

U N I V E R S I T Y of  
**HOUSTON**

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COLLEGE of EDUCATION  
Educational Leadership & Policy Studies

# Adjunct Faculty Handbook

Educational Leadership  
and Policy Studies

Revised August 2019

## TABLE OF CONTENTS

	Page
INTRODUCTION	3
Forward	3
University of Houston	3
College of Education	3
College of Education Mission Statement	4
College of Education Statement of Beliefs	4
ADJUNCT FACULTY	4
Adjunct Faculty Classification	4
Equal Opportunity	5
Initiating the Application Process	5
The Hiring Process	5
Evaluation and Renewal	6
TEACHING AND LEARNING	6
AccessUH	6
UH Email Communication	6
Getting Started	6
Classroom Technology/Instructional Computer Labs	8
Course Syllabus	8
Grading	8
Attendance	10
Classroom Instruction	10
Academic Freedom	11
Office Hours	11
Accommodations	11
Counseling and Psychological Services (CAPS)	12
Family Educational Rights and Privacy Act (FERPA)	12
Sexual Harassment and Sexism	12
Emergency Readiness and Faculty Emergency Preparedness	
Graduate Students	12
Program Contacts	13
APPENDIX A: ADJUNCT FACULTY JOB POSTINGS	

## **INTRODUCTION**

### **Forward**

Welcome to the Department of Educational Leadership and Policy Studies (ELPS) at the University of Houston! As an adjunct faculty member, you are a valued member of our college and university community. Adjunct faculty are significant contributors to graduate programs and enrich the college by providing students learning opportunities. They also provide specialized expertise in areas not available among the full-time faculty and 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. This handbook has been developed to provide essential information to help you enter and succeed in the always rewarding, yet sometimes confusing world, of academia.

This handbook is a guide for adjunct faculty, not a comprehensive document. It has been designed to provide focused resource and policy information related to the College of Education (COE) and the Department of Educational Leadership and Policy Studies (ELPS) programs of study. This publication does not supersede any Federal, State or local law, nor University of Houston policies or catalogs. While developed to provide general guidance, this handbook is not a contract, and University policies supersede conditions and procedures described herein.

### **University of Houston**

The University of Houston's (UH) proud heritage of academic excellence dates back to its founding in 1927. In 1947, the institution launched one of its many rich traditions by adopting the cougar, later named Shasta, as its official mascot. Over the years, the institution grew and prospered, becoming the University of Houston (UH) in 1934. Two years later, the institution acquired land for a permanent campus, and its first building opened in 1939. The university became a state institution in 1963 and joined the newly created University of Houston System in 1977. Today, the University of Houston is a major public research and teaching institution, serving more than 39,800 students annually with nearly 300 undergraduate and graduate programs. <http://www.uh.edu/about/>

### **College of Education**

The UH College of Education prepares graduates to change the world - through teaching, leadership, health promotion, counseling and research. More than 2,500 students pursue about 30 undergraduate and graduate academic programs, both on campus and online. The college is committed to eradicating inequities in education and health outcomes in Houston and beyond.

Our programs exceed national standards for excellence, including accreditation by the Council for the Accreditation for Educator Preparation and American Psychological Association. The UH graduate online programs are ranked second in the nation by U.S. News and World Report. The National Council on Teacher Quality ranks the UH teacher preparation program among the nation's top one percent.

UH faculty have a wide range of expertise, serve in leadership positions with key national associations, and have received significant grants from the National Institutes of Health, the Institute of Education Sciences and the Cancer Prevention Research Institute of Texas. UH alumni have deep ties in the community and continue to make an impact felt well beyond graduation. <http://www.uh.edu/education/about/>

### **College of Education Mission Statement**

The mission of the College of Education at the University of Houston is to lead and inspire generative transformations of learning, health, leadership and well-being by developing new knowledge for an increasingly diverse world. The link to the College of Education Strategic Plan is <http://www.uh.edu/education/about/strategic-plan/>.

### **College of Education Statement of Beliefs**

- Our responsibility is to improve the lives of others.
- Equity is realized best through collective action.
- Greater understanding is achieved through rigorous scientific inquiry.
- Diverse perspectives and talents are essential for excellence.
- Relentless pursuit of excellence requires challenging and valuing ourselves and others.

