

**UNIVERSITY OF HOUSTON
GRADUATE COLLEGE OF SOCIAL WORK
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**Adjunct Faculty Handbook
2014 edition**

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Online Links to Reference Materials

Links to the following documents can be found by going to following link on the GCSW website: <http://www.uh.edu/socialwork/about/policies/index.php>

GCSW Adjunct Faculty Handbook (2013 Edition)

GCSW Syllabus template – required format

GCSW Class Schedules

GCSW Final Letter Grade Scale

GCSW Student Handbook

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UH Academic Honesty Policy

UH Academic Calendar

UH Textbook and Educational Materials Policy (2007)

Preface

Welcome to the Graduate College of Social Work (GCSW) at the University of Houston. This handbook has been developed to provide essential information to help you enter and succeed in the always challenging, and sometimes confusing world of academia.

Adjunct faculty are significant contributors to the Graduate College of Social Work. You provide specialized expertise in areas not available among the full-time faculty, you teach courses where there are temporary shortages among full-time faculty or where more sections are needed than can be reasonably covered by the full-time faculty. Adjunct faculty enrich the college and provide students with learning opportunities not otherwise available.

We've tried to provide you with enough information to help you feel at home and grounded in the GCSW without overwhelming you. Frankly, most people are surprised how many details and requirements are involved in teaching at the university level, so we've tried to make this handbook user friendly. We know that our adjunct faculty come from a variety of practice settings and educational backgrounds: some are fairly recent graduates, some are very seasoned; some are in clinical positions, others in administration, community work, and political arenas. One thing all likely share is amazement at the changes that continue to alter the face of higher education. New teaching methodologies, various forms of electronic communication, and legislative mandates are just three areas that have significantly affected our work, and the changes keep coming. Remember this is a 'living' or 'dynamic' document that is subject to change, often without notification to all interested parties.

As you can see from the contents, the handbook is divided into sections making it easier to find the information you need. We do hope, however, that you'll take time to review the entire document and to explore the links pointing you to important reference materials.

We welcome your comments and suggestions for future revisions. Thanks in advance for your contributions to our students' learning.

OVERVIEW

Faculty Classification: Who are Adjunct Faculty?

Adjunct faculty are persons with expertise and experience in social work hired to teach one or more courses on a contractual part-time basis. The UH Faculty Handbook states: “The term ‘adjunct’ is used for persons who have a primary employment responsibility outside the university. . . and who bring some specific professional expertise to the academic program”

<http://fs.uh.edu/documents/facHandbook.pdf> (page 42).

Adjunct positions are non-tenure track appointments; appointments are typically on a semester-to-semester basis.

Qualifications

All adjunct faculty in the Graduate College of Social Work are required to have advanced graduate degrees from accredited institutions; often, depending on the college’s needs, persons with MSW degrees from CSWE accredited programs are preferred. A minimum of two years post-graduate practice experience is required and teaching experience is a plus.

The Hiring Process

There are several steps necessary in the initial hiring process, as well as reappointment in a subsequent semester (see Appendix A for the required paperwork). Interested persons are asked to submit a letter (or email) to the Director of Student Affairs Office identifying teaching interests and areas of expertise; this should be accompanied by the professional resume’ or curriculum vita, including names of three references.

After an interview, when an offer is going to be made, an offer letter (which only the dean or associate dean in the GCSW can issue), identifies the details of the appointment – e.g., length, assignment, salary, etc. This letter must be signed and returned to the GCSW, but before the appointment is final, we must receive an official transcript showing the highest degree received, and the date. Without the signed letter, resume or vita, and transcript, the hiring portfolio cannot be forwarded to the provost for final approval. Every semester in which an adjunct is invited to teach requires submission of the signed contract and various university forms.

Adjunct faculty are compensated as specified in their appointment letter. Compensation rates are determined by the Dean in consultation with faculty, and they are fixed without regard to experience or seniority. Adjunct faculty receive

\$2,500 for a 3 SCH (semester credit hour) course. These amounts may be pro-rated for courses with greater or lesser numbers of semester credit hours.

A Note About SCH: a semester credit hour determines the number of contact hours in a course – e.g., a 3 SCH course, the most common, will meet once a week for three hours, a 2 SCH course will meet once a week for two hours, etc.

