WELCOME TO TEMPLE UNIVERSITY

Office of the Vice Provost for Faculty Affairs

Updated August 2024

Temple University

Temple University Today

- R1 Carnegie Research Institution
- Over 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
- 1900+ international students
- 160+ undergraduate majors

Temple University

University Leadership

- Richard M. Englert, Acting President
- Gregory Mandel, Provost
- Ken Kaiser, Senior Vice President and Chief Operating Officer
- Sharon Boyle, Vice President of Human Resources
- Gennaro Leva, Vice President of Planning and Capital Projects
- David Marino, Vice President of Finance and Treasurer
- Larry Brandolph, Vice President for Information Technology
- Valerie I. Harrison, Vice President for Diversity, Equity and Inclusion and Community Impact
- Josh Gladden, Vice President for Research
- Jodi Bailey, Vice President for Student Affairs
- Mary E. Burke, Vice President for Institutional Advancement
- Arthur Johnson, Vice President and Director of Athletics
- Cameron Etezady, Vice President and University Council
- Michael Gebhardt, Vice President and University Secretary

A full list can be found [here](#)

Office of the Vice Provost for Faculty Affairs

- Vice Provost Jennifer Wood
    - jennifer.wood@temple.edu
- Offices:
    - [Faculty Affairs](#) (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](#) (215-204-8761)
        - Consultations, workshops, special events and more
        - TECH Center, Suite 112

Temple University

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 [Educational Technology Consultant](#) to obtain help on how to use Canvas features.

Adjunct Faculty Handbook

- Handbook (found under resources) includes information on:
    - Textbook selection (orders are placed at the bookstore)
    - Cancelling class
    - Class lists
    - Class attendance policy
    - Student resources
    - Teaching and learning resources

    The handbook (policy #02.72.16) can also be found on the university's policies page.

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

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Benefits

- Health insurance
  - In accordance with the Affordable Care Act (ACA), part-time employees who are regularly scheduled for at least 30 hours per week, or who have averaged more than 30 hours per week over the applicable annual measurement period, are eligible to enroll in the personal choice high deductible plan and CVS Caremark prescription.
  - 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.

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Academic Policies & Calendars

- [Undergraduate Academic Policies](#)

- [Graduate Academic Policies](#)

- [Academic Calendars](#)

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Safety on Campus

- Weapons on campus are prohibited, except for Temple Police/Campus Safety.

- Threatening or violent behavior toward anyone is prohibited; reporting such behavior is required.

- [TUSafe](#) is a free, optional safety app that can be used to make emergency calls, track your location, and chat with Temple Police

- For more resources, please visit https://www.temple.edu/life-at-temple/safety

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Emergency Closings/TU Alert

- [TUalerts](#) 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)

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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.

- [Preventing and Addressing Sexual Misconduct](#) (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)

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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 [Public Safety](#).

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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 [Preventing and Addressing Discrimination and Harrassment](#) (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 [Institutional Diversity, Equity, Advocacy and Leadership (IDEAL)](#) site

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 Institutional Diversity, Equity, Advocacy and Leadership (IDEAL) site.

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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 Section 11 of the [Employee Manual.](#)

City of Philadelphia Pregnancy Ordinance

- Compels employers to make reasonable accommodations for 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.

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Privacy and Information Security

- Employees are responsible for treating confidential information with care:
    - Social Security numbers, driver's 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, TUmail, Canvas and more

- Scheduled maintenance, system outages and security alerts

- Technology training is available in TUPortal (login required): https://tuportal6.temple.edu/group/its/teaching-and-learning

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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.)
- [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

Please note: Information Technology Services removed OwlBox on June 30, 2021. We recommend that you use Microsoft OneDrive. 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.

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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: Len Clark (len.clark@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)