



THE UNIVERSITY OF SCRANTON

Adjunct Faculty Guide

2023 2024

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OTHER UNIVERSITY CODES AND THE CIVIL LAW

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

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

WORKPLACE PROHIBITED BEHAVIORS

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

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

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

GENERAL

- c. Each department should devise a system for evaluating adjunct faculty each semester, using at least the results of the course evaluation forms, and involving full-time faculty. The system should be reported to the Dean's Office by the departmental chairperson. All full-time faculty who are involved in the department's evaluation system for adjunct faculty will have access to the adjunct faculty evaluation files.
- d. Official personnel files for all adjunct faculty are maintained in the Dean's Offices. At a minimum, the results of the course evaluations each semester and the departmental evaluation each year will be placed in the evaluation file. Additional items may be placed in the evaluation file by the adjunct faculty member him/herself.
- e. Adjunct faculty may examine items in their evaluation files in the Dean's Offices. Twenty-four hours' notice is required.

More on course evaluations - <https://www.scranton.edu/academics/ctle/oce/index.shtml>

OBSERVANCE OF SCHEDULE

Schedules for classes and assignments for classrooms as issued by the Registrar's Office are to be adhered to exactly. No changes of any kind are to be made without approval of the appropriate dean.

FACULTY ABSENCE

Faculty members must notify their department chair and dean when they are absent from class. This policy applies to absences that are known ahead of time (e.g., professional meetings or planned medical procedures) and absences that occur unexpectedly (e.g., illness, emergency, inclement weather). If known ahead of time, faculty members should notify the students and if possible, these absences should be indicated on the course syllabus. It is also

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

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

The instructor is responsible for directing any person whose name does not appear on the official roster to go to his/her Advising Center or Dean's office as soon as possible. These students may continue to attend class only after presenting a signed and dated Schedule Change Form to the instructor.

Any student who attends class, but who is not properly registered will not receive credit for the class or a grade at the end of the semester. If a student is listed on the official class list but is not attending, note this on the Office of the Registrar & Academic Services copy of the official class list and return it on or before the due date. The Office of the Registrar & Academic Services will attempt to contact the student to inform him/her that the student is responsible for officially dropping the course.

Note: Important memos and grade reminders will be sent to your University of Scranton email account -- please check your University email or route it to the email address you usually check. If you visit the Registrar's webpage at www.scranton.edu/registrar you will find academic calendars with grade due dates as well as other helpful information.

Mid-term Grades are required **only for first-year and deficient undergraduate students** and must be submitted through Self Service in my.scranton.edu. Instructions for mid-term grade submission are emailed to the faculty each semester, and it is necessary to have an active University of Scranton email username and password in order to submit grades. Even though the web grade roster will show all students registered for the courses being taught, only first-year (0-29.99 credit hours) and deficient non-first-year (i.e. deficient sophomores (30-

end of the second week of the semester (or by the second day of the summer sessions and Intersession). The option cannot be reversed after the fourth week of class (or the fourth day in the summer sessions or Intersession). Courses that the student will use to fill free elective or free cognate requirements are eligible under the Credit-No Credit Option. The following courses are not eligible: courses used to fulfill general education requirements, including Writing Intensive (W) and Cultural Diversity (D), courses in the major and required cognate, courses in a minor or concentration, and those used to fulfill requirements in the Honors and

The University academic calendar. This deadline is approximately 30 days before the last class day for the semester and a proportionate period of time for a short session. Failure to withdraw officially from a course will result in a failing grade.

Repeat of course

Special permission is not needed to repeat courses. Recording of grades for repeated courses are governed by the following conditions: 1) Credit for a course is granted only once; 2) Credit for the course is lost if the course is repeated and failed; 3) The most recent credit and grade counts toward the GPA with these exceptions: a W, I, IP, or NG grade cannot replace another grade; 4) Each attempt to complete a course will be reported on the student's transcript.

Appeal of Grade

A student who believes the grade received for a course is unreasonable should first appeal the matter to the professor, whose decision is normally final. The student has the right, however, to appeal to the faculty member's chairperson, who will make a recommendation in writing to his/her dean. The student may request the dean to review the matter. The decision of the dean is final. Ordinarily, no grade change will be considered unless it has been raised to the level of the dean's office within one month from the time the original grade was made available to the student.

