



The University of Akron

Part-Time Faculty Teaching Handbook

Fall 2010

This handbook is designed to provide a set of resources to assist Part-Time Faculty at The University of Akron. Individual departments may have additional materials regarding departmental procedures and particular courses. We gratefully acknowledge permission to include material originally produced by the Institute for Teaching and Learning, the Department of Modern Languages and the Department of English.

The information provided here is for reference purposes only, and is intended to be accurate as of the date created. Links and contact numbers are included to help you verify any changes that may have occurred since the handbook was produced.

Should a discrepancy occur between the information contained here and the rules and regulations of The University of Akron, the rules and regulations will take precedence. These rules and regulations can be found on the Office of General Counsel's website: <http://www.uakron.edu/ogc/index.php>.

1. Before Classes Begin

Departmental paperwork

Prior to the beginning of classes, you should come to your department to take care of some necessary paperwork. You will need books, schedule information, a UA identification card and parking permit, an e-mail address and other office supplies. The department can provide you with any department policies regarding the courses that you are teaching and on such matters as mailboxes, office keys, copying, and access to office supplies, etc. In many cases, the key contact person for much of this will be the department administrative assistant.

Obtain your UANET ID

After Human Resources enters your data in the system, you will receive your Employee ID Number (Emplid). To obtain your UANET ID go to <https://auth.uakron.edu/zid/app/request/>. Enter the necessary information and then click "OK." Follow the on screen directions to select your UANet ID. To obtain a password call the Zip Support help desk at 972-6888, or visit the Media Center on the ground floor of the Bierce Library. Your UANET ID and password are required to access class rosters, semester schedules and enter final grades, all of which are only done on-line.

Your email address is based on your UANET ID. Over the past several years, e-mail has become the primary way that students contact their instructors. For information on email, visit : https://auth.uakron.edu/zid/app/info_nologin.cgi#email

Get your Faculty ID: The "Zip Card"

A Faculty ID, or "Zip Card" is required to check out materials from the library and enter restricted areas on campus, including the gym facilities at the Natatorium. In addition, the Emplid number printed on your card is often necessary for information technology and payroll transactions. If you wish, funds can also be deposited into an ATM-accessible account linked to your card, so that you may use it anywhere on campus to pay for meals, make copies or purchase items at the bookstore (you can get a 10% discount at the bookstore with your Zip card).

- First, you will need to complete paperwork from the administrative assistant for your information to be sent to Human Resources.
- The Department of Human Resources then enters your info into the computer system during the first two weeks of class.
- Once you are in the system, you will need to bring a photo ID to the Zip Card Office (either in Simmons Hall or in the Student Union), where your picture will be taken and your Zip Card issued. If you wish, arrangements can be made there to link funds to your card as well.

Get a Parking permit

You must apply for your parking permit online. Go to: <http://www.uakron.edu/facilities/parking> to request a parking permit, to learn more

about where to park and for updates on transportation issues on campus.

