

UNIVERSITY OF CINCINNATI

COLLEGE *of* LAW

**Adjunct Faculty
Handbook
in a “Nutshell”**

2008-2009

ADJUNCT FACULTY HANDBOOK IN A "NUTSHELL"

ASSOCIATE DEAN'S OFFICE

Interim Associate Dean Nancy A. Oliver (556.0065; nancy.oliver@uc.edu) is responsible for administering the day-to-day operation of the academic program. If you have questions about procedures or policies, she can help. If you encounter problems with particular students, she can help you find a solution. Cheryl DelVecchio (556.0063; cheryl.delvecchio@uc.edu) is Dean Oliver's assistant. She can also answer questions and help with most problems.

AUDIO/VISUAL EQUIPMENT

If you want a laptop, projector, TV/VCR or DVD, or have any other audio/visual needs for a particular class, please contact Vicki Fleischer (556.1332; victoria.fleischer@uc.edu) or the Circulation Desk (556.3016) in the Law Library. Advance notice is highly recommended.

AVAILABILITY TO STUDENTS

All faculty are expected to be reasonably available to answer student questions about course material. You need not establish "office hours," but it is helpful to students if you let them know at the beginning of the course when and how they should contact you if they have questions. Many faculty note this information on the syllabus for the course. Some adjunct faculty arrive early for their classes or stay after class to take individual questions. Others prefer to be telephoned at work or at home. Still others use e-mail. You should choose a method that works for you and announce it to your students on the first or second day of class.

CANCELLING CLASSES

If you must cancel a class meeting, please call the Associate Dean's Assistant, Cheryl DelVecchio at 556.0063, or the Registrar, Charlene Carpenter at 556.0070, and notify us of the cancellation. **Please always try to speak with someone rather than leaving a voicemail.** A sign will be posted informing your students of the cancellation. Canceled classes must be rescheduled. Cheryl will help you select and reserve a time and place for the make-up.

CLASS ATTENDANCE

All students are expected to attend all classes, but occasionally attendance problems arise. If you notice that a student is not attending your classes, send an e-mail or place a note (copy the Associate Dean) in the student's College mailbox located on the first floor, asking the student to meet with you to explain the reason for his or her absences. If the absences persist, contact the Associate Dean for advice on how to proceed.

CLASS LISTS & DROP/ADD PERIODS

Class rosters are available to faculty from the Registrar's page on the College of Law website. You can access this information by using your e-mail address and a password you provide to Charlene Carpenter. If you have not provided Charlene with a password, send her an e-mail at charlene.carpenter@uc.edu. If you have any questions, contact Charlene at 556.0070. Students may drop/add limited enrollment courses for one week and other courses for two weeks into the semester. (See Course Withdrawal for the College Drop/Add Rule.)

CLASS PARTICIPATION AND GRADES

Many faculty members find that awarding students credit toward the final grade for class participation provides an excellent motivation for class discussion. You may raise or lower a student's grade without limitation based on participation; however, you must design a system which permits you to track and evaluate fairly the class participation component of the final grade. One aspect of your system should be an announcement in your first class and a note on your syllabus that part of the final grade will be based on class participation.

DIVERSITY ISSUES

As the College student body has become more diverse, faculty have become aware of issues of race, gender, ethnicity and sexual orientation that often arise in the classroom. Jokes and comments that reflect stereotypes or disrespect must be conscientiously avoided. In your informal conversation, in your classroom interaction, and in preparing hypotheticals and exam questions, please help us establish an environment that shows respect for each student.

E-MAIL FOR STUDENTS, FACULTY, AND STAFF

Students at the College are required to obtain and use e-mail addresses. Faculty, staff and student e-mail addresses are listed on the College website. If you would like to obtain an e-mail account through our system, contact John Hopkins in the Law Library at 556.0153.

EXAMS AND GRADING

Evaluating your students in a timely manner is one of the most important aspects of adjunct teaching. The most common methods to evaluate students include developing an examination to be administered during the exam period, preparing a take-home exam, or requiring your students to write a paper.

Scheduled Exam or Take-Home?

If the final grade for a course is based on an examination, the Associate Dean needs to know whether an exam should be scheduled during the examination period or the exam will be a take-home.

Take-Home Examinations or Final Papers?

If you are giving a take-home exam or requiring a final paper, tell the Registrar before the exam period begins. In addition, arrangements need to be made in advance with the Registrar for the following:

For take-home examinations . . .

1. If exams are to be picked up from the Registrar, when they should first be available.
2. If exams are to be turned in to the Registrar, when they are due, and whether late papers should be accepted.
3. What, if any, materials should be included when the student turns in the take-home exam. (e.g. original questions, two copies, outlines, etc.)

For final papers . . .

1. When papers are due to the Registrar, and whether late papers should be accepted.
2. What, if any, materials should be included when the student turns in the paper (e.g. two copies, outlines, etc.).
3. Whether the papers may be returned to the students after they are graded.

Grading

Each semester, the Registrar will inform you of the deadline for reporting grades.

IMPORTANT: Submitting your grades in a timely fashion is one of the most significant responsibilities you have undertaken by agreeing to teach. Your failure to meet the grading deadline has consequences: we can lose state funding; we cannot award financial aid; we cannot certify graduates to bar examining authorities; students cannot prepare resumes for their job searches; and transcripts cannot be prepared and sent.