### **College of Education Office of Graduate Studies**

The COE Office of Graduate Studies (OGS) provides leadership and continuous support for all graduate programs, faculty and students in the College of Education. COE policy information is available on the OGS website at <http://www.uh.edu/education/student-services/graduate-office/>

### **Department of Educational Leadership and Policy Studies Priorities**

The ELPS department has set out four core strategies that guide and prioritize our work.

- STRATEGY 1: In all aspects of our research, teaching, and service, we will keep central and work to fully include and integrate the unique strengths and experiences we each bring into our daily practices.
- STRATEGY 2: We will partner with our communities to steward resources toward collectively prioritized, asset-focused outcomes.
- STRATEGY 3: We will engage in transformative transdisciplinary research that has substantial scientific, social and educational impacts.
- STRATEGY 4: We will maximize student learning and success through the design and delivery of empirically-based programs grounded in culturally relevant pedagogy and practice.

## **ADJUNCT FACULTY**

### **Adjunct Faculty Classification**

Teaching excellence, supported by highly qualified faculty and staff members who are professionally active and current in their professional fields, is paramount to ELPS programs of study. In working with students, faculty, staff, and administrators are committed to providing a humane, responsive and intellectually stimulating environment in which everyone can learn and work productively. Adjunct faculty members are, and will remain, one of the most important and valuable assets of this university. The select group of highly motivated and well-qualified adjunct faculty brings up-to-date information into the classroom where it is integrated with proven principles and philosophies.

Adjunct faculty are persons with expertise and experience in education 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 or in a different department in the university, and who bring some specific professional expertise to the academic program" (<http://www.uh.edu/provost/faculty/current/non-tenure-track/>). Adjunct positions are non-tenure track appointments; appointments are typically on a semester-to-semester basis. All adjunct faculty in the College of Education, Department of Educational Leadership and Policy Studies (ELPS) are required to have advanced graduate degrees from accredited institutions. Doctoral degrees are required for adjunct professors teaching graduate classes and master's degrees are required to teach undergraduate coursework. Additional information regarding adjunct faculty at the University of Houston can be found at <http://www.uh.edu/faculty-staff/>. (See Appendix A for ELPS adjunct faculty job descriptions.)

### **Equal Opportunity**

The Department of Educational Leadership and Policy Studies (DELPS) commits to providing equal educational, programmatic and employment opportunities for all persons regardless of race, color, gender, age, religion, national origin, veteran's status, disability or sexual orientation. Inquiries concerning laws and regulations governing employment should be directed to the Office of Human Resources.

### **Initiating the Application Process**

The application process is initiated in the College in which the adjunct professor will be teaching and must follow all UH policies and procedures regarding the hiring of adjunct faculty. The College of Education will contact prospective adjuncts to complete required forms. All members of the University faculty must have submitted the following documentation - faculty candidate profile, current curriculum vitae, and letters of reference. Official transcript showing confirmation of the highest degree obtained, to be mailed directly to the Department Business Manager.

### **The Hiring Process**

All hiring documentation and onboarding will be completed with Miranda Jasso, who may be contacted at [mnjasso@central.uh.edu](mailto:mnjasso@central.uh.edu) or (713)743-6219. Each adjunct faculty will be offered a contract in the form of a contractual letter. This letter will extend a conditional offer for a part-time position at the University of Houston to teach a specific course or courses. It will clearly state the course or courses to be taught along with the remuneration to be received for each course.

Everyone who receives a paycheck from UH is required to complete several short online training sessions annually. 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 is not actually a requirement, but a very strong recommendation as UH no longer will print paychecks. Without direct deposit you will be enrolled in a PayCard program by Bank of America. Bank of America will issue you a CashPay Visa payroll card which is a reloadable prepaid card.