2. Starting Classes

ZipLine

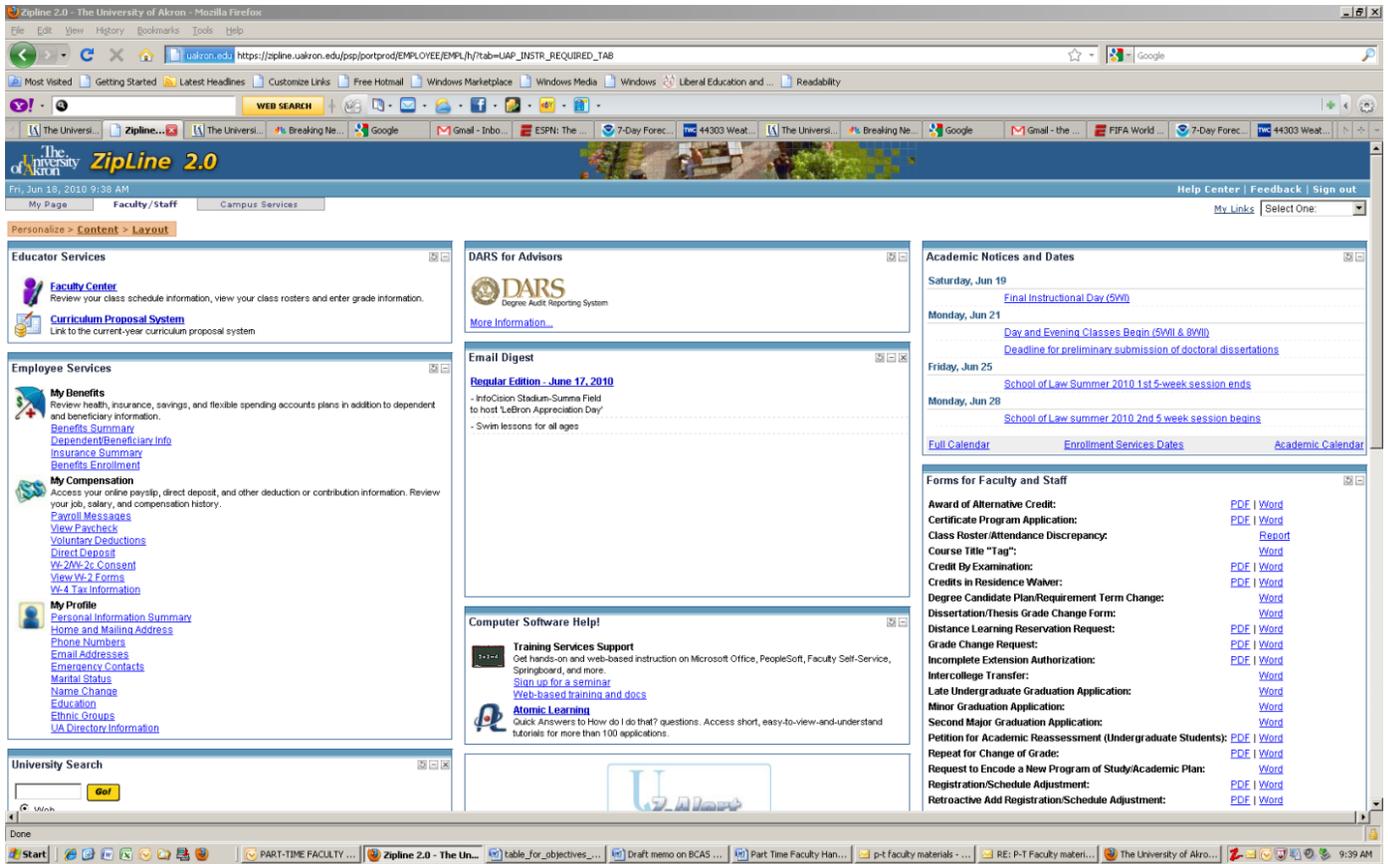
Once you have gotten your e-mail address and faculty ID, you're ready to use ZipLine, which is the UA's electronic interface for managing your courses. It is accessible via a link on the UA homepage or directly at: <https://zipline.uakron.edu>



After arriving at ZipLine, you will be asked to enter your UAnet ID (your e-mail log-in name) and your password. Once logged in, click on the "Faculty/Staff" tab:

The Faculty/Staff page provides you access to almost all the information and forms you will need as an employee and faculty member at UA, including checking your benefits, compensation and contact information; the University and academic calendars; and a wide array of forms (class roster/class attendance discrepancy report, grade change request, etc.).

This page also has a link to information on your classes (click on "Faculty Center") where you can access your class rosters, submit student reports and post grades.



Springboard

The university's electronic course management system is Springboard, and you can access it via the icon in Zipline or at: <https://springboard.uakron.edu/index.asp>.

All courses are automatically listed in Springboard, but you need to activate your course in order to make it available to students. The "Faculty FAQs" link on the above website and the "Instructor Resources" tab provide step-by-step instructions on how to use this valuable resource.

After you log in to Springboard (with your UAnet Id), locate the Springboard Community Sites folder and click on the "Faculty Development" link. To view the resources placed here use the Content tab.

Course

No Semester

Springboard! Community Sites

[Faculty Development](#)

A comprehensive set of resources are provided to help you in setting up your course and using Springboard (and for teaching in general). For help on Springboard, please call the Help Desk (972-6888).

