

WELCOME TO TEMPLE UNIVERSITY

Office of the Vice Provost for
Faculty Affairs



Temple University Today

- 27th largest university in the U.S.
- Comprehensive research university
- Enrolls nearly 40,000 students
- 17 schools and colleges including professional schools in law, medicine, pharmacy, podiatry and dentistry
- 6 architecturally barrier-free Pennsylvania campuses
- International campuses in Tokyo & Rome; educational programs in China, Israel, Greece, Great Britain, Spain and France
- 2016 incoming class – one of the largest and most academically distinguished

University Officers

- Richard M. Englert, President
- William T. Bergman, Vice President for Public Affairs
- Kevin G. Clark, Executive Vice President and Chief Operating Officer
- Karen B. Clarke, Vice President for Strategic Marketing and Communications
- JoAnne A. Epps, Executive Vice President and Provost
- James W. Dicker, Vice President for Institutional Advancement
- Cindy Leavitt, Vice President for Computer Services and Chief Information Officer
- Michael B. Gebhardt, Vice President, University Counsel
- Kenneth Kaiser, Vice President, Chief Financial Officer and Treasurer
- Larry R. Kaiser, Senior Executive Vice President for Health Affairs; President and CEO for Temple University Health System; Dean, Lewis Katz School of Medicine
- Kenneth Lawrence Jr., Vice President for Alumni Relations
- Michele M. Masucci, Vice President for Research Administration
- Anne K. Nadol, Vice President and Secretary to the Board of Trustees
- Theresa A. Powell, Vice President for Student Affairs

Office of the Vice Provost for Faculty Affairs

- Vice Provost Kevin Delaney
 - kdelaney@temple.edu (215-204-3745)
- Comprised of two departments:
 - Faculty Affairs
 - Retention, tenure and promotion; faculty recruitment and hiring; professional development opportunities; and more
 - [Center for the Advancement of Teaching](#) (formerly the Teaching and Learning Center)
 - Located in Tech Center (215-204-8761)

Center for the Advancement of Teaching

The new Center for the Advancement of Teaching integrates the former [Teaching and Learning Center](#) and the [Instructional Support Center](#).

- Provides programs, campus-wide events and department-specific workshops to faculty and graduate teaching assistants that promote excellent teaching
- Promotes teaching that facilitates student learning and growth
- Provides opportunities for faculty and teaching assistants to reflect on their work, and share and learn from their colleagues
- Provides collaborative space and breakout rooms with wide range of technologies
- Provides workshops and training on [accessibility](#) and inclusiveness of all course materials as mandated by law

Adjunct Faculty Handbook

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

Benefits

- Health insurance
 - Letters mailed to eligible part time faculty. For more visit [HR Benefits](#)
- Discounted membership to [campus recreation facilities](#) on main campus, Temple athletics tickets and Temple Performing Arts Center events
- PNC Bank free checking (with direct deposit), online banking
- Discounted services through [TU Alumni Association](#)
- [Diamond Dollars](#) - make purchases on campus using your University ID

Academic Policies & Calendars

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

Safety on Campus

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

Emergency Closings/TU Alert

- The university communicates emergencies:
 - [TU Ready](#) notification system (registration required)
 - 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](#) (university violation #5) on sexual assault prohibits:
 - Any intentional, unconsented touching, threat or attempt
 - Unwanted, inappropriate 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 student the importance of preserving evidence in the immediate aftermath of an incident. If possible, ask them not to shower or launder clothing until they have been checked out at the hospital and/or by Campus Safety Services, as that may aid in the investigation
- Inform student of 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 providing a workplace and educational environment, programs and activities free of unlawful discrimination and harassment. This policy does not allow curtailment or censorship of constitutionally protected expression
- Temple is committed to creating and maintaining an academic and work environment free of all forms of harassment
- 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
 - Prohibited within reporting relationships – nepotism and voluntary relationships
 - Includes relationships between administrators and students where reporting relationship exists
- Relationships between faculty/academic advisors and students 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 (i.e., women who are pregnant or have medical conditions relating to pregnancy or childbirth—regardless of whether those employees have been “disabled” by the 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, special assistance with manual labor, leave for a period of disability arising from childbirth, reassignment to a vacant position, and job restructuring

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
- [Procedure for Reporting and Handling Security and Privacy Incidents](#)
- Direct questions to:
 - [University Counsel](#)
 - [University Privacy Officer](#)

Computer Services

- Help Desk (215-204-8000) or [online](#)
- Located in Tech Center: walk-in support, breakout rooms, 600 workstations
- [Wireless Internet](#) in key university locations for access to TUportal, TUmial, Blackboard and more
- [Scheduled maintenance, system outages and security alerts](#)
- Technology [training](#)



Communication Tools

- [Create and manage your Temple.edu Gmail account](#)
- OwlBox: Temple's primary resource for storing, sharing and collaborating on files
 - Login with your AccessNet username and password at <http://owlbox.temple.edu>
- Telecom Services
 - Telephone, Network, voicemail, Verizon discounts

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