## Evaluation and Renewal

The University of Houston hosts course evaluation each semester. Students are reminded to complete their evaluations through AccessUH <http://accessuh.uh.edu>. To view the schedule of evaluations for the current semester visit <http://eval.uh.edu>. Evaluations are available for review at <http://eval.uh.edu/admin/edu>. These evaluations are retained in the appropriate College's administrative office and are considered as part of the contract renewal process. If an adjunct faculty member is to be retained to teach during subsequent semesters, they must have satisfactory reviews. Each semester of employment requires a new contractual letter.

## TEACHING AND LEARNING

### AccessUH

AccessUH <http://accessuh.uh.edu> is the single login portal that provides faculty, staff, and students access to their primary online support services. CougarNet credentials are required to log in to the system. These credentials may be established and/or reset on AccessUH. All adjunct faculty can access guidance for how to get a copy of your class roster, to email students, and to enter final grades at <http://www.uh.edu/academics/courses-enrollment/>. Note that there is a slight learning curve, depending on your previous experience with similar systems at other institutions and comfort level with online systems. For assistance, please call University Information Technology (UIT) at (713)743-1411.

Another significant benefit of AccessUH 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 use the AccessUH system, you MUST use your CougarNet ID or your EmpID (Employee ID)/ PeopleSoft ID seven-digit number as login credentials.

### UH Email Communication

UH policies require UH employees (including TAs/GAs/IAs) to use official University Enterprise Messaging Services for all official business. Upon your official hiring a 'central.uh.edu' mailbox will be created to handle and manage all UH business. A 'central.uh.edu' mailbox may also be requested online at: <https://uh.edu/o365-migrations/selfservice/auth/index.php>. Personal email accounts (such as gmail or yahoo) must not be used to handle any UH business – including student/course communication. Therefore, a CougarNet account will be required to access your official UH mailbox and other UH online services. To setup or reset your CougarNet account visit the AccessUH system <http://accessuh.uh.edu>. For assistance, please call University Information Technology (UIT) at (713)743-1411. The following tutorial, will help to ensure your UH email alias is set to forward to your UH central.uh.edu mailbox: <http://www.uh.edu/infotech/services/accounts/email/update-faculty-staff-address/>

### Getting Started

- For essential dates and deadlines, please reference the UH [Academic Calendar](http://www.uh.edu/academics/catalog/academic-calendar/) <http://www.uh.edu/academics/catalog/academic-calendar/>.
- The University utilizes a learning management system called Blackboard to share course materials with students. Blackboard offers options to communicate with students in a synchronous or asynchronous format, upload files, create assessments, grade

assignments, etc. Blackboard shells are not created automatically. Faculty must request the use of Blackboard for their course before the start of each semester. Requests can be made online through AccessUH <http://accessuh.uh.edu>. For additional support resources, visit the Center for Information Technology in Education (CITE) Training Library or contact our local Instructional Designer for assistance.

<http://www.uh.edu/education/student-services/technology-services/training-library/>. For additional support resources, visit the Center for Information Technology in Education (CITE) Training Library or contact our local Instructional Designer for assistance. <http://www.uh.edu/education/student-services/technology-services/training-library/>.

- The CITE Training Library also provides syllabus templates, presentation templates, poster templates, emergency readiness documentation, Blackboard resources, etc.
- To obtain an instructor's desk copy of a textbook, 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 the library happens to have a copy of an item being used as a textbook, the instructor is welcome to check it out, but must be sure to get it early before students try the same tactic.
- The University of Houston Library will put printed materials, as well as some electronic materials, for your course on reserve for use by your students ensuring compliance with copyright law. The library is 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. Course reserves are integrated into Blackboard for the convenience of you and your students. Once your Blackboard course shell is created, Course Reserves can be accessed within the Course Tools section. For general information about the library, its services, connecting from home, etc. go to <https://libraries.uh.edu/>. If you need library access or help finding specific journal resources for students, contact [Shawn Vaillancourt](#), Education Librarian, at [svaillancourt@uh.edu](mailto:svaillancourt@uh.edu) or (713) 743-3575.
- Adjunct faculty have access to the photocopiers located Farish Hall. The copy code will be provided to you by the administrative support staff upon request. You may also use 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. Here's a link to a quick guide about copyright laws <http://www.copyright.iupui.edu/quickguide.htm>
- The [UH Writing Center](#) offers a number of services for faculty and students (including online writing services). For additional questions about how they could help you or your students, please visit <http://writingcenter.uh.edu> or contact (713) 743-3016.
- Be sure to obtain a parking pass for your face-to-face courses. All parking permits are processed on-line. Visit the UH Parking and Transportation website <http://www.uh.edu/af-university-services/parking/> or call 713-743-1097 if you have questions. If you don't want to invest in a full semester's fee, you can take advantage of discounted carpool parking options, use public transportation, or 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 (Lot 13A). To learn more about "Coogs on Alternative and Sustainable Transportation (COAST)" visit <http://www.uh.edu/coast>.
- UH employees and students use their CougarCard to gain access to UH services online or in person. Services include the Wellness Center, Library, Bookstore, entry to some doors

