



TEMPLE
UNIVERSITY®

ADJUNCT FACULTY HANDBOOK

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This Adjunct Faculty Handbook was created and is maintained by the Office of the Vice Provost for Faculty Affairs. Inquiries concerning this handbook, adjunct appointments in general, comments and other suggestions should be addressed to the following:

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INTRODUCTION

The Temple University Adjunct Faculty Handbook is designed to provide important information to both new and continuing adjunct faculty. This handbook is not intended to be an exhaustive source of University information.

Every effort has been made to ensure that all handbook information is accurate at the time of publication. University policies and procedures, however, are subject to change, as are various state and federal laws referenced in the handbook. Accordingly, actual University policies, statements, and/or applicable local, state, and federal laws take precedence over the contents of this handbook. Adjunct faculty members are encouraged to consult their department chairs, deans, and/or the associate vice provost for faculty affairs (at 1-3745) for the most up-to-date information. In addition, adjunct faculty members are also advised to consult the Temple University policies website for current official policies (<http://policies.temple.edu>).

This handbook does not create contractual rights between the University and any faculty member.

1 About Temple University

The University

Temple University is a comprehensive research university with its main campus in Philadelphia, Pennsylvania. The University includes a Health Sciences Campus, the Ambler Campus, and educational centers in Center City Philadelphia and Harrisburg in addition to campuses in Tokyo, Japan, and Rome, Italy. Temple University also offers programs in Great Britain, France, and Ireland, among others.

The Carnegie Foundation has designated Temple University as a Research Extensive University, including it among the top of the nation's universities with comprehensive curricula and nationally recognized research programs.

The Curriculum

Temple University offers 2 associate degree programs, 149 bachelors programs, 148 masters programs, 51 doctoral programs, 24 post-secondary certificates, 76 graduate certificates, and 14 doctoral practice degrees. The University's degree programs are offered through sixteen academic schools and colleges.

The History

Dr. Russell H. Conwell founded the institution in 1884, chartered as Temple College in 1888 and incorporated as Temple University in 1907. In 1965, by the Act of the Legislature of the Commonwealth of Pennsylvania, Temple University became a state-related institution in the Commonwealth System of Higher Education.

1.1 Who Are Adjunct Faculty?

Adjunct faculty are persons appointed to conduct the teaching, scholarship or creative work, and/or service activities of the University on a less than full-time basis.

Recommendations for adjunct faculty appointments are normally made by the dean of the respective school and college. In a unit for which there is no dean, appointments of adjunct faculty members may be made by the unit's director with the letter of appointment cosigned by the Provost.

1.2 Adjunct Faculty Titles and Qualifications

Persons appointed as adjunct faculty members shall be appointed to one of the following titles: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct faculty whose responsibilities include the supervision of students at clinical sites or in clinical activities may be appointed as Adjunct Clinical Instructor, Adjunct Clinical Assistant Professor, Adjunct Clinical Associate Professor, or Adjunct Clinical Professor. When used in documents or correspondence, these titles are to be used in full.

A pro bono adjunct faculty member is a professional who, for civic, charitable or humanitarian reasons, and without expectation of compensation, volunteers his/her time to teach or perform research or service for the University.

For further information on adjunct qualifications and rank, please see the Policy on Adjunct Faculty available online at <http://policies.temple.edu/pdf/81.pdf>.

1.3 Scope and Duration of an Adjunct Faculty Appointment

An adjunct faculty appointment is a part-time appointment. Except at Temple's foreign campuses, a person cannot be appointed as an adjunct faculty member by all University units combined for more than half-time work, which is defined as (a) two courses that in a single semester may not exceed eight course credit hours of teaching,

or (b) 20 hours per week of other effort over the course of a single semester defined as fall, spring, or summer (both summer semesters combined equal one semester).

All adjunct faculty appointments are initially made for one semester. Subsequently, reappointments are made on a semester-by-semester basis. In some instances adjunct faculty appointments may be made for longer periods of time. Adjunct faculty who serve with or without compensation (defined as pro bono adjunct faculty) and whose responsibilities are supervision of students at practice or clinical sites may be appointed for twelve-month periods beginning on July 1st of each year.

1.4 Responsibilities of an Adjunct Faculty Member

Your responsibilities as an adjunct faculty member at Temple University are outlined in your letter of appointment. If your responsibilities include teaching, you are required to make arrangements to hold at least one office hour per week to see students for each course you are teaching. Adjunct faculty members must adhere to Temple University policies on Faculty Office Hours regarding posting and notifying students and administration of scheduled office hours and any cancellation of such office hours. All members of the adjunct faculty should also provide reasonable opportunities for students to reach them apart from class time and/or office hours, such as by e-mail or telephone.

As an adjunct faculty member you are required to follow other instructional policies regarding teaching, including, but not limited to the following: Policy on Academic Progress in Lower Division Courses (Policy #02.78.15), Policy on Course Syllabi (Policy #02.78.13), and the Policy on Course and Teaching Evaluations (Policy #02.78.14). These and many other instructional policies are available online at <http://policies.temple.edu>.

1.5 Representing Temple as an Adjunct Faculty Member

Adjunct faculty members may use their Temple University 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 works. When used in documents or correspondence, adjunct titles are to be used in full. Adjunct faculty members should not, however, use their faculty titles to purport to represent Temple University, 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.

1.6 Conflict of Interest Policy

Adjunct faculty members are expected to avoid any conflict or appearance of conflict, between their personal interest and the interests of the University in dealing with any organization or individual having, or seeking to have, any business relationship with the University or with any organization or individual whose objectives or interest may be adverse to University interests. As an adjunct faculty member at Temple, you should read and abide by the policy on Conflict of Interest – Faculty (Policy #04.16.02) available online at <http://policies.temple.edu> or through your dean's office.

1.7 Accessibility Statement

Temple University is committed to providing students, faculty and staff with access to its facilities and the technology and information they need to succeed in and out of the classroom, and that these resources are accessible in accordance with applicable law.

For more information, please go to: <http://www.temple.edu/about/temple-university-accessibility-statement>

2 Getting Started at Temple

2.1 Orientation Sessions for Adjunct Faculty

Available online through Faculty Affairs, is a brief orientation presentation. You can find the online orientation here: <https://faculty.temple.edu/#/>

Some schools and colleges may have specific orientations for adjunct faculty. Please check with your dean's office before the beginning of the semester to see if an orientation will be offered. A complete listing of contact numbers can be found in the section on useful telephone numbers and contacts.