1. When exams are delivered, the professor will be given a grade sheet listing student examination numbers next to columns for raw score and examination grade.
2. After the first grade sheet is turned in, the Registrar will send for final verification a second grade sheet showing student names, exam numbers, raw scores and letter grades.
3. **Class Participation as Part of a Student's Grade:** If you wish to take class participation into consideration when giving grades, indicate this at the bottom of the first grade sheet and tell the Registrar when you turn in your raw scores and initial letter grades. She will return to you a grade sheet showing each student's name, raw score, initial letter grade, followed by a blank column in which you may enter the class participation notation and the final letter grade.

Grade Discussions

Often students have questions about their grades, and they may contact you for a follow-up discussion of your exam, your evaluation of class participation, or your decision on a final grade. In most cases, the student simply wishes to understand the reason for the grade you awarded. While most discussions arise when a low grade is assigned, some students will want to discuss even a reasonably good grade if they expected a higher one. Your obligation is to help the student understand your evaluation of the work submitted.

Sometimes, after a discussion with a student, you will decide that a grade should be changed. To make the change, advise Charlene Carpenter, the Registrar, in a signed memo of the new grade. Grade changes are relatively uncommon, but you should feel free to make a change when you believe it is warranted.

GENERAL HELP AND INFORMATION

Cheryl DelVecchio, Interim Associate Dean Oliver's assistant, is a helpful administrative liaison for all adjunct faculty. Please call her at 556.0063 or email her at cheryl.delvecchio@uc.edu when you need assistance or information. The Registrar, Charlene Carpenter, is also able to answer many questions about academic policies and proceedings. Her phone number is 556.0070 and her email is charlene.carpenter@uc.edu.

GUEST SPEAKERS

A useful tool in teaching your course might be the *occasional* use of guest speakers. They are especially helpful in "skills" courses. If you schedule a guest speaker for your course and wish to advertise the event or need a different room, contact Cheryl DelVecchio. When you invite a guest speaker, you should be present to introduce the speaker, and you remain in charge of the class. Substitute teachers (see entry below) take responsibility for the class when you cannot be present.

HONOR SYSTEM

Like many law schools, our College of Law has an honor code and system. Rule 12 of the College of Law authorizes the honor system. If you believe an honor code violation has occurred, call Associate Dean Oliver.

POSTING ASSIGNMENTS BEFORE CLASSES BEGIN

If you wish to post an assignment for students in advance of the first day of classes, send it to Sherry English (sherry.english@uc.edu) and it will be posted on the website. Upper level students start checking the website for assignments about a week before classes begin.

REGISTRAR

Charlene Carpenter is the College Registrar (556.0070; charlene.carpenter@uc.edu). She keeps the official academic record for each student enrolled at the College. At the beginning of the semester, she will provide class lists, and at the end of the semester she will provide the official form on which you will submit your grades. Mrs. Carpenter is an excellent source for information about how the academic side of the College operates.

ROOM SCHEDULING & SEATING CHARTS

If a room is needed outside of the scheduled class time or if there is a problem with the room in which class is being held, contact Cheryl DelVecchio (556.0063; cheryl.delvecchio@uc.edu). Seating Charts: If you want a seating chart for your classroom, contact Charlene Carpenter (556.0070; charlene.carpenter@uc.edu) or Cheryl DelVecchio.

SUBSTITUTE TEACHERS

Occasionally, you will find it necessary to miss a class, but will decide to arrange a substitute instead of cancelling the class meeting. We rely on your judgement to select an appropriate substitute who will commit the time not only to teach but also to prepare to teach. If you send substitutes too frequently, students will be disappointed, as they often select classes based on the teacher as much as the subject matter. If teaching time becomes a problem, and you find yourself sending substitute teachers too frequently, please let Associate Dean Oliver know.

SYLLABUS

Students have come to expect a detailed syllabus to be available to them prior to the beginning of the course. The syllabus first and foremost should detail the assignment for each class meeting. Your evaluation plan, class participation requirements, assignments due during the semester, exam type, and other pertinent information may also be included. Adjunct faculty often include information about how students can contact them if they have questions about the course or assignments. You may wish to provide a syllabus before classes begin or a revised syllabus as the semester progresses for posting.

In recent years, syllabi have been made available on the College website. This offers students the convenience of downloading and printing a particular syllabus in the College of Law computer labs or at home. It also reduces the staff time required to copy and distribute the documents on paper. To help with this process, please provide us with an electronic copy of your syllabus in a word processing format. You can send this file on disk, labeled with your name and the name of your course to Sherry English at the College of Law. You may also attach the file to an e-mail message addressed to Sherry at sherry.english@uc.edu. Please make sure the syllabus includes your name and the title of the course.

If you cannot provide a copy in electronic format, discuss alternate arrangements with Sherry English at 556.0060.

WAR STORIES

Personal experiences (of the instructor or of others) do not necessarily foster student learning. If used as a springboard for reflection and critique, they can be helpful, but in general students are not pleased with too many “war stories.”

WEB ACCESS TO INFORMATION

The College utilizes our website to provide information to students. For example, students can check their grades via password protected access to a special data base; syllabi for many classes are available; and frequently used forms may be download, printed and completed. You may access the website at www.law.uc.edu.

WORKLOAD FOR STUDENTS

Workload for students (number of pages to read per night, writing assignments, oral presentations, problems to solve) is left largely in your judgement and depends on the course you are teaching. In general, you should expect students to prepare two hours for every hour in a regular discussion/dialogue/lecture class. If you are teaching a skills simulation course, students may need many more hours to prepare to properly perform the skill.

— *If the information you are looking for is not included in this booklet, please check the handbook.* —