

Unibetsedåt Guahan University of Guam

College of Liberal Arts and Social Sciences

PART-TIME FACULTY HANDBOOK

Prepared by
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and
Approved by the Academic Affairs Committee
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CLASS Directory

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Dr. Santos-Bamba, Associate Dean	2854
 Mrs. Fernandez, Administrative Officer	 2853
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 English and Applied Linguistics	 2725
 Humanities	 2800
 Social & Behavioral Sciences	 2870
 Others:	
RFK Library	2331
 Triton Book Store	 2931
 Campus security	 2365/4/6
Security pager:	720-4452/59/60

UNIVERSITY OF GUAM

UNIBETSEDAT GUAHAN

College of Liberal Arts and Social Sciences

Office of the Dean

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Welcome!

I am pleased to welcome you to the University of Guam, and the College of Liberal Arts and Social Sciences. At the heart of the college's mission is the creation of a challenging and stimulating environment that supports active teaching and learning. As a part-time member of our dynamic faculty, you play an important role in the fulfillment of that mission. We are excited that you have joined us, and we hope and expect that you will become an invested member of our joint endeavor.

This handbook has been prepared to help orient you as you begin to plan your teaching. It should serve as a reference for questions that develop along the way. Most questions which you might have concerning policy and procedure are addressed herein. Important campus resources are introduced. Further information may be found on the UOG web page (<http://www.uog.edu>) that will give you access to the current information and announcements of upcoming campus activities.

Let me again extend our welcome to you and my hopes that your connection with the College will be rewarding for you and your students.

Sincerely,

Dr. James Sellmann, Dean

The University of Guam Mission Statement

Rooted in the historic tradition of the American University, the University of Guam embraces the ideal of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

The mission of the University of Guam is:

Ina, Diskubre, SetbeB To Enlighten, To Discover, To Serve

- \$ The University of Guam is a US accredited, regional Land Grant institution. It is dedicated to the search for and dissemination of knowledge, wisdom and truth.
- \$ The University exists to serve its learners and the communities of Guam, Micronesia, and the neighboring regions of the Pacific and Asia.
- \$ The University prepares learners for life by providing the opportunity to acquire knowledge, skills, attitudes, and abilities through the core curriculum, degree programs, research and outreach.
- \$ At the Pacific crosscurrents of the East and West, the University of Guam provides a unique opportunity to discover and acquire indigenous and global knowledge.

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Course Related Information

Getting Started

At the University of Guam our primary focus is on excellence in teaching and concern for our students' learning and development. Achieving excellence requires setting expectations that are challenging and the creation of learning environments that provide the appropriate supports for rising to those challenges. UOG students are supposed to begin their college career with ID 180 a semester-long orientation to college life and the skills and attitudes necessary to be successful. The primary pillars of a student's education at UOG are the General Education program and the student=s Major. The curriculum in both these areas is structured to be developmental and integrated, so that graduates leave UOG with the knowledge, skills, and values that will assist them to live fulfilling and productive lives in an ever more complex world.

The goal of teaching excellence is supported by several guiding principles:

- A) Careful course preparation
- B) Creation of an active classroom environment in which writing, discussion, and individual and collaborative application of ideas takes place
- C) Respectful interactions with students in class and in office hours
- D) Respect for the diverse cultures that our students representBlearn to pronounce their family names
- E) Professionalism that represents well the discipline, the department and the college

Academic Message

A UOG student=s highest purpose is Academic Citizenship: giving attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding professional standards and ethical codes.

In support of Academic Citizenship, UOG faculty members should substantively challenge their students and expect excellence of them. Faculty should reinforce the Academic Citizenship message, clarify course expectations, use professional standards, and expect timeliness. If a student seeks academic advice, you should ask them to consult a full-time faculty member who is a student advisor. Student advisors are listed in the UOG Catalog.

It is detrimental to the students= academic progress, if you back out of teaching a course after it has been scheduled. Please give us ample notice, at least one semester in advance, before leaving your position.