2.2 Paychecks

Your letter of appointment to the adjunct faculty at Temple University outlines when you should expect to be paid. For further information on how pay is made or if you are unclear about when you can expect to receive your paycheck/paystub or notice an error in your paycheck/paystub, please consult with your dean's office for more information.

2.3 Parking

Adjunct faculty members who commute to a location with University-operated parking solely to perform their adjunct duties must be offered a parking pass from their appointing unit(s). The parking pass must equal the number of days of instruction assigned during the semester or an equivalent allowance. Any adjunct faculty member who needs a parking accommodation for a disability should contact the Office of Parking Services at 215-204-5301 to arrange for accommodation.

2.4 Temple Identification Cards

Temple University's Human Resources Identification Department (215-926-2244) will provide each member of the University community with a University ID Card (Owl Card) that identifies the cardholder by picture, name and function. This identification card should be carried when you are on campus and must be shown upon request when

entering all Temple buildings. The University ID Card (Owl Card) is the property of Temple University and must be surrendered upon demand or when the relationship for which the card was issued is no longer in effect. For more information on how to obtain these cards, where pictures are taken, or to report lost or stolen cards, please consult with your department chair and/or your dean's office.

2.5 TUportal and Obtaining an E-mail Account

Once you have an AccessNet username and TUseful password, you can use TUmial for sending and receiving your *@temple.edu* e-mail. Your e-mail address is your AccessNet *username@temple.edu*, such as jallende@temple.edu. You also have the option to customize your e-mail address. For example, if your AccessNet account is tua00000 and your name is John Doe, you can create an e-mail address of *jobndoe@temple.edu*, provided this address is not currently in use. To find out how to create aliases and to also update your TUmial From address, go to:

<https://computerservices.temple.edu/email-aliases-creating-and-using>

Obtaining a free e-mail account at Temple is easy and can be done online. For further information please go to <https://accounts.temple.edu> and follow the instructions. In addition to accessing your Temple e-mail through [TUportal](#), you can also manage your Temple e-mail through the TUmial web site at: <http://tumail.temple.edu>

With your AccessNet username and TUseful password, you can gain entry to TUportal which offers a single sign-on gateway to some of Temple's most popular online services. These services, described below, include TUmial, Blackboard, Self-Service Banner, MyBackpack, Diamond Dollars, Employee Self Service, TUmial, and Update Cherry & White. You can access TUportal at: <http://tuportal.temple.edu>

2.6 Other Benefits

2.6.1 Health Benefits

The Temple University Office of Human Resources Benefits Department offers health insurance and a selection of voluntary benefits to Temple's regular adjunct faculty members.

There are two levels of health care subsidy by the University: 50% or 25% of single coverage depending on the number of semesters/courses 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.

Regular adjunct faculty are those who meet the eligibility criteria below:

Eligibility for the 50% subsidy of single coverage:

- Faculty appointed to teach two courses a semester for four consecutive semesters; or
- In the case of clinical or basic science faculty working on a calendar year basis, those appointed to work 20 hours per week.

Eligibility for the 25% subsidy of single coverage:

- Faculty appointed to teach one course a semester for four consecutive semesters;
- Faculty appointed to teach one or two courses every fall or spring semester for three consecutive years; or
- In the case of clinical or basic science medical faculty working on a calendar year basis, appointed to work 12 hours per week.

Eligible regular adjunct faculty may enroll in the medical plan within 31 days of their appointment date. Coverage will be effective the first of the month following

enrollment. For further information, visit:
<http://www.temple.edu/hr/faculty/adjuncts>

2.6.2 Voluntary Benefits

Voluntary benefits available to regular adjunct faculty include discounted auto and home insurance; a discount program for Verizon wireless; access to travel assistance through International SOS; automobile rental discounts; health club discounts and more. For more information, please visit:

<http://www.temple.edu/hr/faculty/adjuncts/>

2.6.3 Tax Sheltered Annuity

As a part-time faculty member at Temple you are eligible to participate in a tax sheltered annuity plan. You should note that this benefit is available to you with no University match. For more information on making pre-tax contributions to this plan or to request enrollment forms, please call the Temple University Benefits Office at 215-926-2270.

2.6.4 Temple University Bookstore Discount

All Temple University faculty are entitled to a 20% discount on books and certain school supplies at the Temple University Bookstore. Your Temple ID (clearly stating that you are a faculty member) must be shown at the time of purchase to take advantage of this benefit.

2.7 Transportation Services

2.7.1 Inter and Intra-Campus Shuttle Service

The Office of Facilities Management offers an intra-campus shuttle service. To take advantage of this service, you must show your valid Temple identification card to the driver. Information on different shuttle bus services and schedules are available by

accessing the Office of Facilities Management main website at:

<http://www.temple.edu/facilities/shuttles.html>. There is a Shuttle Info Line for all Temple shuttle services. Anyone can access this information by calling 215-204-7377 24 hours per day, 7 days per week. An updated recorded message will give current status of shuttle schedules.

2.7.2 Maps of the Campus

Adjunct faculty can access maps of Temple campuses, find information on hotel accommodations, find out more information on Temple University Parking Authority and obtain driving directions using MapQuest at the following website:

<http://www.temple.edu/maps>.

2.7.3 Public Transportation and Transit Links

Information on accessing Temple's local campuses is available in Appendix A within this manual.

2.8 Safety and Security at Temple University

Personal safety is a joint responsibility of the Temple University community and Campus Safety Services. You can help protect yourself by remembering that the best defense against crime is prevention. Use common sense and good judgment in your day-to-day activities and do not become overconfident about your safety.

Temple University maintains an emergency alert system to notify the university community of security problems on or near campus. You can register for these alerts at: <http://www.temple.edu/safety/tuready/register/>

Should you need assistance anytime, brightly painted blue telephones, marked by blue lights, are located around campus. If you get into trouble, the phones will connect you

directly to the Campus Police. When you pick up a blue phone, an officer will be sent to your location.