with electronic card readers, etc. To begin the process of creating your CougarCard, visit AccessUH <http://accessuh.uh.edu>. When your card is ready for pickup, the Cougar Card Office (UH ID Card Distribution) is located at the UH Welcome Center (Suite 101).

- The UH Campus Map can be found at <http://www.uh.edu/maps/>
- If you have any additional questions, or need specific office supplies, please contact your program’s coordinator, Robin Keim at [rlkeim@central.uh.edu](mailto:rlkeim@central.uh.edu) or (713) 743-6818.

### **Classroom Technology/Instructional Computer Labs**

All classrooms in the Farish Hall 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. Just bring your “flash drive” to load your presentation for your class. Faculty have the ability to reserve one of six (6) computer labs located within the Center for Information Technology in Education (CITE) suite located on the third floor of Farish Hall. These labs are also open to faculty and students seventy-hours a week. CITE staff are available for troubleshooting classroom technology issues and can be reached by calling (713) 743-9833. You may find additional information about the lab and CITE services at: <http://www.uh.edu/education/student-services/technology-services/>

### **Course Syllabus**

ELPS adjunct professors are provided a developed course syllabus. Course syllabi are aligned to program, state, and/or national standards and cannot be revised without permission from the program director.

### **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 University letter grade scale for assigning final course grades is to be included on all course syllabi as follows: <http://catalog.uh.edu/content.php?catoid=6&navoid=1077>

Point Range	Grade	Description
	A	Excellent, superior achievement
	A-	
	B+	
	B	Good, exceeding all requirements
	B-	
	C+	
	C	Average, satisfactorily meeting all requirements
	C-	
	D+	
	D	Poor, unsatisfactory
	D-	
	F	Failing or withdrawal while doing failing work
	I	Incomplete

All courses must follow all UH grade regulations, policies, and standards as stated in the student handbook. Review the catalog for conditions under which an incomplete may be granted. <https://www.uh.edu/dos/resources/student-handbook/>.

When you assign a grade for a student's performance in your class, you have an effect on their career. It is your responsibility as an adjunct faculty member to assign each of your students a grade that fairly and accurately reflects their performance. Keep the following considerations in mind:

- Students who get less than a "B" grade may be dropped from the graduate program. Thus, a grade of "C" is a message that the student's performance is not satisfactory for the graduate level.
- No credit is earned for grades below "C-." If a grade of less than "C-" is assigned, the student must repeat the course in order to receive credit toward the degree.
- You should not be deterred from giving a grade of "C" when it is warranted. When you first have concerns about student performance (or attendance), contact the program director.
- As in most graduate programs, most students will receive "A" or "B" grades. You use minus (-) or plus (+) in assigning grades if you use the scale noted previously (although there is no "A+").
- Before a grade of Incomplete (I) is given, the program director must be notified so that an effort can be made to resolve any issues. Grades of incomplete (I) are given only in exceptional circumstances that prevent the student from completing the required work. The grade of "I" 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 a grade of "F." 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. When the deadline for changing grades online through PeopleSoft has passed, you will need to obtain a hard copy Course Adjustment form from the dean's office, fill in the required information, and return it to the dean's office. Grades of "I" are only appropriate within the policy statement parameters above; students requesting grades of "I" because they "need more time" to complete an assignment, or because they want to improve on an assignment should be reminded of the policy. The Undergraduate Student Grading Policy can be found at <http://www.uh.edu/technology/students/prospective-students/undergraduate-applicants/registration/grades/>, and the Graduate Student Grading Policies can be found at <http://www.uh.edu/grad-catalog-archive/2011/policies/grading-policies/index.php>. <http://www.uh.edu/technology/students/prospective-students/undergraduate-applicants/registration/grades/>.
- The University has policies governing voluntary withdrawal, administrative withdrawal and the assigning of the withdrawal mark. Students who drop a class or withdraw from all classes after the semester census date of the semester or session, but no later than the withdrawal deadline as stated in the Academic Calendar will receive one of the following grades: "WQ" (Student-initiated drop, No Evaluation) or "WX" (Administrative Drop or Withdrawal, No Evaluation). These grades imply no evaluation of students' performance