Book Orders and Course Packs

Textbooks are ordered through the Division office. The books are sold at the Triton Bookstore, located at the Student Center. Generally, Fall textbooks will have been ordered toward the end of the prior March, and Spring material toward the end of October. Check with your Chair

about whether texts have already been ordered for your course or if there are certain guidelines for text selection set by the department. You should submit your book order on the standard order form available from the Division secretary. Information you will need to provide includes primary author, title, edition, publisher, and ISBN. See the attached textbook order form and the desk copy request form.

Course Packs can also be sold at the campus Triton Bookstore. If you are interested in developing a course pack, the Bookstore can assist you. It is essential that copyright permissions be secured for all copyrighted material.

Classroom Location

Classrooms are assigned through the Division and Dean=s office. If you have some particular requests concerning classroom features, discuss them with your Chair . He or she will consult with the Dean=s office to determine available options. A final list of classroom locations is available at the Dean=s office prior to the beginning of each semester. You could consult the course schedule or the Division Secretary to learn where your class will meet.

Office Location and Office Hours

Your Chair will work with the Dean to attempt to secure an office space for you. In some Divisions there are no available offices for part-time faculty members. In other Divisions, part-time faculty members share an office. You may contact your Chair or Secretary to learn of your office assignment. Your office will provide you a place at which to work and to meet with students. You will also be informed of your office phone number and steps to go through to obtain a UOG computer login for e-mail services.

Part-time faculty members are kindly requested to be available outside of class time for their students. Although the current contract does not require part-time faculty to hold office hours, two hours per week for a three or four credit hour class should be sufficient (e.g., half hour before and after each class meeting for a class that meets twice a week). If you choose to establish office hours, then you should post your hours on both your syllabus and your office door.

Faculty Load

During the first week of classes you will be requested to complete a Faculty Load Information sheetBsee attached. This information is only used by the Division and Dean=s offices. It is especially requested that you provide your **home phone** number in case of an emergency, and we need to reach you. Please, note that the *Rules, Regulations, and Procedures Manual* limits part-time teachers to a course load of only two courses per-semester including courses from any Unit of the University. Compensation for part-time instructors is determined by University

policy and is based on a combination of factors, including academic credentials and course enrollment. Currently, instructors holding a terminal degree are paid \$1000.00 per-credit hour, and instructors with less than a terminal degree are paid \$833.33 per-credit hour. If at least 12-15 students do not enroll in the course, you will have the option either to cancel the course or to teach for prorated pay, that is 65% of the total tuition. Before canceling a course due to low enrollment, you should discuss the situation with your Administrative Chair. Unless the enrollment is very low (e.g. less than 10 students) or you have a family or medical emergency, it is generally considered unprofessional to cancel a course you have agreed to teach. Your UG-1 contract is the governing document regarding your employment and compensation.

Syllabus

Your course syllabus **must** follow the guidelines established in the approved Course Outline form. You can obtain a copy of the Course Outline form at the Division or Dean=s office. Syllabi **must** be distributed to students during the first week of classes. A syllabus should be a clear and informative document that communicates your expectations to your students and that provides them a guide to being successful in your class. There are, of course, various ways to develop a syllabus and your Chair will be glad to share model syllabi with you. Below are the types of information you are encouraged to include:

1. A semester calendar listing due dates for assignments, exams, and other important dates, and a statement of the time of all meetings, such as laboratory periods, scheduled in connection with the class;
2. A statement of the prerequisites of the course, if any. Students not eligible for the course should be sent immediately to the Registrar's Office. Students whose names are not on the official roster should not be allowed to attend;
3. Discussion of the objectives and the value to be derived from the course;
4. Discussion of the contents of the course;
5. A statement of the complete requirements of the course, including the textbook(s) and required library readings, the number and nature of required reports and papers, supplementary readings, and the types of quizzes/examinations to be used;
6. An explanation of the method to be used in computing the final course grade;
7. The attendance policy for the class;
8. A discussion of professionalism and any specific issues relevant to this course (e.g., what is and is not acceptable collaboration within your course);
9. Office location, office hours, office telephone, and campus e-mail.