Escort and shuttle bus services, run by Temple University Facilities Management are also available to you. Campus Police recommend using shuttle buses, but Campus Police will provide an escort in the event that you find it is necessary. Simply dial 1-TRIP (1-1234) from any location within the University. This security escort service is available seven days a week, dusk to dawn, for everyone associated with Temple. Call the Temple Police for an escort at the number listed above (1-TRIP). Keep in mind that sometimes an officer is not immediately available, but be patient, and the escort will arrive as soon as possible.

Please note that the emergency on-campus phone number for contacting campus police is 1-1234 for all campuses. For more information about campus police services, please visit their website at: <http://www.temple.edu/safety/>.

3 Planning Your Course

For most adjunct faculty a main responsibility involves teaching. When planning and preparing for your teaching responsibilities you need to be aware of several policies and procedures that guide the instructional activities of all faculty including members of the adjunct faculty.

3.1 Faculty Office, Phone, Computer and Mailbox

Resource limitations do not permit the assignment of offices, telephones, computers, etc., to all adjunct faculty members. However, colleges and schools are encouraged to provide such resources to the extent possible. A mailbox will be made available so you can receive class and grade lists, other information relevant to your classes, and communications from students.

3.2 The Syllabus

Unless part of your responsibility is to develop a course syllabus, each person appointed to the adjunct faculty to teach shall receive from the appointing unit, at a reasonable time before the beginning of his/her teaching assignment, a copy of the standard course syllabus to be used in the course.

Should a standard course syllabus not be available, the appointing unit shall provide one or more of the following: (a) a syllabus for the course when it was recently taught, (b) the course description and/or outline that was presented at the time the course was approved by the academic unit, (c) and/or a reasonably full statement of the course's purpose and objectives within the curriculum of the appointing unit. For specialized content areas in which the adjunct faculty member creates a new syllabus, please ask your department chair or the Dean to provide you with a copy of the school/college procedures for review and approval of the syllabus.

Whether your appointing unit provides you with a syllabus or whether you will be helping to create one with the help of your appointing unit, please ensure that you become familiar with the Policy on Course Syllabi (Policy #02.78.13):

<http://policies.temple.edu/PDF/313.pdf>. The Policy on Course Syllabi clearly outlines what all Temple instructors must include in the course syllabus. A brief outline of these requirements is listed below:

- Your name and University e-mail address, as well as your office address and office phone number, if they have been provided. You should also note any limitation or guidelines for student contact with you by phone or e-mail, such as specific times when you do not wish to receive communication or reasonable expectations students should have about response time to e-mail or other messages.

- The name of the course and the course number and any co-requisite or prerequisite courses for student enrollment in the course or other special skills or knowledge for effective participation in meeting course requirements.
- A disability disclosure statement that invites students to disclose their special needs. For example, *“Any student who has a need for accommodation based on the impact of a disability should contact me privately to discuss the specific situation as soon as possible”*. Please contact Disability Resources and Services at 215-204-1280 (voice), 215-204-1786 (TTY), or 215-204-6794 (Fax) in 100 Ritter Annex for assistance in providing reasonable accommodations for students with documented disabilities. The DRS website can be found at drs@temple.edu.
- Times at which the course will meet during the semester with dates for special sessions, field trips, and/or other activities.
- A full and reasonably detailed statement of the course goals, including the substantive knowledge to be learned, any methods or techniques of learning that the student is expected to master and the learning outcomes for students that you hope to achieve.
- A full statement of required readings, other learning materials, instructional supplies or equipment, or other materials that students are expected to use in the course, including, but not limited to, the following: a list of all reading, learning materials and/or supplies a student is expected to acquire, a list of any materials that the instructor will provide to students as well as when such materials will be made available and where they are to be obtained, a statement of the other required or recommended materials and the location of where these may be obtained.

- A statement of all academic requirements in the course, such as exams, quizzes, papers, demonstrations, exhibits, presentations, etc. and the date, time, and location at which those exercises will occur or those materials will be submitted.
- Your policy about class attendance and any impact on student grades that may be associated with such attendance policy.
- A statement of the grading policy, including the weight attached to any of the exercises or evaluations provided for in the syllabus and weight given to class participation by students.
- Your office hours and whether you are available by appointment at other times, including the manner in which such appointments may be made. If you maintain a website, bulletin board, or other online means of communication for students, you should indicate whether and when those forms of communication may be used by students wishing to communicate with you without coming to your office.

No later than the first day of classes, you are required to provide two copies of the syllabus for each course you are teaching to the department office/school/college. One copy will be kept by the office and the other will be forwarded to the library or other designated repository.

3.3 Text Book Selection

Each adjunct faculty member appointed to teach shall receive without charge and at a reasonable time before the beginning of the teaching assignment, a copy of the textbook(s) and other required instructional materials for the course(s) to be taught. An appointing unit may provide a member of the adjunct faculty with a book and materials allowance instead of the textbook(s) and required instructional materials.

If you have not been provided with text materials and your appointing unit has advised you to select your own course textbook, please be aware that all such orders should be placed with the Temple University Bookstore located in the Student Activity Center at 13th and Montgomery Street as soon as possible prior to the start of the semester. By doing so, you are ensuring that students who use Diamond Dollars to purchase their textbooks (a form of electronic cash used on campus) will be able to obtain all required materials. Diamond Dollars are only redeemable at selected campus locations and cannot be used at off-campus locations.

The book store offers adjunct faculty members such services as:

- Online textbook adoptions
- Quick access to extensive textbook information including subject ranking and book usage data
- Special orders and specific supplies
- Ability to pay with Diamond Dollars.

3.4 Blackboard

Blackboard is an e-Learning platform used by colleges and schools at Temple University to deliver and manage course material on the web. Many Temple faculty use Blackboard to post announcements, place syllabi and course materials on the web, administer examinations, submit student grades, track appointments and due dates, and communicate with their students through e-mail discussion forums, and live chat sessions.

Before accessing Blackboard, you will need to complete an enrollment request.

Blackboard enrollment is managed by Temple Instructional Support Centers. For more information, you can visit their website at <http://www.temple.edu/cs/isc/> or call them (on main campus) at 215-204-8529. For other locations, please visit their website.