3. Running the Class

Administrative dates

The official University Academic Calendar is posted on the Registrar's web site at <http://www.uakron.edu/registrar/Dates.php>. These include the add/drop procedure and dates for students to register under the Credit/No Credit (CR/NC) option, also called Pass/Fail in other universities, exam schedules, registration dates, etc.

Copyright Clearance

The University of Akron requires that all members of our community follow U.S. Copyright law (<http://www.uakron.edu/ogc/PreventiveLaw/copyright.php>). One common issue that arises often in teaching is that instructors want to assign material other than that in textbooks. Any copying and distribution of materials needs to meet the standards indicated in the web link above. Some options for instructors are to place items on reserve in the library (you need to complete a Copyright Clearance form: <http://www3.uakron.edu/ul/forms/copyright-clearance-form.html>); to obtain copyright clearance and put together course packets through the DocuZip Office (<http://www.uakron.edu/aux/printing/docuzip.php>); or to place electronically-accessible materials on Springboard.

Course Enrollment

- **Academic Progress Reports**

Progress Reports are sent every five weeks to the teachers of students whose grades are being monitored, as is the case with student athletes. Students are responsible for providing these to you and then for turning them in to the appropriate offices.

- **Adding or Dropping Courses**

For most courses at The University of Akron, students must register by the 15th calendar day of the term and must be included on the official class list that is issued on that day. Those students who have not registered by this deadline may not attend classes or receive credit for the course. Simply ceasing to attend a course does NOT constitute a course withdrawal and students should be informed of this by the instructor.

To add or drop a course, students must complete a Schedule Change Request form (<http://www.uakron.edu/registrar/docs/RegSchedAdjForm.doc>) with appropriate signatures and process it at the Office of the University Registrar in Simmons Hall.

A student may withdraw from a course without an adviser's or course instructor's signature through the 15th day of a semester or comparable dates during summer session, intersession, etc. After the 15th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of the student's adviser. After the midpoint of a semester, a student must have the signature of both the course instructor and the adviser. Such authorization must be dated and processed through the Office of the University Registrar, in the lobby of Simmons Hall, no later than the last day of the 12th week of classes.

One other important point: simply ceasing to attend a course does NOT constitute a course withdrawal and students should be informed of this by the instructor. You may want to consider developing a method to keep track of attendance. At the end of the semester and during the grade submission process, you will be asked to submit last day of attendance for students who receive a grade of F.

- **Athletes' Mid-Term Progress Grades**

All student-athletes have regular grade report checks completed by the instructor. The office of academic advising for student-athletes will notify the instructor via e-mail of the need to periodically submit grades, attendance and comments using the Athletic Academic Progress Grade Roster selection. This can be found in ZipLine within the Faculty Center. Student athletes enrolled in your courses will automatically be listed by clicking on the Roster.

- **Auditing Courses**

A student choosing to audit a course must elect to do so at the time of registration. Students are not allowed to change from a grading option to an audit or from an audit to a grading option after starting the course. The student pays the enrollment fee and may be expected to do the work prescribed for students taking the course for credit, except that of taking examinations.

- **Class roster/Attendance discrepancy reports**

Please check your class roster during the first few weeks to check to see if there are students who are on your roster but not attending class or if there are any students who are attending class but who are not on the class roster. In these cases, you will need to fill out a "discrepancy" report form: <https://survey2.uakron.edu/Survey.aspx?s=8f2a1dd4bcc24ac28769d34bae7cb502>. (This is available in the "Faculty Center" on ZipLine).

- **Closed classes**

A closed class is full: either a limit approved by the department chair or the maximum allowable number of students for the room to which the class has been assigned has been reached. Consequently, additional students cannot enroll in the class without permission from the instructor and via a form that they obtain from the Department Administrative Assistant.

Grading

Final grades must be submitted on the web no later than the Tuesday after Final Exam week. You may submit grades by going through the Faculty Center on ZipLine or through the Registration & Information Center on the University's main web page. If you are having trouble entering grades electronically, there are training sessions available during the semester. Also, an online tutorial is available at:

<http://www.uakron.edu/its/learning/training/PSSStudentAdmin.php>

In addition to completing the tutorial (listed under Web-based Tutorials), you are encouraged to print the instructions listed under Training Manuals/Handouts. For additional information regarding the tutorial, please contact Software Training and Technological Services at X 6391.