prior to the withdrawal. Students who do not withdraw prior to the deadline will be given a final grade by the instructor based on performance.

### **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 attendance of the assigned faculty member at all scheduled class sessions is expected. If unforeseen emergencies arise, the program director 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 (<http://www.uh.edu/emergency> or <http://alerts.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.

### **Classroom Instruction**

Adjunct faculty members are responsible for the instructional quality and the overall conduct of the courses that they teach. This responsibility includes, but is not limited to, the conduct of lectures and or laboratory sessions, evaluation through examinations or other appropriate methods, recitation sessions, and homework. Course content should reflect the focus described in the catalog course description. All faculty should be mindful of cultural and gender sensitivities and of the needs and sensitivities of those who are differently labeled. The final assignment of grades remains the sole responsibility of the individual faculty member responsible for the course.

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. Some faculty include a section in 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, iPads, and 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 unless it is specifically related to a lesson objective/assignment.

Blackboard contains web-based interactive tools that instructors may use to deliver course materials online. These web-based tools are used to communicate with students, deliver course materials and assignments, administer exams, or hold class discussions and group sessions online. If you have experience with MOOCs, Canvas, WebCT, or other learning management systems, the learning curve may not be difficult. Otherwise, contact our local Instructional Designer for training, assistance, and support <http://www.uh.edu/education/student-services/technology-services/>. Guidelines for UH Online and Hybrid courses can be found at:

<http://www.uh.edu/fdis/resources/teaching-online-uh/> <http://www.uh.edu/education/student-services/technology-services/>.

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.

### **Academic Freedom**

All faculty shall have certain privileges and responsibilities under the right of academic freedom in keeping with The University of Houston System Board of Regents Policies. This right entitles the teacher to freedom in the classroom in discussing subject matter, but likewise be careful not to introduce into teaching controversial matters that have no direct relation to the subject. The college or university teacher is a citizen, a member of a learned profession and an officer of an educational institution. When teachers speak, or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, teachers should remember that the public may judge the teaching professionals and their institution by the teachers' utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not institutional spokespersons.

### **Office Hours**

All faculty must be reasonably accessible to students, although adjuncts are not expected to maintain office hours, particularly without a physical office. However, information on how to contact faculty is to be included on the class syllabus (phone and/or UH central email address), and adjunct faculty typically make time just before or after class for consultation meetings with students. Online office hours are also acceptable via Blackboard Collaborate or other UH supported communication tools.

### **Accommodations**

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 to have reasonable accommodations provided. No accommodations can be provided without written documentation from the Center. Their website is <http://www.uh.edu/csd/>

The ADA Policy establishes guidelines for ensuring compliance with the American with Disabilities Act. An ADA FAQ can be found at <https://www.uh.edu/equal-opportunity/about-eos/faq-eos/ada-faq/>. A complete listing of UH policies can be found at <https://ssl.uh.edu/provost/policies/university/index.php>

### **Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS ([www.uh.edu/caps](http://www.uh.edu/caps)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No

appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets\\_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html)

### **Family Educational Rights and Privacy Act (FERPA)**

UH is committed to upholding the Family Educational Rights and Privacy Act of 1974 (FERPA) which is a federal law stating (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that institutions will maintain the confidentiality of student education records. A complete listing of UH policies can be found at <http://www.uh.edu/policies/>

### **Sexual Harassment and Sexism**

The University of Houston and the College of Education are committed to ending sexual harassment on campus. This requires sensitivity to the nature and subtleties of what sexual harassment 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. If you have any questions about whether an individual's behavior may be criminal, contact the UHPD at (713) 743-3333.