To access Blackboard, you will need an AccessNet account (this will be the same as the user ID for your Temple e-mail account). Once you have obtained an AccessNet account and determined a password, you are ready to log in to Blackboard. To log in, go to <http://blackboard.temple.edu/> and follow the step-by-step instructions on screen. If you run into difficulties with setting up your Blackboard account, call the Computer Services support line at 215-204-8000 or for more information, visit the Technical Support website at <https://computerservices.temple.edu/technical-support> and/or visit Computer Services Technical Support, located in The TECH Center, Room 106.

3.5 Copy Centers, Office Supplies & Copiers

Temple University Digital Document Services (TUDDS) operates several copy centers on Main Campus. TUDDS also manages various remote copiers in end-user university departments. The copy centers in Ritter Hall and Wachman Hall are retail outlets for course packets and other student related copying. Other Copy Centers in Annenberg Hall and Speakman Hall are self-service centers only. All centers have high speed self service copiers that operate using Diamond Dollars.

If, as part of your course, you require duplicating services such as customized course packets, speak to a TUDDS representative as soon as possible before the start of your course. TUDDS will ensure copyright clearance for all copy requests. Orders for packets or other materials may be placed through the assistant copy center supervisor, Anna Harris at 215-204-4703, Room 209, 1700 North Broad Street. You can also visit the TUDDS website at <http://digitaldocs.temple.edu/>.

3.6 Library and Library Reserve Materials

Temple's main library, Paley Library, is located on the main campus of Temple University at 13th Street and Polett Walk; the main entrance faces the Bell Tower on

Polett Walk. The library houses the main collection of the University Libraries and provides a central site for certain library operations, including research services and instruction, acquisitions and collection development activity, and cataloging and bibliographic services. The Access Services Department (including circulation and reserve activities, document delivery and interlibrary loan services) is located in the adjacent Tuttleman Learning Center. Paley Library also houses several specialized collections and services, including the Special Collections Research Center, the Media Services Center, and the Digital Scholarship Center.

3.6.1 Placing Library Materials on Reserve

The Paley Library Reserve Unit is located in Tuttleman at the Circulation Desk. Faculty may place books, articles, book chapters, and other readings “on reserve” for use by students in their classes. Faculty may place multimedia film content on reserve for classes at the Media Services Center. The Media Services Center, located on the lower level of Paley Library, also has equipment on-site to view multimedia materials.

You may submit your course reserve requests for hard-copy or electronic reserve items for your classes via Blackboard. There is a link for ARES Course Reserves in the tools menu on Blackboard. There is also an instructional video demonstrating how to create a course reserve link for your students in Blackboard on the library website at <http://library.temple.edu/ares-tutorial>.

Faculty may place up to 40 items per course on reserve for the current semester. For reserve purposes, an "item" is defined as any individual work or part of a work which instructors list in their reserve requests. For example, a book, a scanned chapter from a book or a journal article each constitute one item. Please also note that electronic access to reserve documents for your students (journal articles, book chapters, etc.) is available through Blackboard, both on and off-campus.

Course packs, photocopies of pages from workbooks, and compilations of photocopied readings cannot be placed on reserve. These materials infringe on the owners' rights, according to copyright law. Instructors may place compilations of their own lecture notes and examinations on reserve, provided that they are the owners of the copyrights for these materials. Temple University Libraries provide information on copyright and fair use of copyright materials on its website:

<http://library.temple.edu/about/policies/university-libraries-copyright>

Please note the additional information regarding reserve materials:

- It can take up to two weeks to process any reserve request, especially at the beginning of any given semester.
- Reserve requests made in Ares via Blackboard must include complete citation information.
- Reserve staff will process requests in the order received, and will make every effort to ensure a two week or less turn-around of requests. Therefore, it is important to submit your reserve requests well in advance of the beginning of the semester.

3.6.2 Taking Items Off Reserve

A memo is sent to faculty at the end of each semester regarding their reserve items and asking if the items should remain on reserve or be removed. Unless the Reserve staff is otherwise notified, all reserve materials are removed from reserve one month after the end of the semester. Any personal copies of books or other materials will be returned to your campus address.

3.6.3 Discovering Library Resources

The rich collections of the Temple Universities Libraries are fully searchable online, both on or off campus. When connecting from off campus use your AccessNet account. Use the online catalog (Diamond) to discover items among millions of print and digital books and other materials. Use SUMMON to search for books, magazine and scholarly articles and more. Use Database Finder to discover electronic databases (e.g., Academic Search Premier, JSTOR, etc.) by subject. Search Journal Finder by title or topic to determine if the Libraries subscribe to specific journals. Other discoverable collections include digital archives, electronic theses and dissertations. All of these resources are found on the Libraries home page at <http://library.temple.edu>. To obtain assistance using library resources and services, contact the librarian who serves as the subject specialist <http://library.temple.edu/services/library-instruction/specialists> for your department or discipline.

3.6.4 Scheduling Library Instruction for your Classes

Assume that students have minimal knowledge of academic research resources. Though many students may be familiar with using the library to check out books, most undergraduate have had very little exposure to the vast and complex array of scholarly research tools and materials that are available. Though your students may seem to be web savvy, they will likely have had little experience using research databases, data, and other specialized tools. See our Ten Ways to Improve Student Research here:

http://guides.temple.edu/improving_research?p=512270

Use the request form to schedule a library instruction session for your class, and learn more about working with the librarian to ensure the session is relevant, here: <http://library.temple.edu/services/library-instruction/scheduling>

3.6.5 Library Media Services

Paley Library's Media Services department houses a collection of movies, primarily in DVD format, that can be used to support the learning objectives of your course. Instructors have two options for ensuring the availability of films needed for in-class use: reserves and bookings. Placing a film on reserve is most appropriate when students will also need access to the viewing outside of class. Students can view reserved films at viewing stations on the ground floor of Paley. Reserves should be placed via the Course Reserves Administration tool in Blackboard. A booking is a way of specifying in advance that you will need to use a film during a specific week of your class. Booking requests can be placed by sending an email with the title of the film and dates needed to tulmedia@temple.edu.

The library also subscribes to several streaming video databases, such as Films on Demand, Silent Film Online, Ethnographic Video Online, and many others. We will attempt to license additional streaming titles on an as-needed basis, though—due to the typical expense of streaming licenses—priority is given to distance education courses and titles being used for large or multiple section classes. Additional information is available at <http://guides.temple.edu/streaming>. Please contact Media Services Librarian Brian Boling (brian.boling@temple.edu) with any purchase suggestions, questions about streaming reserves, or any other assistance you may need with library media.