You are asked to provide your chair with a hard copy of your syllabus. Chairs may also request a diskette copy. Copies of syllabi are made available to assist in advising, library acquisitions, accreditation reviews, and other college purposes.

Teaching TIPS

Strategies for Active Learning

A handbook is not an optimum avenue for "teaching about teaching." At best, it can share with you some general ideas about an orientation to teaching shared by the UOG faculty.

Education is a dynamic union of teachers, learners, and the material to be learned. There is much diversity in each of these three arenas, and excellent teaching acknowledges and attempts to build upon the strengths of that diversity. In short, no single method is right for all people or for any single person on all occasions. It is important to think carefully about how one teaches and to whom, just as much as it is what one teaches. There are times when specific content is indeed best transmitted through a clear and engaging lecture. But one must be sensitive to the realistic limits of people's attention span and to the range of learning outcomes for which even excellent lecturing is appropriate. For instance, if a course goal is for students to apply a theory to a hypothetical case, then opportunities to engage in such thinking must be built into the class. It is not reasonable to assume that students will be able to make such transfer of learning without guidance and practice.

UOG faculty members have worked with and have developed a wide variety of methods and strategies for what may broadly be termed active learning.

Classroom techniques may include such things as:

- case studies
- collaborative learning groups

Curriculum innovations such as:

- writing across the curriculum
- critical thinking initiatives, and

Non classroom based instruction such as:

- student research and
- experiential learning.

Enter into discussions with your department colleagues about your own ideas, seek out their ideas, and listen carefully to what your students will teach you about the art of teaching.

Examinations and Projects

The preparation of exams and projects is of equal importance to the preparation for class sessions.

Meaningful assessment of student performance is not an add-on to classroom activities, but is rather an integral part of the learning experience. Thus, not only should content mastery be a focus for assessment, but also skill development. For example, if it is our goal for students to communicate more clearly in writing, then we must have them write and we must assess those abilities. If we believe that education is more than rote memorization, and suggests the capacity for critical application of knowledge to meaningful situations, then we must design our assessment procedures to assess such competencies. Finally, assessing student work is more than assigning letter grades. It is part of our ongoing dialog with our students. Therefore, it is incumbent upon us to provide our students with multiple and varied means of having their progress assessed and to provide them feedback that is timely, clear, and directed toward improvement. (Being told one did something wrong is not as helpful as being provided early in the semester with some guidance as to how one might improve.)

There are some guidelines you might wish to consider as you plan this part of your course.
YOU SHOULD:

- \$ give multiple and varied assessments. These provide more regular and reliable information about student progress for both you and your students and help you find potential problems earlier in the semester
- \$ provide clear and timely notice of exams and due dates (as well as any changes made to previously established dates). UOG student evaluations of faculty show that they are very sensitive to whether the instructor is on time for class, and ending class on time. They also watch for effective use of class time.
- \$ provide clear guidelines about your expectations. You should not assume they will be understood without saying (such clarity need not stifle student creativity or initiative)
- \$ think through your own opinions about missed exams, makeups, and late assignments (you might also discuss such issues with your departmental colleagues), and then decide upon a policy you can implement clearly, consistently, and evenhandedly with your class
- \$ remain fair in your grading. Students are sensitive to issues of fairness, so be sure to check with your chair about any departmental grading scale. There is not one universal grading scale throughout the college. You'll want to know what is done in your department.
- \$ there is a university wide policy that the final exam period must be used, if not for a final exam, then to recap and close the course.

Other questions you might have about college policy concerning rescheduling exams, final exams, and so forth should be directed to your chairperson.