The University provides training programs for faculty on the topic of sexual harassment. All COE faculty, full-time and part-time, are strongly encouraged to participate in these programs when available. A Sexual Harassment FAQ can be found here: <https://www.uh.edu/equal-opportunity/about-eos/faq-eos/sexual-harassment/>. However, please contact the Office of Equal Employment Opportunity (153 Student Service Center 2, 713.743.8835) for more information and/or to investigate a complaint.

### **Emergency Readiness and Faculty Emergency Preparedness**

All faculty are responsible to prepare and provide guidance for students in an emergency. This includes knowing important UH sites, phone numbers, and adding required information to the syllabus. Visit the CITE Training Library for up-to-date syllabus templates and to review emergency readiness sites regarding bomb threats, call tree program, contact center, hurricane preparedness, etc.: <http://www.uh.edu/education/student-services/technology-services/training-library/>

### **Graduate Students**

Many graduate students have multiple responsibilities; they may be juggling class requirements with field practicum, employment, and/or family responsibilities. Prior to beginning the graduate 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 desired degree. Faculty need to be mindful of this reality, while also maintaining standards appropriate to graduate education. We expect the following from our graduate students:

- class and field attendance;
- timely submission of assignments;
- completing assigned readings; and
- participating in class and on Blackboard discussion boards (where appropriate).

## ELPS Program Contacts

<b>Name/Title</b>	<b>Office</b>	<b>Phone</b>	<b>Email</b>
<b>Cathy Horn, Ph.D.</b> , Department Chair	439 Farish	713-743-5032	clhorn2@uh.edu
<b>April L. Peters-Hawkins, Ph.D.</b> , Associate Department Chair	112H Farish	713-743-9542	apeters-hawkins@uh.edu
<b>Bradley W. Davis, Ph.D.</b> Program Director, K-12 Professional Leadership (Ed.D.)	112J Farish	713-743-8868	bdavis20@central.uh.edu
<b>Butcher, Keith, Ed.D.</b> Program Director, K-12 Professional Leadership (M.Ed. and certification)	112K Farish	713-743-9599	kbutcher3@uh.edu
<b>Kristen Hassett, Ph.D.</b> Program Director, Special Populations (M.Ed, undergraduate, and certification)	426 Farish	713-743-3786	khassett@uh.edu
<b>Jacqueline Hawkins, Ed.D.</b> Program Director, Special Populations (Ed.D.)	466C Farish	713-743-9823	jhawkins@uh.edu
<b>Tiffany Davis, Ph.D.</b> Co-Program Director, Ph.D. in Higher Education Leadership/ M.Ed. On-Campus	426 Farish	713-743-6662	tdavis9@uh.edu
<b>Elsa Gonzalez, Ph.D.</b> Co-Program Director, Ph.D. Higher Education Leadership/M.Ed. Online	429 Farish	713-743-6656	Egonzalez60@uh.edu
<b>Tim Rosas</b> CITE Operations Manager	333 Farish	713-743-5469	trosas@uh.edu
<b>Velvette Laurence</b> Instructional Designer	314 Farish	713-743-5918	vlaurence@uh.edu
<b>Shawn Vaillancourt</b> Education Librarian	Main Library	713-743.-3575	svaillancourt@uh.edu
<b>Miranda Jasso</b> Department Business Manager	214 Farish	713-743-6219	mnjasso@uh.edu
<b>Yonelly Gutierrez</b> Program Manager	112 Farish	713-743-7846	ygutier6@central.uh.edu
<b>CITE</b> Center for Information Technology in Education	329 Farish	713-743-9833	<a href="http://www.coe.uh.edu/cite">http://www.coe.uh.edu/cite</a>

## APPENDIX A: HIGHER EDUCATION

### **Job Description**

Adjunct Faculty – Higher Education

### **Organization**

Educational Leadership and Policy Studies

Salary Commensurate with Experience

The Higher Education Program within the Department of Educational Leadership & Policy Studies (DELPS) offers two programs: (a) M.Ed. in Higher Education and (b) Ph.D. in Higher Education Leadership and Policy Studies. The M.Ed. program courses is offered in two program delivery formats, one format is delivered on-campus for both full- and part-time students; the other format is delivered 100% online for part-time learners. The Ph.D. program curriculum is delivered on-campus for full- and part-time students.