For more information on Temple Libraries services for faculty, consult the guide:

http://library.temple.edu/sites/default/files/publications/library_services_faculty_v2_rev.pdf?destination=node/31085

4 Teaching Your Classes

4.1 Responsibilities During Your First Class

Adjunct faculty members should structure their first class to include a careful review the syllabus and course expectations with their students. This orientation will provide both you and your students with an opportunity to discuss goals and objectives and to understand what is expected of them in performance and behavior. Clear and specific information on attendance policies, content, form, and criteria for evaluation can assist the students in responding to course expectations and can also assist in resolving student disputes about grades. Some instructors, depending on the nature of the course and the size of the class, use this first period to begin to get to know their students and their names, which if possible should be one of your goals, as well as to engage them in a discussion of course expectations.

4.2 Reporting Illness and Other Absences

Adjunct faculty who find themselves unable to attend their regularly scheduled classes due to illness should contact their department chair and dean's office to arrange for appropriate coverage. Please consult with your dean's office for up-to-date policies and procedures for reporting missed classes and for arranging coverage.

4.3 Disability Resources and Services

Persons with disabilities at Temple University are entitled to reasonable accommodations and academic adjustments under Section 504 of the Rehabilitation Act of 1973 that states: "...no otherwise qualified individual...shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." As required by the Americans with Disabilities Act of 1990 (ADA), Temple University strives to offer equal opportunities and access to all programs, activities, and services for students and other persons with disabilities. All Temple faculty are required

to provide their students with a disability disclosure statement that invites students to disclose their needs. An announcement regarding the availability of accommodations should be made both publicly in your first class and in all syllabi. An example of a disability disclosure statement is as follows:

Any student who has a need for accommodation based on the impact of a disability should contact me privately to discuss the specific situation as soon as possible.

Contact Disability Resources and Services at 215-204-1280 in 100 Ritter Annex to coordinate reasonable accommodations for students with documented disabilities. All adjunct faculty members are strongly encouraged to become familiar with the Temple University Disability and Services Resource Guide which can be found at <http://www.temple.edu/disability/facts.htm>.

4.4 Class Lists and TUID Photos

Class lists are available online through TUPortal. Link to TUPortal from Temple's main home page, or go to tuportal.temple.edu, and enter your [AccessNet](#) username and password. On the TUPortal screen, click on the "Teaching Tools" tab on the upper right, and choose "Class List." Once the class list is visible, click on a student's name to see their TUID photo. If a student's name does not appear on your class list, they must obtain verification of enrolment in your class. If you do not have an AccessNet username or password, go to <https://accounts.temple.edu> and follow the instructions and links for activating an account.

4.5 Academic Progress in Lower Division Courses

Faculty teaching courses offered principally for freshman and sophomores are required to include one or more evaluations of student progress in the course to be able to provide students with feedback regarding their performance no later than the end of the fifth week of classes. Evaluations may include quizzes, exams, papers, essays,

performances, presentations, laboratory, or studio demonstrations or experiments, or other activities that students have been notified will be subject to evaluation or grading.

If you are teaching one of the designated Lower Division courses, you are required report the name and student identification number of each student who receives an unsatisfactory grade or an unsatisfactory evaluation (where the evaluations are other than standard grades), or an incomplete on the evaluation(s) given through the fifth week of classes. A form will be provided for this purpose which will be returned to a designated location. You should speak with your appointing unit and/or dean's office to determine if the courses you are teaching require you to provide your students with early warning of academic progress.

4.6 Grading and Grade Changes

Grade submission:

Faculty access their grade lists through the TUportal and Self-Service Banner on the "Teaching Tools" tab. The deadline for submitting final grades is published in the academic calendar for each semester, usually at 5 PM on that day.

Any grades that are not submitted by the due date and time will be recorded as "MG" (Missing Grade). Each "MG" grade will require an electronic Change of Grade request.

There are several grading resources available should you require assistance:

1. A short demonstration has been designed to guide you through the process. You will find it at: <http://www.temple.edu/cs/training/ssbgrading>

2. A quick summary on how the Banner system differs from the E-Grading system: <http://www.temple.edu/registrar/documents/downloads/SSBGradingCrosswalk.pdf>

3. Faculty can find their school/college grading liaison at:
<http://www.temple.edu/registrar/facultystaff/grading-liaisons.asp>

Grade changes: These are now initiated by the instructor through Self-Service Banner, which includes a tutorial on the process.

4.7 Grading Scales

4.7.1 Undergraduate Grading Scale

The work of all undergraduate students is graded and reported at the end of each semester. Students may access their semester grades on Self-Service Banner within 48 hours of the end of examination period for that semester.

For further information, see <http://bulletin.temple.edu/undergraduate/academic-policies/grades-grading/>.

Please note that for some professional schools (such as Dentistry, Law, Medicine, and/or Podiatry) grading practices may vary. In this instance, please consult with your dean's office for more information.

4.7.2 Graduate Grading Scale

For information on graduate school grading, please see:

<http://bulletin.temple.edu/graduate/graduate-policies/#graduatecreditstext>. The Graduate School Bulletin is available online at: <http://bulletin.temple.edu/graduate/>.

4.8 Course and Teaching Evaluations

Temple University is committed to high quality instruction in graduate, undergraduate, and professional programs. Student feedback regarding instruction is an integral part of assuring quality in the University's educational programs.

You are required to have your teaching evaluated by students every semester using a standard form adopted for such purpose. The sole exceptions to this policy are (a)

courses in which student anonymity cannot be guaranteed, including courses with small enrollment (seven students or fewer), (b) independent studies, and (c) courses involving one-on-one instruction.

Student evaluations of faculty occur toward the end of semester and the majority are conducted online. Courses in the professional schools will continue to use paper. For scheduling reasons, there may also be a small number of graduate/undergraduate courses that will use paper. Instructors are encouraged to take a few minutes during class to speak to their students about the importance of providing course and instructor feedback and to encourage them to complete the Student Feedback Forms online. The content of the online SFF is the same as the paper form. The students included in the administration of online SFFs will be sent an e-mail, asking them to complete their evaluations online. If there are additional items for your course, please provide those items to the students before they are due to receive their e-mail.