Graduate Courses

The following grades are used in graduate course work and continue on the next page:

A	Superior/Outstanding
A-	Excellent
B+	Very Good
B	Good
B-	Fair
C+	Passing Grade
C	Minimal passing grade
F	Failure
S	Satisfactory grade if grading mode is "IS" (not computed in GPA)
U	Unsatisfactory or Fail if grading mode is "S" (not computed in GPA)
IP	"In Progress;" used only for thesis work which is not yet completed. This grade is temporary, and once the work has been completed, it must be converted to one of the permanent grade symbols.
W	Withdrawal; Note: students may not withdraw within the last four weeks of class in a semester.
I	Indicates postponement of the completion of a course. It is given at the discretion of the instructor to a student who is doing satisfactory work but who has not completed all of the course requirements at the end of a given semester. Failure to complete the necessary work within the stipulated time

	results in automatic conversion of the "Incomplete" to a permanent grade of F.
AU	Indicates that a student has taken a course for which permission has been granted without a grade being awarded. Students must secure such authorization prior to the start of a course. Entry of the audit grade on a transcript assumes satisfactory attendance at class meetings. The student should consult with the instructor to determine what constitutes satisfactory attendance.

Graduate students must maintain a cumulative GPA of 3.0 (B average) in order to remain in good standing. Failure to do so results in being placed on academic probation or being dismissed. Consult the current online *Graduate School Catalog* for further details.

Withdrawal from a graduate course

Students are alerted that they may drop a course during the time in which they are entitled to a refund of any amount. To drop a course students must complete a "Schedule Change" form.

After the time in which a student is entitled to a refund has elapsed, students will be permitted to withdraw from a course. To withdraw from a course, students must complete a "Schedule Change" form. The student's transcript will contain the course number and title, along with a "W" for "Withdraw." Students may not withdraw within the last four weeks of class in a semester.

Adding a graduate course

To add a course, students must complete a "Schedule Change" form by the time of the "add deadline" in the academic calendar.

Change of Grade

If an instructor wishes to change a grade for a student, an official Change of Grade form must be completed, signed by the instructor, and approved by the Dean of the course. Hard-copy Change of Grade forms are available from the Office of the Registrar & Academic Services, located in O'Hara Hall 106. They are also available on the Office of the Registrar & Academic Services webpage. The form, once fully completed with appropriate signatures, should be returned to the Office of the Registrar & Academic Services. The grade will then be changed on the student's transcript.

In no case should a Change of Grade form be given to a student to deliver.

Appeal of a Graduate Course Grade Policy has been approved by the Graduate Dean's Conference and appears in the online *Graduate School Catalog*.

Appeal of a Graduate Course Grade

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

GUEST SPEAKERS

When appropriate, faculty may invite guests to class for lectures, group presentations or demonstrations. Honorariums for guests are limited. Requests for honoraria/ presentation fees must be presented to department chairs well in advance of the session so that the chair, in turn, may obtain appropriate approvals from the Dean and Provost/Vice President for Academic Affairs.

INTERNSHIPS

Internships are available to the students both for credit and not for credit.

For Credit Internships are individualized, supervised experiences in a work or volunteer setting which the University judges to be worthy of academic credit. The internship should help students gain new knowledge and apply classroom knowledge, so their knowledge becomes contextualized and operational. The internship needs to be structured according to departmental guidelines so that student, faculty member and on-site supervisor know what is expected of each so that it is truly an educational experience. Internships usually occur during the student's junior or senior year and should be on a P/F basis. Compensation will be based on number of students enrolled for the course. Guidelines and internship forms are available from the Deans' offices and from the Department Chairs.