M.Ed. courses include, but are not limited to: American Higher Education, Organization and Administration, Student Development Theory, Assessment and Evaluation, Educational Policy and Planning, Cultural Foundations of Higher Education, Critical Issues in Higher Education, Leadership for Change, Research for Educational Leaders, and Student Support Services

Ph.D. courses include, but are not limited to: Research Methods, Introductory and Intermediate Statistics, Student Development, Higher Education Law, Finance in Higher Education, Administration of Higher Education in Multicultural Settings, Seminar in Adult Education, and Policy, Politics, and Governance

Applications for adjunct teaching positions are accepted and reviewed on a continuous basis. Both the Department Chair and Program Directors examine applicants.

Adjunct faculty are expected to:

- Employ a variety of pedagogical strategies focused on engaging adult learners;
- Maintain course-specific records;
- Evaluate student work in a timely manner,
- Provide students with quality feedback as to their advancement toward meeting student learning objectives;
- Prepare to successfully facilitate face-to-face and/or online instruction; and,
- Deliver the pre-developed course content required for either the Masters or Doctoral degree.

DELPS is committed to meeting the needs of its student learners and thus understands the importance of hiring Adjunct Faculty of the highest quality. As a requirement to begin employment with DELPS, you must complete the following:

- Complete orientation with M.Ed. or Ph.D. Program Director.
- Read M.Ed. and/or Ph.D Handbook.
- Work with the University of Houston College of Education (UHCOE) Instructional Designer to develop an understanding of online learning.

The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation, gender identity or gender expression.

### **Qualifications**

To be considered for an adjunct position in the Department of Educational Leadership & Policy Studies (DELPS), the following requirements must be met:

1. Hold a current Doctorate degree from an accredited college or university;
2. Demonstrate a history of successful administrative or faculty experience in the discipline;
3. Demonstrate competence in assigned course content area(s);
4. Possess excellent interpersonal skills and a clear understanding of adult learning theory (engaging adult students);
5. Demonstrate ability to work collaboratively with faculty, staff, students, and institutional partners; and,
6. Possess exceptional verbal, written, electronic, and digital communication skills.

*Notes to Applicant:* Official transcripts are required for a faculty appointment and will be requested upon selection of final candidate. All positions at the University of Houston are security sensitive and will require a criminal history check.

*Required Attachments by Candidate:* Resume/Curriculum Vitae, Cover Letter/Letter of Application, Unofficial Transcripts

## APPENDIX A: K-12 PROFESSIONAL LEADERSHIP

### **Job Description**

Adjunct Faculty/Lecturer – K-12 Professional leadership

### **Organization**

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The Department of Educational Leadership & Policy Studies (DELPS) courses in K-12 Professional Leadership are offered as full-time hybrid at the M.Ed. and Ed.D. levels. Our programs are considered hybrid in nature, as 51% of the coursework is delivered in a face-to-face environment, while 49% is delivered online. We offer two programs: (a) Executive Ed.D. in K-12 Professional Leadership; and, (b) M.Ed. in Administration & Supervision. Both programs allow participants to pursue certificates in educational administration (either superintendent/Ed.D. or principal/M.Ed.). M.Ed. courses include, but are not limited to: Leadership For Equity in Diverse Schools; Instructional Supervision; Law & Policy For School Leaders; Research in Multicultural Education; and, Interpersonal Communication. Ed.D. courses include, but are not limited to: Leadership Theory For School Administrators; Politics, Policy & Governance; Issues in Urban Education; The Superintendency; and, Resource Management.