Paper evaluation forms are sent by the deans' offices to each faculty member for distribution to his or her students. During the class period that the evaluation will be completed, you should ensure that you ask for a student volunteer to collect completed evaluations and to return them to the appropriate school or college office. You must leave the classroom when students are completing their evaluation forms.

For more information about student evaluations of courses and teaching, please refer to Policy #02.78.14 which can be found on the University's Policy & Procedures website at <http://policies.temple.edu>.

4.9 Final Examinations

Final examination dates are fixed and cannot be changed. A detailed examination schedule, by day and time, is published in the Directory of Classes for each semester, for all day classes; this information is also circulated at the beginning of each semester.

Final examinations for evening classes on Main campus, evening classes on the Ambler campus, for TUCC classes, for Health Science Center classes, and for the Tyler School of Art (day and evening) classes are given at regularly scheduled class time during final examination week. University policy requires that final examinations be given only during the final examination week as noted on the academic calendar printed each year in the Undergraduate Bulletin (<http://www.temple.edu/bulletin>). For information related to graduate school examinations please refer to the Graduate School's website at: <http://www.temple.edu/grad/policies/gradpolicies.htm>.

Please note that for professional schools (Dentistry, Law, Medicine, and Podiatry) this examination practice may vary. In this instance, please consult with the dean's office for more information.

4.10 Reporting Final Grades

The work of undergraduate and graduate students is graded and reported at the end of each semester. If you have course grading responsibilities you will receive from your department or dean's office a grade report sheet along with a set of instructions for filling in the report. For more specific information on the deadlines for grade submissions or for general questions, please consult with your dean's office or appointing unit.

4.10.1 Incomplete Grades

Temple University currently allows for the recording of incomplete "I" grades. An instructor will file an "I" for incomplete only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student's control. At the time of the assignment of an incomplete grade, you must also assign a 'default' grade that will be assigned if the coursework is not completed one year following the assignment of the incomplete grade. You are also required to develop a

contract with the student specifying the nature of the work to be completed and a timeline for completion. Incomplete grades may be changed by the instructor to a letter grade if the student completes the coursework within one calendar year. For more detailed information about incomplete grades, you are encouraged to consult the Policy on Incomplete Coursework (policy #03.12.13) which can be found on the University's Policy and Procedures website at: <http://www.policies.temple.edu>.

4.10.2 Changing Grades

No change of final grade for a completed course will be made without the approval of your school or college dean. Deans will consider the grade change after receiving your written explanation. No grade will be changed after a student's degree has been awarded.

5 Teaching and Learning Resources

All adjunct faculty members at Temple University are encouraged to seek help with questions they may have about courses, teaching, and other relevant matters from colleagues and administrators. Temple University currently employs a number of resources dedicated to supporting instruction and research at Temple University.

5.1 The Center for the Advancement of Teaching

The new Center for the Advancement of Teaching (CAT) integrates the former Teaching and Learning Center and the Instructional Support Center. CAT promotes the value and practice of excellent teaching, teaching that facilitates student learning and growth. CAT provides programs and resources designed to promote teaching methods that are consistent with the research on how people learn. CAT provides opportunities for faculty and TAs to reflect on their work, and to share, and learn, from the experience and expertise of their colleagues. CAT also aims to promote this reflection in the form of assessment and scholarly research into teaching and learning.

By supporting faculty in their work as teachers, the ultimate aim is to support the success of Temple's richly diverse student body and the development of students as scholars and citizens. For further information on the Center for the Advancement of Teaching and its services, please visit: <https://teaching.temple.edu/>. CAT is located in the Bell Building (Tech Center), 112 Bell Building, 1101 Montgomery Ave. Philadelphia, PA 19122, TU Zip: 286-09.

5.2 Temple University Libraries

The Libraries of Temple University form an extensive network of services and resources that support the educational and research needs of the University's students and faculty. The combined collections of the Temple University Libraries include more than 3.5 million volumes and 65,000 current serial subscriptions, as well as extensive collections of digital and media materials. The Libraries include Paley Library, the main humanities and social sciences collections, the Science and Engineering Library, the Ambler Campus Library, the Health Sciences Library, as well as the library at the Harrisburg campus. The Special Collections Research Center provides access to the Urban Archives; the University Archives; and the Rare Books and Manuscripts Collection. To learn more about all of the Libraries' services and resources, locations and hours, visit the Libraries website: <http://library.temple.edu>

5.3 Computer Services and Support

Computer Services provides a free service for all Temple students, faculty, and staff with computer problems on a phone-in, walk-in, or electronic mail basis. If you have a computer question, you can call the Help Desk at 215-204-8000, send questions via e-mail to help@temple.edu, or stop by the Help Desk during normal weekday hours of 8:30 to 5:00 pm. In most cases, a Help Desk consultant will be able to answer your question immediately. Services offered by the Help Desk include the following:

- Computer accounts
- Technical Assistance with Windows/Macintosh Supported Software
- Assistance using Temple computing and network resources
- Corrupt File / Disk Recovery / File Conversion
- Personal Web Page
- UNIX and IBM Mainframe Technical Assistance
- Seminar Schedules and Registration
- Quick Reference Guides to Commonly Used Applications
- Listserv Support
- Statistical Software Support
- Networking & Communications Assistance
- Walk-in Support/Phone Support

For a full menu of services, go to <http://www.temple.edu/cs/>.

The Main Campus Help Desk is located in The TECH Center in Room 106. The TECH Center is located at 12th Street and Montgomery Avenue on Main Campus. For other campus locations, please consult the Center's website at <http://www.temple.edu/cs/helpdesk/contact/default.asp>.

5.3.1 Computer Usage Policy

The Office of Computer & Information Services provides the academic community with centralized computer systems to support instruction and research. Access to these computer systems is a privilege offered to Temple University faculty, staff, administration, students, certain authorized individuals performing work for institutes and affiliates of Temple University, and other individuals affiliated with the University (collectively, "Potential Users"). Temple University may revoke this privilege and/or

take other disciplinary action against any individual who fails to comply with the Temple University Computer Usage Policy (http://policies.temple.edu/getdoc.asp?policy_no=04.71.11) as it may be amended from time to time (the "Computer Usage Policy").