When you enter your grades, be sure to pay attention to the "grade basis" column to the right of the student names. The system will not let you type in a grade that is inappropriate to the grade option the student has chosen. The majority of your students will have selected the letter grade (ABC/NC grading) option, and you will be able to enter A through F grades, with or without pluses or minuses. ("I" for Incomplete will also be possible in those extremely rare cases where it is appropriate. Check with your department/college for guidelines on Incompletes.) Students who have withdrawn ("WD" grade) from your course or selected an auditing option (indicated by "AUD") will have their grades already indicated, and you won't be able to change them. Those who have selected the "Credit/No Credit" (i.e., pass/fail) will have this listed in the grade option column. For these students, any letter grade equivalent of C or better should be entered as "CR," while an "NC" should be given for anyone with the equivalent of a C- or lower. Links to information on important dates and grade options are available on the registrar's web site: <http://www.uakron.edu/registrar>.

One more point is important: The dates for final exams are set by the university. No final exams can be given other than at their scheduled time during finals week. The schedule for final exams is on the Registrar's page: <http://www.uakron.edu/registrar/Dates.php>.

Snow

The University's snow emergency number is 330-972-SNOW. The message is updated as needed. Information on school closings is now provided also on the University's homepage. You also can sign up for text messages that will alert you when classes are canceled for snow (see "Z-Alert" under "Safety" below).

Student Evaluations

All courses need to be evaluated each semester. Departments have different forms and policies regarding these evaluations, and either the Department Chair or another department representative should review these with you.

4. University Policies and Resources Pertinent to Teaching

Accommodating Students with Disabilities: Instructor's Responsibilities

The mission of the Office of Accessibility (<http://www.uakron.edu/access/>) is to empower the entire university community to ensure full access and inclusion for people with disabilities in the campus environment. The role of the OA is to provide access in the form of academic accommodations, promote public policy, help the entire campus appreciate disability as a natural part of the human experience and create culture shifts in our institution.

The office also provides Faculty support. Selecting "Faculty" from the menu provided (<http://www.uakron.edu/access/faculty-and-staff/>) takes you to a page that provides guidance on teaching students with disabilities, faculty rights and responsibilities and answers to the most common questions that arise in this area.

You usually will be notified in advance if you have a student with special needs in your class. Students who are independently mobile, but have different learning abilities, may not present a letter until the beginning of classes explaining their needs. All students are required to meet your course standards; some just may have to take different routes to attain them. You will find the answers to your questions at the web site, and a friendly support staff if you need to talk to someone at: (330) 972-7928.

Audio Visual Support

Many of the classrooms on campus are equipped with wall screens, LCD projectors, VHS/DVD players and a sound system. Audio Visual Services (http://www.uakron.edu/it/instructional_services/avs/) designs and maintains these rooms. Classroom services staff will assist you in using these rooms, and will also deliver, set-up and troubleshoot audio-visual equipment to classrooms that are not technology-enhanced. You can make requests by calling the main office at 330-972-7811 or visiting Bierce Library Room 75.

Campus Map

A valuable resource for new employees is the campus map: <http://www.uakron.edu/resources/campusMapNew/>.

Creating a Safe Learning Environment

Students at The University of Akron come from a variety of ethnic, religious, linguistic and economic backgrounds. In fact, one of the university's design principles is Inclusive Excellence, evidence of our commitment to intellectual and cultural diversity. We will measure the success of the university by the success of each individual student. In looking beyond the academic profile of incoming students, we are seeking greater diversity in our student body, a diversity that brings with it the potential for excellence and perspective. In this commitment to the student as an individual, we are focusing on teaching quality, incorporating new research findings into learning processes and developing new creative teaching and learning environments.

It is a violation of The University of Akron policy to discriminate against any employee or student on the basis of that individual's race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. A safe learning and working environment encompasses protection from physical danger on campus, freedom from threat, intimidation, harassment and hostile behavior. Significant indicators of a positive climate are that individuals feel valued and respected and believe they are treated fairly. You will all be spending many hours together during the semester. Make the classroom a place where everyone wants to be. Students who feel comfortable in the classroom will have better attendance, participate more and take their education more seriously.