Participation in Governance

Adjunct faculty members are welcome to attend Faculty Association meetings as non-voting members. Faculty Association is the highest governing committee in the college; as a general rule, meetings are the first Friday of the month, from 9:30-noon. However, there are variations so if you'd like to attend, it's best to check with the dean's office to confirm the date and time (713-743-8085).

LOGISTICS IN THE LIFE OF FACULTY

PeopleSoft (PS) – This is the system of data management implemented by UH in 2007. You will find PS to be extremely useful once you have learned how to access the system. All adjunct faculty are provided a copy of the PeopleSoft Faculty Center Reference Guide. This explains how to use your Faculty Center to get a copy of your class roster, to email students, and to enter final grades. Note that there is a slight learning curve, depending on your previous experience and comfort level with computers; still, the benefits of PS are great.

Another significant benefit of PeopleSoft is access to PASS, which stands for People Advantage Self Service. On PASS, you can access payroll information, get an electronic copy of your W-2 forms, add or modify direct deposit, etc.

In order to access PeopleSoft, you MUST have an EmpID (Employee ID) – NOTE: this is the same 7 digit number as your PeopleSoft ID, or your UserID. For some unknown, but infinitely frustrating reason, different terms are used in different places for the same ID. You will have one, and only one, PS/Emp/User ID forever.

How Do I Get My PS ID? This ID is issued through Human Resources. When your appointment is finalized, The GCSW Business Office or UH Human Resources will email you your PS ID. You are now ready to sign on to PeopleSoft and PASS.

Quick Start Instructions for PeopleSoft (PS) and PASS:

Using your browser (e.g., Internet Explorer, Safari, Firefox), go to <http://my.uh.edu>.

Type in your User ID – remember, this is the same as your EmpID (Employee ID), your PeopleSoft ID; no matter which term is used for your ID, *you have only one ID number*. The **first** time you sign into PS, your password is your date of birth; as soon

as you sign on the first time, change your password to something you will remember, and is secure.

NOTE: By state law, passwords have to be changed every 60 days. When it's time to change your password, you'll see a note telling you your password will expire in X days, and asking if you want to change it now.

Once you've signed in, you'll see a link to PASS where you can access your personal information, and a link saying UH Self-Service. Click on UH Self-Service and you will see a link to your Faculty Center, as well as announcements (on the left of the page). Once you're clicked on Faculty Center, you'll see the course(s) you're currently teaching. You can follow from here using the handbook you were given that explains the Faculty Center, and there are tutorials online as well.

Better living through email – UH and the GCSW are working to become “paperless.” Not only is this better for the environment, but email communication is faster than ‘snail mail’ and allows for quick responses. All faculty and staff use email to communicate with one another and with students. UH no longer uses ‘snail mail’ hard copies to communicate with students – it is all email. As a result, it is imperative that you get a UH email address and use it for all communication in your role as an adjunct faculty.

How Do I Get a UH email address?

All faculty are expected to use their UH email addresses for communication related to their work at the university. Assuming you already have an email account elsewhere (e.g., sbcglobal.net, yahoo.com, msn.com), you should have your UH email forwarded to that account. Here's how to set up forwarding of UH email:

Sign in to P.A.S.S.; click on Personal Information; click on email addresses; follow the instructions to have your UH email forwarded to an email address of your choice.

Parking

All faculty, whether full-time or adjunct, need to apply on-line for a parking permit and pay the appropriate fees. All parking is processed on-line. The UH Parking and Transportation website is <http://www.uh.edu/pts/>. If you have questions, contact them at 713-743-1097. If you don't want to invest in a full semester's fee, you can park on the street (e.g., Holman Street, across from Hofeinz Pavilion, has 10 hour metered street parking) or in certain lots where there are meters (lots 15 and 16).

Building and Classroom Access

Our receptionist, Social Work Building, Room 110, issues keys to adjunct faculty. Your CougarCard opens the building (side doors) on weekends or after hours; a general purpose (common) key opens classrooms and the second floor copy room;

and a second key opens your assigned mailbox. Mailboxes are located in the reception area on the first floor of the Social Work Building. The building (SW549) is open Monday through Friday from 8:00 am to 10:00 pm; Saturdays from 8:00am to 6:00 pm, and is closed on Sundays. When the building is closed, the main doors are locked and the elevators will not go up from the first floor. The elevators will always go down to the first floor.

