

# WELCOME TO TEMPLE UNIVERSITY

Office of the Vice Provost for  
Faculty Affairs



# Temple University Today

- **R1 Research Institution**
- **Nearly 40,000 students are enrolled**
- **17 schools and colleges, including professional schools in law, medicine, pharmacy, podiatry and dentistry**
- **2 international campuses in Tokyo and Rome**
  - **Educational programs in Czech Republic, France, Germany, Italy, Jamaica, Serbia and Spain.**

# University Officers

- **Richard M. Englert, President**
- **William T. Bergman, Vice President for Public Affairs**
- **Kevin G. Clark, Executive Vice President and Chief Operating Officer**
- **JoAnne A. Epps, Executive Vice President and Provost**
- **Hai Lung Dai, Vice President for International Affairs**
- **Jim Cawley, Vice President for Institutional Advancement**
- **Cindy Leavitt, Vice President for Information Technology Services**
- **Michael B. Gebhardt, Vice President, University Counsel**
- **Kenneth Kaiser, Vice President, Chief Financial Officer and Treasurer**
- **Gennaro J. Leva, Vice President for Planning and Capital Projects**
- **Michele M. Masucci, Vice President for Research**
- **Anne K. Nadol, Vice President and Secretary to the Board of Trustees**
- **Theresa A. Powell, Vice President for Student Affairs**

The full list can be found [here](#).

# Office of the Vice Provost for Faculty Affairs

- Vice Provost Kevin Delaney
  - [kdelaney@temple.edu](mailto:kdelaney@temple.edu)
- Offices:
  - [Faculty Affairs](mailto:vpfac@temple.edu) (vpfac@temple.edu/215-204-3745)
    - Retention, tenure and promotion; faculty recruitment and hiring; professional development opportunities and more
    - 350 Carnell Hall
  - [Center for the Advancement of Teaching](tel:215-204-8761) (215-204-8761)
    - Consultations, workshops, special events and more
    - TECH Center, Suite 112

# Center for the Advancement of Teaching

The Center for the Advancement of Teaching (CAT) provides:

- **Programs, campus-wide events and department-specific workshops that promote excellent teaching that facilitates student learning and growth.**
- **Opportunities for faculty and teaching assistants to reflect on their work, and share and learn from their colleagues.**
- **Collaborative space and breakout rooms with wide range of technologies.**
- **Workshops and training on accessibility and inclusiveness of all course materials, as mandated by law.**
- **Book an appointment with an [Instructional Technology Consultant](#) to obtain help on how to use Canvas features.**

# Adjunct Faculty Handbook

- [Handbook](#) includes information on:
  - [Course syllabi policy](#) (#02.78.13)
  - Textbook selection (orders are placed at the bookstore)
  - Cancelling class
  - Class lists
  - Class attendance policy
  - Student resources
  - Teaching and learning resources

Please check the university's COVID-19 information website to keep up to date on changes related to coronavirus ([www.temple.edu/coronavirus](http://www.temple.edu/coronavirus))

# Benefits

- Health insurance
  - There are two levels of health care subsidy by the University: 50% or 25% of single coverage depending on the number of semesters/courses with 2 or more credits taught by a regular adjunct in an academic year. Any regular adjunct can elect family coverage, provided the adjunct pays 100% of the additional charge for such coverage.
  - Visit [HR Benefits](#) for more information.
- Discounted membership to [campus recreation facilities](#) on Main Campus, Temple Athletics tickets and Temple Performing Arts Center events
- PNC Bank offers free checking (with direct deposit), online banking
- [Diamond Dollars](#) allow you to make purchases on campus using your TUID.
- [Parking](#) passes are available in your appointing unit.

# Academic Policies & Calendars

- [Undergraduate Academic Policies](#)
- [Graduate Academic Policies](#)
- [Academic Calendars](#)



# Safety on Campus

- Weapons on campus are prohibited, except for Temple Police/Campus Safety (see the [Employee Manual](#) for details).
- Threatening or violent behavior toward anyone is prohibited; reporting such behavior is required (see the [Employee Manual](#) for details).
- For more resources, please visit the [Tuttleman Counseling Services](#) website.