Computer Support

Help with computer-related problems is available by contacting Zip Support (972-6888; or <https://footprints.uakron.edu/zipsupport/>).

Faculty Manual

The Faculty Manual is available as either Word Document or PDF files through the Office of General Council's home page, under "University Rules" at: <http://www.uakron.edu/ogc/rules/RulesbyNumber.php#manual>.

FERPA

FERPA stands for Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of educational student records. See University Rule 3359-11-08 for The University of Akron policy regarding student records: <http://www.uakron.edu/ogc/docs/3359-11-08.pdf>. In general, students' records are confidential and cannot be shared with anyone (including parents, spouses) without written consent.

Human Subjects

The University of Akron's Office of Research Services & Sponsored Programs is housed under the Vice President for Research and Dean of the Graduate School. Before you

can begin a study involving human subjects, you need to receive approval from the University's Institutional Review Board (IRB):

<http://www.uakron.edu/research/orssp/compliance/IRBHome.php>

At times students wish to conduct surveys to get feedback from other students within the class on a particular issue. The IRB also provides guidelines for when a request must be reviewed before the student proceeds.

Institute for Teaching and Learning

The Institute for Teaching and Learning (<http://www.uakron.edu/itl>) is dedicated to improving teaching and learning on campus. ITL has a wide array of resources on its website and also sponsors a series of free workshops and training programs throughout the year.

Information Technology Services (ITS)

Information Technology Services (ITS) is responsible for enterprise applications such as Peoplesoft, Springboard, ZipLine, networks and communications. The ITS home page <http://www.uakron.edu/its/> has links to Zip Support Desk (972-6888) and all of your computer-related questions, email management, software training, etc.

Instructional Services

Of particular interest to faculty is the Department of Instructional Services (http://www.uakron.edu/it/instructional_services/); it supports Computer-Based Assessment and Evaluation (testing center), Audio Visual Services, Distance Learning Services and Design and Development Services. Collectively this department can provide assistance with a variety of instructional technologies.

Paychecks

University of Akron instructors are paid once per month at the end of the month (Please note that there are 4 paychecks in the fall and 5 in the spring). Pay statements are only available electronically (through ZipLine).

Protocols: Attire and Cell Phones

Protocol issues of attire and cell phones are not specifically addressed by the University in either the Faculty Manual or any University Policy Statements. The closest we can come to answering questions in this area comes under: The University of Akron: A Civil Climate for Learning: Civility Statement. Professional codes of conduct within the classroom space are dictated by the faculty member, but reinforced in this policy for both faculty and students (<http://www.uakron.edu/studentlife/sja/docs/civili.pdf>).

Safety

In case of an EMERGENCY, call 9-1-1 or extension -2911 from any campus phone. From a non-campus phone, dial (330) 972-2911.

I.C.E. (in case of emergency): In the event you are unconscious or injured and cannot communicate with emergency medical personnel, your cell phone will be checked for emergency contact information. One suggestion is to add your emergency contact's phone number and label it I.C.E. as the first number in your cell phone address book.

Z-Alert: Sign-up for UA's free, emergency texting service. In the event of an emergency or a university closing a text message will be sent to the mobile number AND/OR email address provided. To sign up for Z-Alert go to: http://entry.inspironlogistics.com/akron/wens.cfm?ep_id=faculty. (This is also accessible from the ZipLine faculty center page).

Student Life and Conduct

The Department of Student Life contains an extensive menu of campus resources for students (http://www.uakron.edu/audiences/current_students/). Probably the most important one for faculty is Student Judicial Affairs (<http://www.uakron.edu/sja/>), and especially, the Student Code of Conduct (<http://www.uakron.edu/sja/code-of-conduct.dot>) which contains the University's policies on academic dishonesty, student behavior, faculty responsibility, disciplinary action and the student appeals process.

Student Resources

University College maintains a large number of student support services, listed on their website: <http://www.uakron.edu/colleges/univcoll/Assistance.php>

In particular, the Resource Guide contains addresses and phone numbers for offices and programs across campus that are helpful for both faculty and students: <http://www.uakron.edu/colleges/univcoll/docs/StudentResourceGuide.pdf>