If your teaching assignment is one semester, or if you will not be teaching consecutive semesters, you must return all keys to the receptionist at the end of the semester. If you have questions, please contact our receptionist at 713-743-8075.

Office Space and Telephones

Room 220 (across from the Deans' Office on the second floor) is the Adjunct Faculty Office. Your common office key will unlock the door. There is a computer with printer and internet connections, a vertical file cabinet, and a telephone for your use when on campus. There is NO voice mail on the telephone to avoid privacy issues. The phone number is (713) 743-9354.

Facilities

Mailboxes We recognize that adjunct faculty are not on campus daily, but when here, it is imperative that you check your mailbox for messages or other hard copy information. Your mailbox key will be given to you by the receptionist when you come to the building for the first time. Remember that all keys are to be returned upon completion of your teaching assignment.

Computing/lounge Door Access Adjunct faculty may use the lounge (room 227SW) and the computers in the Social Work Computing Center (room 217SW) although access is only via card reader using the Cougar 1Card. Adjunct faculty are strongly encouraged to obtain a Cougar 1Card in order to access these facilities.

How to Obtain a Cougar 1Card The Cougar Card Office (UH ID Card Distribution) moved to the UH Welcome Center. You'll complete an application form and have your photograph taken to obtain your Cougar 1Card, and you'll need to know your PeopleSoft ID number in order to complete this application. The Cougar 1Card allows you to check out library books and **to access all doors with card readers in the Social Work building** (e.g., the computing center, lounge, etc.). For more information, please visit <http://www.uh.edu/cougar1card/>.

You'll be given your card on the spot, but the card must be activated to open the doors in our building. To have the card activated, send an email to Dr. Paul Raffoul

(praffoul@uh.edu) with your name and PS ID number, or stop by his office (room 201 SW) where he can activate it immediately.

How to Obtain a Computer Account In order to log into the university computing network you must have a computing account. New faculty can obtain a CougarNet account by presenting their Cougar 1Card at the IT Help Desk in the lobby of the PGH Building (PGH is just around the corner from the SW building). The Help Desk is open from 8:00am to 8:00pm Monday-Fridays. Once a CougarNet account has been created, you will be given a User NAME (User ID) and unique Password, which you can then use on any campus computer, connected to the university network. Once logged in you can access the campus high-speed Internet network, check your email account, and access your PASS account. Your computer account password will have to be changed every 60 days. If you forget, you will have to reset your password in order to access your computer account. For instructions either call the IT Help desk (713-743-1411) or go online to: <http://www.uh.edu/infotech/php/home.php> for instructions.

Photocopying, Faxing, Scanning Adjunct faculty have access to the photocopiers on both the first and second floors. The copy code will be provided to you by the receptionist upon request. You may also use UH Blackboard and E-Reserve to provide access to articles and/or book chapters for your class. Using these resources prevents anyone from having to make copies for your class and avoids any copyright infringement issues.

NOTE: please do not make copies of your course syllabus for your class. Students are expected to download the syllabus from our webpage and print their own copy

Classroom Technologies (what we used to call audiovisual equipment) All classrooms in the SW building are internet ready – i.e., with a laptop or other computer, you can connect wirelessly to the internet and display pages using the built-in ceiling projector. PowerPoint presentations can also be accommodated with existing equipment. All classrooms in the SW Building now have computers permanently attached to the table, so no reservation is needed to check out equipment if you're teaching in one of these classrooms. Just bring your "flash drive" to load your presentation for your class. Additionally, each classroom has a television with VCR and DVD players attached.

UH Media Services This is a full-service center located in the basement (at the rear of the library building. To use this service, call 743-1155.

Some little known requirements that apply to all faculty

Mandatory online training – everyone who receives a paycheck from UH is required to complete several short online training sessions annually. This is simply a fact of life. The good news is the training topics are relevant – e.g., FERPA is useful to understand what student information may or may not be shared. Online trainings involve reading a summary of the topic, then taking a short quiz. Most adjuncts complete each session in a matter of minutes.

Direct deposit of paychecks – All paychecks are processed through direct deposit. Human Resources will sign you up during the hiring process.