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- Employ a variety of pedagogical strategies focused on engaging adult learners;
- Maintain course-specific records;
- Evaluate student work in a timely manner,
- Provide students with quality feedback as to their advancement toward meeting student learning objectives;
- Prepare to successfully facilitate face-to-face and online instruction; and,
- Deliver the pre-developed course content required for either the Masters or Doctoral degree.

The Department of Educational Leadership & Policy Studies (DELPS) is committed to meeting the needs of its student learners, and thus understands the importance of hiring Adjunct Faculty of the highest quality. As a requirement to begin employment with DELPS, you must complete the following:

- Complete orientation,
- Read M.Ed. or Ed.D. handbook(s), and
- Work with the University of Houston College of Education (UHCOE) Blackboard specialist to develop an understanding of online learning.

### **Qualifications**

Adjunct faculty are expected to:

1. Hold a current Doctorate degree from an accredited college or university;
2. Demonstrate a history of successful experience as a PK-12 administrator;
3. Demonstrate competence of assigned course content area(s);
4. Demonstrate excellent interpersonal skills and a clear understanding of adult learning theory (engaging adult students);
5. Demonstrate an ability to work collaboratively with faculty, staff, students, and district partners; and,
6. Demonstrate exceptional verbal, written, and electronic communication skills.

Required Attachments by Candidate:

- Cover Letter/Letter of Application, and
- Curriculum Vitae.

Notes to Applicant:

Official transcripts are required for a faculty appointment and will be requested upon selection of final candidate. All positions at the University of Houston are security sensitive and will require a criminal history check

Special Efforts to Recruit Female and Minority Candidates:

The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Faculty members will be reaching out to colleagues to notify them of the availability of adjunct positions and encouraging underrepresented minority applicants to apply.

## APPENDIX A: SPECIAL POPULATIONS

### **Job Description**

Adjunct Faculty/Lecturer – Special Populations

### **Organization**

Educational Leadership and Policy Studies

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The Department of Educational Leadership & Policy Studies (DELPS) courses are offered as full-time hybrid at the undergraduate, M.Ed. and Ed.D. levels. Our programs are considered online or hybrid in nature, as 100% of the coursework is delivered online or, for hybrid courses, 51% of the coursework is delivered in a face-to-face environment, while 49% is delivered online. We offer multiple programs and certificate options to include: a) Executive Ed.D. in Professional Leadership – Special Populations; b) M.Ed. in Special Populations; c) Certification EC-12 Special Education; Special Education-Supplementary; and Educational Diagnostician; d) BS in Teaching and Learning with Special Education Supplementary; e) an undergraduate minor in Special Populations; and f) a UH certificate in DisABILITY Support. In addition, programs at the graduate level allow participants to pursue a certificate in educational administration (principal) with approval of our colleagues in K-12 Administration.

M.Ed. courses include, but are not limited to: Individuals with DisABILITIES, Human Learning, Measurement, Behavioral Interventions, Instructional Interventions, Collaborative Consultation and Coaching, Assessment, Psychological Processes of Reading, Gifted and Talented, Assistive Technology, Internship and Supervision.

Ed.D. courses include, but are not limited to: Learning Science, Administration and Supervision, Instructional Strategies, Adult Learning, Professional Writing, Collaborative Consultation and Coaching, Educational Statistics, Psychological Processes of Reading, and Research Methods.

Applications for adjunct teaching positions are accepted and reviewed on a continuous basis. Both the Department Chair and Program Directors examine applicants.

Adjunct faculty are expected to:

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- Maintain course-specific records;
- Evaluate student work in a timely manner,
- Provide students with quality feedback as to their advancement toward meeting student learning objectives;
- Prepare to successfully facilitate face-to-face and online instruction; and,
- Deliver the pre-developed course content required for either the Masters or Doctoral degree.

The Department of Educational Leadership & Policy Studies (DELPS) is committed to meeting the needs of its student learners, and thus understands the importance of hiring Adjunct Faculty of the highest quality. As a requirement to begin employment with DELPS, you must complete the following:

- Complete orientation with M.Ed. or Ed.D. Program Director.
- Read M.Ed. or Ed.D. Handbook.
- Work with the University of Houston College of Education (UHCOE) Blackboard specialist to develop an understanding of online learning.

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