5.4 Missing Items and Maintenance Problems in the Classroom

For classroom supplies such as chalk and erasers, whiteboard markers and erasers, you should speak to your appointing unit or dean's office. If you encounter maintenance problems in your classroom that require attention, such as faulty lighting, broken furniture, shades or screens, you should report the problems to your dean's office as soon as possible. It is important to report the building and room number at the time you report the maintenance needs.

6 Where to Refer Students

6.1 University Writing Center for Students

The University Writing Center provides services to students and faculty across the University and to the surrounding community. These services include tutoring, technology, a computer classroom, a resource library, workshops, and seminars. Many of these services, including tutoring, are accessible online through the Center's Website at <http://www.temple.edu/writingctr/>. All services are free-of-charge to Temple students and faculty. Tutoring services are offered on a drop-in basis or by appointment.

All adjunct faculty members should be aware that their students can work one-on-one or in small groups with center staff on writing being done for any course. University Writing Center staff work with students at any stage of a writing project. They encourage students to focus on specific aspects of their writing, such as organization, sentence clarity, or paragraph structure.

Students can also use the center's computer laboratory for help at any point in a writing project. They can use desktop publishing software to write and print papers; to plan, outline, revise, edit, and proofread; to format and generate bibliographies and citations. The lab is connected to the Internet. Help is available for using these technologies. The lab also includes hardware and software designed to assist students with disabilities.

6.2 The Center for Learning and Student Success

The Center for Learning and Student Success (CLASS), located in Room 201, 1810 Liacouras Walk, offers free tutorial assistance to all students enrolled in math, science, statistics, and other quantitative courses. Besides direct one-on-one tutoring, CLASS also provides students with access to a Resource Library, a student computer laboratory designed for use with math and science course work, group tutorials and final review sessions where students will have the opportunity to access examination guides, and review fundamental principles taught in their courses. CLASS also offers tutoring via the Internet at <http://www.temple.edu/class/tutoring>. Student inquiries are addressed within twenty-four hours. All tutoring for students is free. For more information, visit the MSRC website at <http://www.temple.edu/class/>.

6.3 Counseling Center

Temple University students have free access to the Tuttleman Counseling Services. Assistance is confidential and free of charge. The Counseling Center provides an atmosphere that is informal and professional, where students can feel safe and comfortable seeking help.

A wide range of assistance is available including counseling, support groups, literature, and educational programs and outreach events. Service is offered through five specialized units and includes: Psychological Services, Psychiatric Services, Campus Alcohol and Substance Awareness (CASA), Sexual Assault and Counseling Education

(SACE), Conflict Education Resource Team (CERT). Counseling Centers are located at:

1810 Liacouras Walk (5th floor)
Philadelphia, PA 19122
Telephone: (215) 204-7276

For information about services at the Ambler, Tyler and Health Sciences campus, please call (215) 204-7276.

Some students may be able to get prompt and useful help from the Psychology Department in Weiss Hall, which provides low-cost sessions with graduate psychology students.

6.4 The CARE Team

The CARE Team is a multi-disciplinary body of stakeholders from across the University which receives referrals pertaining to students of concern, collects additional information, and then identifies and enacts appropriate strategies for addressing the situation.

The CARE Team is not for emergencies. If there is an immediate threat to a student (either through self-harm or interpersonal violence) or the community, please call Campus Safety at 215-204-1234. If you believe a student is in need of immediate psychological help, you may call the Counseling Service for a consultation or to report the incident at 215-204-7276.

For behaviors that are of concern, either because they are out of character or persistent even after being addressed, a referral to the CARE Team may be the next step. For more details on CARE, see

<http://www.temple.edu/studentaffairs/deanofstudents/careteam/index.htm>

6.5 Disability Resources and Services

Disability Resources and Services (DRS) is the support service for students with disabilities at Temple. The DRS mission is to enable all students with disabilities equal opportunity for independence and self-actualized access and participation in University programs, services and facilities. DRS promotes the concept of empowering and stimulating constructive leadership among students who will become role-models and leaders for the next century. To meet such goals, DRS provides comprehensive information and assistance to students, faculty and administrative staff on issues related to disability. The DRS handbook is one way of disseminating that information to students. The DRS handbook is available online at:

<http://www.temple.edu/disability/Handbook/Frames/frame2.html>.

6.6 Library Research Services and Consultations

Students can receive help with topic formulation, effective database searching, and finding resources for their course assignments. Librarians are available to help students in person at our service desks, via online chat, or by appointment. There is also ample online help available including research guides, a frequently asked question database, and ability to schedule appointments with the library subject specialists. Refer students to <http://library.temple.edu/asktlibraries> and <http://library.temple.edu/services/library-instruction/specialists>

7 Temple University Policies on the Web

Temple University has developed policies that reaffirm its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community. These include, but are not limited, to the following:

- Sexual Assault Policy
- Sexual Harassment Policy
- AIDS Policy
- Student Code of Conduct & Disciplinary Procedures

In addition the University has developed academic policies that assure the quality of teaching and learning at Temple. Policies can be easily accessed at:

<http://policies.temple.edu/>.

8 Inclement Weather Policy

In accordance with Temple University's Inclement Weather Class Cancellations (#04.31.12) which can be found at: <http://policies.temple.edu>, please note the following:

University faculty members are not permitted to cancel classes. Information on class cancellations due to inclement weather conditions is provided via the TUAAlert system, University hotline at 215-204-1975, or on Temple's main web site at

<http://www.temple.edu>. You can register for TU Alerts at this website:

<http://www.temple.edu/safety/tuready/register/>

Please note that day classes are those beginning before 4 p.m. and evening classes those beginning at or after 4 p.m.

9 Other Resources

9.1 Eating on Campus

For a comprehensive listing of dining services available through Temple University, you should refer to the Dining Services website at <http://www.temple.edu/dining>.

9.2 Diamond Dollars

Diamond Dollars can virtually eliminate the need to carry cash by allowing you to electronically deposit funds to your Temple University ID card. Simply deposit funds into your account electronically by accessing your account at <http://www.temple.edu/diamonddollars/>. Your University ID will instantly access those funds on deposit. Please note that you must first register before depositing money. Diamond Dollars can be used at many locations. A list of all vendors can be found at <http://www.temple.edu/diamonddollars/vendors.htm>. Please also visit the Diamond Dollars website at: <http://www.temple.edu/diamonddollars/> for answers to frequently asked questions about this service.