Internships Not for Credit are experiences for which credit is not reflected on the official transcript. Through Career Services, there are opportunities for students to do paid and non-paid internships for not-for-profit and profit organizations and companies. These experiences may be reflected on the Co-curricular Development Transcript available via

ACADEMIC ADVISING CENTERS

The College of Arts and Sciences Academic Advising Center

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

The Panuska College of Professional Studies Academic Advising Center

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

The Kania School of Management Academic Advising Center

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

THE CENTER FOR TEACHING AND LEARNING EXCELLENCE

The University of Scranton's Center for Teaching & Learning Excellence (CTLE) encourages and supports a strong culture of teaching, learning and scholarship in the Ignatian Tradition for a diverse university community. The University's CTLE works with faculty and students to help create an environment that encourages and supports student learning, faculty enrichment, instructional design, and the use of technology. The CTLE provides opportunities for faculty and students to work together to achieve academic success and have a positive learning experience at the University. Telephone: 570-941-4038.
www.scranton.edu/ctle

Faculty Development

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

Tutoring Services

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

Writing Center

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

Reading Enrichment Services

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

Accommodations for Students with Disabilities

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

Gonzaga Program

The Gonzaga Program aims to help students develop academic skills that are vital for success at the collegiate level. With a focus on reading and writing, the program enhances

Instructional Technology Services

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

THE TECHNOLOGY SUPPORT CENTER

The Technology Support Center is available to assist you with computing and instructional technology equipment services such as resetting PINs and passwords; trouble shooting MS Office products, email, test scanning, Banner and other University supported software. In

For Library information or assistance, you can contact the Library Services Desk at 570-941-4000. Research Services assistance is available throughout the day and librarians can be reached at the Library Services Desk (1st floor), by calling 570-941-4000, emailing askalibrarian@scranton.edu, or online via the Ask a Librarian chat box (www.scranton.edu/AskALibrarian). Ask a Librarian is a 24/7 live chat.

The building is staffed 88 hours per week, with extended hours during exam periods. Four areas are available by card swipe 24/7:

- The Reilly Learning Commons houses lecture capture and podcasting facilities, high-end computers, 6 Macs, a Writing Center Satellite, and reservable group study rooms.
- The Pro Deo Room includes the Scranton Market, a computer lab, café seating, and a 46-inch touchscreen table PC.
- The Second floor offers a computer lab, group study rooms, large tables, study carrels, reference materials, and periodicals.
- The Third floor has large tables, individual study space, and group study rooms.

University of Scranton Archives and McHugh Family Special Collections

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

Faculty Study Room

To accommodate faculty use of the Library for extended research projects, WML 419 may be reserved by current University of Scranton faculty. Up to three faculty members may reserve the room per semester. Faculty must vacate the room during the months December and May, when it is opened for student use. Any Library materials used in the room must be checked out to the faculty member, so as not to be “missing” from the collection.

Access to the room is controlled by the Office of the Dean of the Library, 4th Floor. Faculty members sign out a key to the room at the time of the reservation and must return the key at the end of the semester or when use of the room is ended. During the semester the room is kept locked and is labeled “Faculty Study Room - Reserved”. To book the Faculty Study Room and obtain a key call the Library Dean’s Office at 570-941-7816.

Returning Books

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

Computers and Photocopying

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

Any questions?

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

COURSE-RELATED RESEARCH ASSIGNMENTS USING HUMAN

SUBJECTS

The University of Scranton (University) is committed to safeguarding the rights and welfare of human participants in all research under its sponsorship and to serving as their protector on behalf of the community of persons that comprise the University.

All research projects using human subjects (including anonymous surveys, interviews, and use of pre-existing data), *classroom assignments as well as individual research*, must be reviewed and approved by the Institutional Review Board for the Protection of Human Subjects (IRB) or its designated reviewer(s) as outlined in the Policies and Procedures Manual. No phase of a project may begin until approval is obtained.

The ethical principles which guide the IRB are consistent with The Belmont Report (The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979). The IRB policies and procedures comply with the rules and regulations of [The Federal Policy for the Protection of Human Subjects](#) as stated by the Department of Health and Human Services (DHHS) in the Federal Code, 45 CFR Part 46.

For full information please access the Institutional Review Board section on the website for the Office of Research and Sponsored Programs (ORSP). You may also contact Kathryn Yerkes, Assistant Provost for Planning & Institutional Effectiveness at (570) 941-6567.

THE BOOKSTORE

The Campus Book Store is located in the DeNaples Center and normal operating hours are:

Monday - Thursday: 9:00AM to 7:00PM
Friday: 9:00AM to 4:30PM
Saturday: 10:00AM to 2:00PM

This schedule is revised for the first two weeks of each semester. Please check with the Bookstore for the times. Textbook order forms are sent to each faculty member and should be submitted to the appropriate department chairperson in a timely manner.