Special Resources

There are some resources for teaching you might wish to consider:

Faculty Professional Development Room (located in the Dean=s office HSS building 3rd floor)

The Professional Development room houses information on various concerns of the faculty; including materials on teaching and learning, a small assessment library, materials on scholarly activities and information on grant opportunities. Many, if not all, of the questions you might face have been confronted before by colleagues here and elsewhere. Seeking out their input, in person and in print, can be a comfort, a help, and a stimulus to your development as a professor.

Tutors

If you need special tutors for your course, please, discuss options with your Chair. Student Support Services offer limited tutor services, especially for Math and English.

Important Campus Resources

There are various resources on campus which provide valuable support in implementing the academic program. Several of them which may be of most immediate help to you or to your students are discussed below. Please, feel free to turn to your colleagues in these areas for their specialized assistance. Your Chair can also advise you about other resources not listed here. Hours of operation occasionally change, particularly near exam times.

Robert F. Kennedy Library

Reference Desk

(735)-2331

(735)-2340 /41

The Dean of the Library can be reached at 735-2340. For a current list of library personnel, or current hours of operation, check <http://www.uog.edu/rfk>

Services:

- * computerized library catalog
- * 106,798+ books
- * reference assistance
- * Access to multiple electronic resources, including CD-ROM reference products and OCLC for cataloging, reference, and interlibrary loan, periodical indexes, and journals on-line
- * 4 month loan period for circulating materials for faculty
- * materials for classes placed on reserve
- * selective depository for US government documents
- * books, serials, and media acquired to support the curriculum
- * automated circulation system
- * 868 serial titles
- * interlibrary loan program

You may send requests for new books or instructional materials to be purchased to the Dean of

the Library.

MARC Library

The Micronesian Area Research Center supports a collection of documents pertaining to Guam and Micronesia. See their web site at www.uog.edu/marc for more information.

Media Services located in the RFK Library

Media Coordinato	735-2326
Staff: Juan Perez 735-2327 and Angel Petros	735-2327

Services:

- * circulates audiovisual software including video, filmstrips, tapes, CDs, phono discs (all can be checked-out with some restrictions)
- * has viewing and listening stations for non-print media
- * supports some audio-visual classroom equipment
- * offers workshops on effective use of media (on request)
- * assists in media production of slides, transparencies, posters, computer graphics, tapes, and multimedia.

CLASS Computer Technician

If you need technical computer assistance, see the Division secretary to obtain and prepare a work order for computer repair assistance.

Computer Center

For current information on Academic Computing, contact Dr. Luan Nguyen, Director, 735-2645
Staff: The Senior Applications Programmer 735-2640

Services:

- * assists faculty in incorporating computing technology into instruction
- * assists college computer labs in HSS and EC buildings
- * provides workshops on specific computer applications (e-mail, Word, Excel, and Windows)
- * provides workshops for classes requested by faculty
- * reserves computer labs for classes requested by faculty

The college supports three computer labs.

Student Advising

Student Counseling Services

The Student Counseling Services provide both academic and personal counseling. They can be

reached at 735-2230.

Student Counseling Services can assist you if you have a student who needs special assistance. If you have concerns about a student in your class (excessive absences, early indications of probable failure, etc.), you are encouraged to contact the office by phone, or in person. Indicate the name of the student, the course, and the specific concern you have. The center will notify the student's academic advisor in hopes of redressing the problem in a timely manner. Unexpected changes in a student's attendance and performance can be a sign of some personal or familial problem. At times you might wish to encourage a student to contact the counseling center. You are also welcome to call the center to consult with the staff about concerns you might have about a student.

Once a student declares a major, he or she is assigned to an academic advisor in that program. However, there are many students (especially freshman and first semester sophomores) who are still undecided. The Registrar, Student Counseling, and student affairs organization work with students from the time they are admitted to when they are assigned a departmental advisor. There are other advising activities coordinated through the student affairs organization.

Student Life Office Joan Swaddell 735-2271

Student Life organizes academic advising during new student orientation.