# Emergency Closings/TU Alert

- [TU Ready](#) notification system (registration required) alerts the Temple community about campus closures, cancelled classes and delayed openings due to severe weather or other emergencies.
- [Temple University homepage](#)
- Review [Emergency Communication](#) Policy (# 04.61.01)

# Security

- [Student Conduct Code](#) on sexual assault prohibits:
  - Any intentional, unconsented touching, threat or attempt thereof.
  - Disrobing of another person or purposeful exposure of one's genitals to another without the other's consent.
  - Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent.
- [University Sexual Assault Policy](#) (Policy # 04.82.02)
- [Clery Act](#): Federal law mandates colleges and universities must inform parents, students and employees about campus security and crimes on and around campus - [Temple's daily crime log](#)
- Temple Police: 215-204-1234 (for all emergencies including fire)

# Responding to Reports

If a student reports an [incident of interpersonal violence](#) to you:

- Let student know incident must be reported.
- Encourage student to contact Campus Safety Services.
- Offer support and assist with (confidential) reporting.
- Provide specific information to Campus Safety: date, time, location and type of incident.
- Tell the student the importance of preserving evidence in the immediate aftermath of an incident. Ask them not to shower or launder clothing until they have been checked out at the hospital and/or by Campus Safety, as that may aid in the investigation
- Inform student of the free counseling and support through [Tuttleman Counseling Services](#), [Wellness Resource Center](#), [Student Health Services](#) and [Campus Safety Services](#).

# Anti-Harassment, Including Sexual Harassment

- Temple is committed to creating and maintaining a workplace and educational environment, programs and activities free of unlawful discrimination and harassment.
- The [Discrimination and Harassment Policy](#) (Policy # 04.81.11) does not allow curtailment or censorship of constitutionally protected expression.
- Harassment is a form of discrimination and is based on the same protected classes as Temple's non-discrimination statement.
- For more information on harassment, visit the [Equal Opportunity Compliance](#) site under the harassment resources tab.

# Non Discrimination Policy

- Temple is committed to a [policy](#) of equal opportunity for all in every aspect of its operations.
- Discrimination is unlawful on the basis of race, color, religion, gender, sexual orientation, national origin/ancestry, age, disability, marital status, veteran status, gender identity and genetic information.
- For more information, visit the [Office of Equal Opportunity Compliance](#) site.

# Conflict of Interest

- Employment of relatives (“nepotism”) and consensual romantic relationships are prohibited within reporting relationships.
- Relationships between administrators and students where reporting relationship exists are prohibited.
- Relationships between faculty/academic advisors and students are prohibited.
- For more information, read the [Employee Manual](#).

# City of Philadelphia Pregnancy Ordinance

- Compels employers to make reasonable accommodations for female employees affected by pregnancy
- Identifies a number of possible accommodations that may be required, including restroom breaks, periodic rest for those whose jobs require that they stand for long periods of time, and leave for a period of disability arising from childbirth, among others.
- See the full [ordinance](#) for more details.



# Privacy and Information Security

- Employees are responsible for treating confidential information with care:
  - Social Security numbers, drivers licenses, financial information, etc.
  - [Personally Identifiable Information Guidelines](#) for private and confidential information
  - Report all privacy and security breaches immediately
- Direct questions to:
  - [University Counsel](#)
  - [University Privacy Officer](#)

# Information Technology Services

- Help Desk (215-204-8000) or [online](#)
- Located in the TECH Center: walk-in support, breakout rooms and 600 workstations.
- [WIFI](#) - campus-wide for access to TUportal, TUmial, Canvas and more
- Scheduled maintenance, system outages and security alerts
- Technology [training](#)

# Communication Tools

- [Create and manage your Temple.edu Gmail account](#)
  - Your Temple.edu Gmail account provides access to:
    - OneDrive
    - Microsoft Office Tools (Docs, Sheets, etc.)
- [OwlBox\\*](#): a resource for storing, sharing and collaborating on files
- [Telecom Services](#)
  - Telephone, Network, voicemail
- [TUmobile app](#) can be used to view daily class schedules, securely view grades, and check diamond dollars balances, among other things

\*Information Technology Services will be removing OwlBox on June 30, 2021. We recommend that you begin using Microsoft OneDrive in place of OwlBox. To familiarize yourself with OneDrive, visit the [ITS OneDrive webpage](#) to learn how to access OneDrive on the web, sync your files to your computer, find out about the mobile app, and get an overview of how to use program features.

# Emergency Procedures & Campus Safety

- Shelter in place, lockdown, and evacuation procedures can be found on the [Campus Safety Services website](#)
- The Emergency Management team offers [trainings](#) to staff and faculty, and trainings can also be requested for classes
- Contact: Sarah Powell ([sjpowell@temple.edu](mailto:sjpowell@temple.edu)), Director of Emergency Management
- Emergency Line: 215-204-1234

# Welcome to Temple

- You are a valued member of the community of educators here at Temple.
- If you have any questions, please contact the Office of Vice Provost for Faculty Affairs at [vpfac@temple.edu](mailto:vpfac@temple.edu).