COUNSELING CENTER

The University Counseling Center offers free and confidential services to full-time graduate and all undergraduate students. A staff of licensed psychologists, counselors, and social workers provides individual and group counseling for students concerned about issues such as depression, anxiety, dating, family relationships, sexual abuse or harassment, alcohol and other drugs, stress management, and other developmental concerns. Other services include

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

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

THE LEAHY COMMUNITY HEALTH AND FAMILY CENTER

The Leahy Community Health and Family Center (LCHFC) provides resources to support theoretical and applied research, faculty development, community based learning and service opportunities and support for programs that advance the cause of disabled and underserved persons and vulnerable populations who need assistance. Integral to the Panuska College of Professional Studies' mission is the belief that all disciplines should be taught and understood through a balance of theory and practice in the context of a Jesuit tradition and spirit. The Leahy Community Health and Family Center is designed with this focus in mind. The Center is dedicated to the dual purpose of identifying and meeting the health and wellness needs of underserved individuals in the greater Scranton community while providing a place where faculty guide students in a practical educational experience.

Leahy Center programs include:

The Edward R. Leahy Jr. Center Clinic for the Uninsured provides free "non-emergency" health care to uninsured Lackawanna County residents who may otherwise forego health care due to cost or seek care in hospital emergency rooms. The Clinic strives to provide high quality care in a welcoming, respectful and compassionate environment. The Clinic offers opportunities for teaching, research, learning, and service to University of Scranton faculty, students, and volunteers. Health care services include Medical,

history, and vision of peacemaking and develop the skills necessary to carry their experiences and learning into the future.

The University of Success is a pre-college program designed to provide academic, social, and cultural enrichment to high school students. The ultimate goal of this program is to assist participating students to successfully complete high school and gain entrance into a college or university. The University of Success helps students achieve this goal through a variety of activities and services from the ninth grade until they graduate from high school. Many Success students choose to apply and continue their education at The University of Scranton.

The LCHFC is available to faculty, staff and student as a service opportunity or for academic programming consistent with the mission of The University of Scranton. View webpage <http://www.scranton.edu/academics/pcps/leahy/index.shtml> or schedule an appointment by calling (570) 941-6112.

UNIVERSITY PARKING

Any unauthorized motor vehicle (not having a current parking permit) parked on the University of Scranton campus is subject to ticketing and/or removal at owner's expense. City police also indicate that motor vehicles illegally parked on streets surrounding the University will be ticketed.

The annual fee for an Adjunct Faculty permit is \$55.00. If you only require a permit for one semester the fee is \$30 and you must email the parking office (before accessing the parking portal) with your name, Royal Id number and indicate what semester you are applying for a permit. The parking office will send a follow-up email. If you have any questions or need assistance with this process, please contact the, Parking Services Coordinator at 570-941-7876 or parkingservices@scranton.edu. (Note: Adjunct Faculty members are not authorized to use faculty reserved spaces/areas. Vehicles displaying an adjunct faculty permit must be parked in non-reserved spaces.)

SECRETARIAL SERVICES

The typing of course syllabi and examinations may be assigned to faculty secretaries. Requests for this service should be made to department chairpersons.

OFFICES FOR ADJUNCT FACULTY

Individual offices are not available for adjunct faculty, although a few departmental offices may be used by adjunct instructors on a space available basis. Department chairpersons should be contacted in this regard. It should be noted that adjunct faculty offices do have phones but not voicemail services.

PRINTING SERVICES

Adjunct faculty can copy their class materials at our on-campus Printing Services facility, located at 315 Jefferson Avenue. Printing Services offers black-and-white and color copies,

c. Eating Areas:

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

DeNaples Center: Fresh Food Company, 3rd floor

Montrone Hall: Convenience Store and Mulberry Café

Leahy Hall: Einstein Bagel

Snack and Beverage Machines: Hyland Hall, McGurrin Hall, Leahy Hall, St.

LOST AND FOUND

All articles found on campus should be turned over to Campus Police located on the ground floor of the Parking Pavilion on the Mulberry Street side. These articles may be claimed Monday - Friday from 8:30AM to 4:30PM.

UNIVERSITY OF SCRANTON ACADEMIC CALENDAR

<http://www.scranton.edu/academics/registrar/academic-calendar.shtml>