PREPARING TO TEACH

Planning and Decision Making

Textbooks Adjunct faculty are responsible for ordering their required and recommended texts. Whenever possible, text orders should be submitted early – i.e., at least two months prior to the start of the semester, preferably earlier. Selections can be discussed with full-time faculty who have taught the course. Class schedules for the current and past two years are on our website and you can review course syllabi there, as well as identify texts used previously. The most recent edition of texts is always preferred and where possible, soft cover texts are appreciated by students as they are considerably less expensive than hard cover.

Textbook orders can be made in one of three ways:

1. Email : SM510@bncollege.com
2. Phone : 713-748-0923, EXT 108
3. Online: www.uh.bkstore.com (click Faculty link)

You will need to know the course number, class number (5 digits), and the anticipated enrollment. For example, SOCW 7397, 12345, anticipated enrollment 30. Your appointment letter will include the information you'll need.

Instructor's Desk Copies Requests can be made online through the publishing company once your textbook order has been submitted to the UH

bookstore. The following information must be provided: Semester (i.e., fall, spring, summer), course number, course title, expected enrollment. If you experience problems ordering desk copies, contact Sonia Ewing in the Deans' Office, at 713-743-8085 or sewing@uh.edu.

Library Reserves The University of Houston Library will put printed materials for your course on reserve for use by your students. They are also willing to put your personal copies on reserve, and they are generally very efficient in getting them back to you when the course is finished. The social work librarian – Irene Ke - is available to assist all faculty in making journal articles available online using E-Reserve (713-743-9764, varellano@uh.edu) For general information about the library, its services, connecting from home, etc. go to http://info.lib.uh.edu/general_information/index.html

UH Blackboard is a web-based interactive tool that instructors may use to deliver course materials online. This web-based tool is used to communicate with students, deliver course materials and assignments, administer exams, or hold class discussions and group sessions online. If you haven't used these online tools previously you may want to invest the time to master the technology to enhance your teaching experience.

Developing the Syllabus

What Can and Cannot be Modified Every course in the Graduate College of Social Work has a syllabus that has been approved by the Faculty Association and by the University of Houston's Graduate and Professional Studies Council (GPSC). The syllabus includes the official course catalog description, a statement of purpose of the course, and course competencies. These sections cannot be modified without action by Faculty Association and GPSC; please do not modify them in any way.

To maintain consistency, the GCSW has an approved syllabus template (see <http://www.uh.edu/socialwork/about/policies/>). All faculty are to use this template, and it will make it easier for you to develop your syllabus as you need only "cut and paste" the information for your course and section. Remember that you can refer to our online class schedules <http://www.uh.edu/socialwork/current-students/course-schedules/index.php> to find the course syllabus used most recently. If the course you're teaching is not online, contact our GCSW IT Support person (713-743-1782 or gcswits@uh.edu) room 217SW, and request a copy from our archives. When avoidable, we don't want you to "reinvent the wheel" when creating your syllabus.

These are the parts of the course syllabus that you can modify:

- (1) Required and recommended texts as well as journal articles
- (2) Assignments for the course, including a plan for tests and quizzes, if any, papers, experiential exercises, etc.
- (3) Grading plan indicating the manner in which final grades will be determined, the relative weight of graded assignments, and the grading scale (NOTE: most faculty use the university's scale)
- (4) Content outline with required readings listed for each class session. Optional readings are also included.

You may also wish to add a section commenting on your teaching style and any specific expectations you may have of students. This might include use of electronic devices (e.g., cell phones, pagers, laptop computers) during class, late arrivals to class, classroom decorum, etc.

Finally, all syllabi must include an addendum with information about the ADA (Americans with Disabilities Act) and contact information for the Center for Students with Disabilities. This is provided for you on the syllabus template located at: <http://www.uh.edu/socialwork/about/policies/>.

Assignments

Development of course assignments is the responsibility of the instructor. The purpose of an assignment is to enhance the learning and/or skill development of the student. Assignments should augment in-class learning. Many students are anxious about assignments and grading. It is important to be absolutely explicit about your standards and expectations for assignments.

