publication(s) for preservation.

### **Faculty Study Room**

To accommodate faculty use of the Library for extended research projects, WML 419 may be reserved by current University of Scranton faculty. Up to three faculty members may reserve the room per semester. Faculty must vacate the room during the months December and May, when it is opened for student use. Any Library materials used in the room must be

Access to the room is controlled by the Office of the Dean of the Library, 4th Floor. Faculty members sign out a key to the room at the time of the reservation and must return the key at the end of the semester or when use of the room is ended. During the semester the room is

Room and obtain a key call -941-7816.

### **Returning Books**

There is a book return in the Library foyer for the after-hours return of books. If you receive a recall notice, please return books needed by other users. Return all books if leaving employment at the University of Scranton.

### **Computers and Photocopying**

Computer access is password protected. At the opening screen, enter your R-number and my.scranton password. For printing from the computers and copiers in the Library a departmental copy card is loaned from the Library Services Desk. Faculty must have their Royal Card to borrow the departmental card. Scanners are available for saving documents in electronic format. Microfilm machines, located on the second floor, are also equipped with printing capabilities and use the departmental card for copying. Two microfilm machines can scan digital copies.

### **Any questions?**

For any questions about Library programs or services, contact the Library Dean at  
570-941-7816.





screenings, crisis evaluations, assessment, consultation, and referrals. Faculty, staff, and administration concerned about a student are encouraged to call and consult with one of the services to students.

In addition, emergency crisis consultation services are offered after-hours and on weekends during the academic year (while classes are in session) by calling University Police at (570) 941-7777 to access the counselor-on-call.

The Couns from 8:30 a.m. - Friday -941-7620 or visit the reception desk to set up an appointment. We encourage you to visit our webpage for more detailed information and resources at [www.scranton.edu/counseling](http://www.scranton.edu/counseling).

## THE CULTURAL CENTERS

to fostering an inclusive campus community that advocates for the respect of the human dignity of all people. The Centers offer opportunities for awareness, education, and dialogue on issues related to diversity, identity, privilege, oppression, equity, and justice, and recognize this as essential to the formation of people for and with others. Students can engage with the Cultural Centers through work study, volunteer, intern, and service learning opportunities.

We also offer a variety of classroom presentations tailored to course content on any of the topics listed previously, and are more than willing to work with faculty to serve as guest lecturers for partial or full class sessions.

## JANE KOPAS WOMEN'S CENTER

all genders in advancing gender equity and inclusion. To do so, the Center facilitates meaningful dialogue, co-curricular learning, and skills development in the areas of feminism, advocacy, leadership, and empowerment so that students may become catalysts for a more just world.

The JKWC hosts programs, workshops, presentations, dialogues, and other opportunities focused on educating students about topics of gender equity, including representation, gender-based violence, body image integrity, intersecting identities, and more. The JKWC offers a resource library and gathering space for continued learning and personal development.

You may contact the JKWC byr (whilee9dnm 3)>> BhC /P ÅMCI7a2 Gf151.D oa 0 612 792 reW\*nBT/F1 1

## **MULTICULTURAL CENTER**

The Multicultural Center (MC) promotes intercultural learning and celebrates and honors diversity for an

they should meet with their Department Chair to understand specifically what is required of the instructor. Students enrolled in the graduate programs in Panuska College of Professional Students will also participate in a variety of experiences specific to their graduate program that meet their graduate student learning outcomes for community-based learning.

## **THE LEAHY COMMUNITY HEALTH AND FAMILY CENTER**





## UNIVERSITY ID CARDS

The Royal Card is the University of Scranton's campus-wide identification card and will be used to identify you as a faculty member at the University. It is also used to access academic and administrative buildings.

If you deposit funds into a Royal Card account, the card can be used instead of cash for on-campus spending in the following locations: all University dining facilities, the Bookstore, campus vending machines, Weinberg Library Uniprint, vending and copy machines, microfiche machines, printing services and Parking Services Office.

ID cards may be obtained at the Royal Card Office, located at the TSC in the Alumni Memorial Hall, Rm 102 during these [hours](#). Lost cards should be reported immediately to prevent unauthorized use of your card. To report a lost card or for information regarding the Royal Card, call 941-4357 or after hours contact Public Safety at 941-7888. Additional information regarding the Royal Card can be found at [www.scranton.edu/royalcard](http://www.scranton.edu/royalcard).

## KEYS

All key requests should be directed to department chairpersons.

## MAIL

All mail for adjunct faculty will be delivered to your respective department on the daily mail delivery run. Any deviation of this policy should be discussed with Mailing Services at Extension 7492.

## SMOKING POLICY

The University's policy is that a person should not ordinarily be exposed to the harmful effects of passive smoking except by personal choice. Smoking is, therefore, prohibited in all public areas, private offices and residence hall rooms of University buildings unless a requested exception is granted. The DeNaples Campus Center and Loyola Science Center entrances.

## UNIVERSITY FACILITIES

- a. Requests for non-instructional use of facilities should be directed to department secretaries for on-line submission.
- b. Use of athletic facilities in the Fitness Center (Pilarz Hall), Byron Recreation Center and the Long Center is permitted with University ID.

c. Eating Areas:

DeNaples Center: Food Court and Convenience Store, 1st floor

DeNaples Center: Fresh Food Company, 3rd floor



## **LOST AND FOUND**

All articles found on campus should be turned over to Campus Police located on the ground floor of the Parking Pavilion on the Mulberry Street side. These articles may be claimed Monday -