9.3 Temple Publications

The following are just some of the publications available to all Temple faculty and students:

- Temple Times (a weekly newspaper published by Temple University)
- Temple Public Radio (WRTI) on the 90.1 FM dial
- Temple Faculty Herald (a publication of the Faculty Senate)
- Temple News (a student publication)

10 Academic Calendar

The academic calendar for main campus colleges and schools can be accessed at: <http://www.temple.edu/registrar/documents/calendars/>. For professional schools, please consult with your dean's office for the most up-to-date academic calendars.

11 Useful Telephone Numbers/Contacts and Websites

TEMPLE UNIVERSITY POLICIES AND PROCEDURES WEBSITE

<http://policies.temple.edu/>

DEANS and DIRECTORS

Joseph Lucia, Dean

[*University Libraries*](#)

1210 West Berks Street

Philadelphia, PA 19122

215-204-8231

Laura Siminoff, Dean

[*College of Public Health and School of Social Work*](#)

1101 W. Montgomery Ave.

3rd Floor

Philadelphia, PA 19122

215-204-5200

cph@temple.edu

Social Work

555 Ritter Annex

1301 Cecil B. Moore Avenue

Philadelphia, PA 19122

215-204-8623

sswadmit@temple.edu

Michael Klein, Dean

[*College of Science & Technology*](#)

400 Carnell Hall

1803 N. Broad Street

Philadelphia, PA 19122-6082
215-204-2888
cst@temple.edu

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Dean of the ***Lewis Katz School of Medicine*** and Chief Executive Officer of the
Temple University Health System
102 Medical Research Building
3401 North Broad Street
Philadelphia, PA 19140
215-707-7000

Peter Doukas, Dean
School of Pharmacy
148 Pharmacy Building
3307 North Broad Street
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215-707-3678

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813 Klein Law Building
1719 North Broad Street
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215-204-8993
law@temple.edu

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215-707-2801
dentistry@temple.edu

David Boardman, Dean
School of Media and Communication
334 Annenberg Hall
2020 North 13th Street

Philadelphia, PA 19122-6080
215-204-4822

John Mattiacci, Dean
School of Podiatric Medicine
148 N. 8th Street (8th and Race Streets)
Philadelphia, PA 19107
215-625-5400

Gregory Anderson, Dean
College of Education
245 Ritter Hall
1301 Cecil B. Moore Avenue
Philadelphia, PA 19122-6091
215-204-8017

M. Moshe Porat, Dean
Fox School of Business and Management and School of Sport, Tourism & Hospitality Management
FSBM
362 Alter Hall
1801 Liacouras Walk
Philadelphia, PA 19122
215-204-7676

STHM
1700 N. Broad Street, Suite 412
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215-204-7747

Robert Stroker, Dean
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Film and Media Arts in the Center for the Arts*
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1715 North Broad Street
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Minato-ku, Tokyo 106-0047
Phone (from U.S.) 011-81-35441-9800
+81-3-5441-9800

EXECUTIVE OFFICE OF THE PRESIDENT

Richard M. Englert, President
200 Sullivan Hall
1330 Polett Walk
Philadelphia, PA 19122
<http://www.temple.edu/president>

OFFICE OF THE PROVOST

401 Conwell Hall
JoAnne A. Epps, Executive Vice President and Provost
215-204-4775
<http://www.temple.edu/provost>

OFFICE OF THE VICE PROVOST FOR FACULTY AFFAIRS

350 Carnell Hall
Kevin J. Delaney, Vice Provost for Faculty Affairs
215-204-3745
<http://www.temple.edu/vpfaculty/>

OFFICE OF THE SENIOR VICE PROVOST FOR UNDERGRADUATE STUDIES

500 Conwell Hall
Peter Jones, Senior Vice Provost for Undergraduate Studies
215-204-2044
<http://www.temple.edu/vpus/>

OFFICE OF THE DIVISION OF STUDENT AFFAIRS

402 Conwell Hall
Teresa Powell, Vice President for Student Affairs
215-204-6556
<http://temple.edu/studentaffairs/index.asp>

VICE PRESIDENT FOR RESEARCH ADMINISTRATION

401 Conwell Hall
Michele Masucci
215-204-6875
<http://research.temple.edu/about/meet-vice-president-research-administration>

OFFICE OF EQUAL OPPORTUNITY COMPLIANCE

2nd Floor Mezzanine, Sullivan Hall

Sandra Foehl, Director

215-204-6772

<http://www.temple.edu/eoc/index.html>

APPENDIX A

Getting to Temple University Main Campus

- Using the Broad Street Subway: All local Broad Street subway trains stop at Cecil B. Moore Station (Broad and Cecil B. Moore Avenue).
- Using the “16” Bus: The 16 Bus travels North and South on Broad Street. The bus makes several stops between Center City and North Philadelphia.
- Using the “3” Bus: The “3” bus stops on Cecil B. Moore Avenue from 11th Street to Broad Street.
- Using the “39” Bus: The “39” bus stops on Susquehanna Avenue from Front Street to 21st Street.
- Using SEPTA Regional High Speed Lines: All lines stop at Temple University Station, 10th and Berks Streets.

Getting to Temple University Ambler Campus

- Using SEPTA Regional High Speed Lines: The Lansdale/Doylestown train stops at Ambler Train Station and the University provides free bus service to and from the train station and the Ambler Campus.
- Using the “94” Bus: The bus runs from Germantown Avenue and Bethlehem Pike at the end of Chestnut Hill West High Speed Line. Free bus service is provided to and from the Ambler Train Station and the Ambler Campus.

Getting to Temple University Health Sciences Campus

- Using the “16” Bus & Broad Street Subway: The 16 Bus and the Broad Street Subway travel North and South on Broad Street. The bus makes several stops between Allegheny Avenue and Tioga Street.
- Using the "60" Bus: This bus travels East and West between Richmond/Westmoreland and 35th/Allegheny. It stops at Broad/Allegheny.
- Using the "H" and "XH" Bus: These buses have routes that start at Cheltenham/Ogontz and stop at Broad/Erie.
- Using the "56" Trolley: This trolley travels between Torresdale/Cottman and 22nd/Erie. It stops at Broad/Erie.