Grading

All course syllabi must include specific grading criteria for each assignment, and the relative weight for each assignment must be shown as part of the final course grade. The standard GCSW letter grade scale for assigning final course grades is to be included on all course syllabi as follows:

| | | | |
|------|-----------------------|------|-----------|
| A = | 96-100% of the points | C+ = | 76-79.9% |
| A- = | 92-95.9% | C = | 72-75.9% |
| B+= | 88-91.9% | C- = | 68-71.9% |
| B = | 84-87.9% | D = | 64-67.9% |
| B- = | 80-83.9% | F = | Below 64% |

When you assign a grade for a student's performance in your class, you have an effect on her or his career. This is why grading can be so difficult and why students

are sometimes emotional about grades. Nevertheless, it is your responsibility as an adjunct faculty member to assign each of your students a grade that fairly and accurately reflects their performance.

When you first have concerns about student performance (or attendance), contact Jan Leger, Director of Student Affairs (jeleger@uh.edu; 713-743-3249). Do not wait until late in the semester when little can be done to address the concern.

Grades of incomplete (I) are given only in **exceptional circumstances** that prevent the student from completing the required work. The GCSW policy on grades of Incomplete reads:

The grade of I (Incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination as scheduled. The grade of I must be changed by fulfilling the course requirements by the deadline set by the instructor, but no more than one year from the date awarded, or, in conformance with university policy, it will be changed automatically to F or U (in S-U graded courses).

The student, not you, is responsible for completing the work and advising you about their progress. The instructor remains responsible for assigning the final grade.

Grades of Incomplete are only appropriate within the policy statement parameters above; students requesting grades of Incomplete because they “need more time” to complete an assignment, or because they want to improve on an assignment should be reminded of the policy.

Attendance On time class attendance is expected. Generally, one unexcused absence may be acceptable, although faculty opinions differ. Many students hold one or more paid jobs in addition to family and child care obligations, and stress

levels can be great. Multiple demands can result in missed classes. A reasoned approach between a rigid demand for attendance and laissez-faire is to take roll and personally discuss absences with students who appear to be having trouble getting to class. This allows for individualization in your response.

Keep in mind, however, absences at the graduate level have a significant impact – i.e., when classes meet only once per week, a student who is absent four times will have missed more than 25% of the entire course. The Director of Student Affairs may be aware of special circumstances affecting a student's attendance, so a contact with this office would be appropriate.

The attendance of the assigned faculty member at all scheduled class sessions is expected. In the event that unforeseen emergencies arise, the Deans' Office is to be consulted and alternative arrangements made for covering the class session.

Class Cancellations, Severe Weather

Class sessions cannot be canceled by a faculty member. In the case of severe weather, check local media (TV, radio) and the UH website (www.uh.edu) for information. If/when students contact you, advise them to check the same information sources for official announcements from the university; common sense and discretion about safety are, of course, paramount.

Office Hours

All faculty must be reasonably accessible to students, although adjuncts are not expected to maintain office hours, particularly without an office. However, information on how to contact faculty is to be included on the class syllabus, and adjunct faculty typically make time just before or after class for consultation meetings with students.

CLASSROOM TEACHING

General Protocol Given that students look to faculty as role models, we need to demonstrate the importance of being on time and respecting the time of others. In a three hour class, the general expectation is to have a 10-15 minute break around midway; class should end about 10 minutes prior to the hour (or half hour, depending on how the class is scheduled). Some faculty will have a section on their syllabus that describes appropriate classroom behavior such as the importance of respectful communication despite differing opinions or conflicts. It is the faculty member's responsibility to inform students of specific expectations such as use of electronic devices (cell phones, pagers, iPods, computers) during class. While each can be a valuable tool, playing video games, listening to music, or sending text messages during class are not acceptable behaviors.

Guest Lecturers Guest lecturers can add important content to some courses. They should, however, be used carefully and where there is clear academic justification for doing so. The college is unable to pay guest lecturers or reimburse them for any expenses incurred. Except in unusual circumstances, the presence of the assigned faculty member is expected during a guest presentation.

Reimbursements for Course Expenses The GCSW has no policy about reimbursing faculty for out-of-pocket expenses related to courses. The Dean has not been willing to authorize payment in the absence of a consistent and equitable policy. For now, assume that you will not be reimbursed.

Mid-term and End of the semester evaluations All faculty are evaluated the same way, and completion of the evaluation process is the responsibility of all faculty. There are two evaluation points: mid-term and the end of the semester.

Mid-term evaluation At the mid-point in the semester, you will be given, in your mailbox, one page evaluations to distribute in class. The purpose of the mid-term evaluation is developmental – i.e., it will let you know how the students view the pace of the course, the difficulty of the course, and it offers students a chance to add comments. This feedback is only for your use as you may find that all is going well, or you may find it necessary to adjust the pace of the class. Feedback from students is anonymous: you need to leave the classroom while students complete the form. Completed forms will be left in the classroom for you to retrieve. This evaluation typically takes about 5-10 minutes at most.

End of semester online course and instructor evaluation During the last two weeks of the semester, all enrolled students will receive a reminder email to complete an online evaluation for all their courses. The results of this evaluation can impact retention of faculty. Since we have switched from in-class paper evaluations to online evaluations our response rates have significantly declined. All faculty are encouraged to remind their students to complete the online course evaluations to insure that their feedback is provided to both faculty and the administration.

It is imperative that online course evaluations be completed for all courses by all students.

The course/instructor evaluation contains three parts - a number of items that are rated on a five point scale and scored by computer (which requires several weeks), university mandated items for all courses, and open-ended items. You will receive your evaluation scores as soon as they are reported by the University Measurement & Evaluation Center sometime after the semester ends. Your scores will be provided along with a summary of your scores in comparison to other

instructors. Qualitative comments will be transcribed and included with your quantitative scores. The Dean receives a summary of the numerical items, but the qualitative comments are seen only by the instructor.

Non-discrimination and reasonable accommodations The Graduate College of Social Work is committed to non-discrimination based on race, ethnicity, gender, age, sexual orientation, religion, and physical and/or mental abilities. Faculty members need to treat all students with fairness and equity, but with consideration for special needs and willingness to make reasonable accommodation for differences. For example, students with hearing impairments may require front row seating, sign language interpreters, or recorders which can be played back at louder decibels.

Students wishing to receive accommodations must go to the UH Center for Students with Disabilities to talk with a staff member. The Center will issue a written statement identifying the accommodations recommended for the student. Faculty are not, under any circumstances, to try to assess, evaluate or accommodate a student's request on their own. Students must present the report from the Center in order to have reasonable accommodations provided. *No accommodations can be provided without written documentation from the Center.* Their website is <http://www.uh.edu/csd/>

Sexual Harassment and Sexism

The University of Houston and the Graduate College of Social Work are committed to ending sexual harassment on campus. This requires sensitivity to the nature and subtleties of what sexual harassment actually is. While overt coercive and manipulative behavior is relatively easy to identify, the subtleties of sexist behavior can be less obvious. Sexual harassment and sexist behavior are sometimes conscious behavior, but frequently the harasser is unaware of the impact of the behavior on the other person. The effect is what is important, not the intention.

The University provides training programs for faculty on the topic of sexual harassment. All faculty in the Graduate College of Social Work are strongly encouraged to participate in these programs when available. The office of the Dean of the Graduate College of Social Work announces scheduled programs to college faculty and staff.

SOME REALITIES OF STUDENT LIFE AND HOW TO ADDRESS THEM

Many graduate students have multiple responsibilities; they may be juggling class requirements with field practicum, with employment, with families and children. Prior

to beginning the MSW program, new students are advised to think carefully as to whether they are at a place in their lives to balance all their responsibilities, including doing the work required to earn the MSW degree. Faculty need to be mindful of this reality while also maintaining standards appropriate to graduate social work education.

Class and field attendance are expected; on time submission of assignments is expected; completing assigned readings is expected; participating in class and on UH Blackboard discussion boards (where appropriate) is expected. Jan Leger, Director of Student Affairs (jeleger@uh.edu; 713-743-3249) is your primary resource person for questions or concerns about academic performance and professional behavior.

ONLINE LINKS TO REFERENCE MATERIALS

Given our move toward becoming “paperless,” rather than print all these documents, we are providing links to them for online access. Just as students can download course syllabi and print them, you can access these various materials and print them if you choose. However, please remember that policies are often revised and the online versions will always be the most current. Go to our website www.uh.edu/socialwork, click on About GCSW to access additional forms and policies.