Career Placement Office

The Career Placement Office offers students and alumni assistance in job placement and for suitable positions in their career areas. The office assists students to develop self-direction and personal responsibility in the career decision-making and job search process.

Services:

- * Job-Search skills
- * Employment Opportunities
- * Career Service Library
- * Career programs, workshops, mock interviews.

Health Services

The Student Health Services provide outpatient care for a wide range of minor injuries and ailments. For current services and hours of operation contact 735-2225.

Americans with Disabilities Act

The ADA Office ensures that individuals with disabilities have equal access and nondiscriminatory access to all benefits, privileges, opportunities and obligations provided by the University. The ADA coordinator can be reached at 735-2244 or paged at 476-6140. If a

student needs assistance with one of the external elevators, then you should contact the safety office at 735-2364/66 or page them at 720-4452.

Every Syllabus must contain an ADA statement such as: **ADA Statement:** If you, the student, have special needs for your learning environment, then you must register at the UOG ADA (Americans with Disability Act) Office call 725-2244/2971/2243 (tty).

General Issues

Class Rosters

You will be provided a tentative class roll in your mail box by the first or second week of scheduled classes. If a student is present whose name is not on the roll, the student should be requested to report immediately to the Registrar's office. However, some of these students may have copies of receipts indicating that they have already enrolled in the class, but after the tentative roll was processed. Their names should show up on your permanent roll. During the Drop/Add period, students may request your permission to enter your course after the course is Aclosed@ due to full enrollment. Although it is your choice to allow students to enter, you should take care that you do not allow more students to enter than available chairs in the room.

Permanent rosters will be placed in your mail box at the end of Drop/Add registration (about three weeks into the semester). The Registrar should be informed immediately of any discrepancies between class membership and the permanent roster. Students not officially enrolled in the class may not receive credit and should not be permitted to attend, unless you have agreed that the student may audit your course. If you have students whose names appear on the roster but who are not attending class, report them to the Student Counseling Services early in the semester. (Refer back to the section on Academic Advising.)

Duplicating Services

Your Division provides services for duplicating syllabi, exams, and other course materials. Your Chair will provide the account number you will need to operate the copy machine. If you cannot copy the material yourself, then you should give the Division secretary a one or two day advanced notice of the work requested. Some Divisions ask that you login the number of copies made to assist with accounting purposes. A copy of the Login form is attached.

Supplies and Materials

Course related supplies and materials are available at your Division office. Your chair is responsible for the division budget and will advise you concerning procedures to order necessary supplies.

Attendance Policy

The college's emphasis on active and collaborative learning in the classroom encourages responsibility for all students to attend class regularly. Recognizing this principle, divisions and individual faculty members maintain professional discretion for determining their specific attendance policy. Consult first with your chair concerning any established division guidelines. Whatever policy you finally implement, it is imperative that it be clearly communicated to your students. Print it clearly on your syllabus and review it in class on the first day the course meets.

Canceling Class

UOG's emphasis on active learning places a high value on class meeting time, and you are expected to meet every scheduled class. If health or other emergencies should arise, you must notify your Chair or secretary of your absence. They will arrange to post this information in your classroom. Normally these absences are made up by arrangement with your students. If you will not be in class due to an anticipated absence, inform your chair as early in the semester as possible, and **complete the Variance Notification Form** Attached. Your Division Chair will assist, but you should arrange for a colleague to cover your class or plan an appropriate experience for your class during your absence. Failure to meet scheduled classes is considered to be a serious abrogation of your contract.

Grading

Final Grade Reports

You will be asked to submit a grade online for each of your students at the end of the semester, using the Web-Advisor software. Approximately a week before the end of the semester, the Registrar's office will have a final grade report sheet placed in your campus box. It is crucial that you submit your grade reports by the time indicated by the Registrar. Grades for graduating seniors are usually due the Friday of final exam week, and other student grades are usually due the Monday following final exams. Grades are to be turned using the Web-Advisor software. Please, do not allow a student to submit your grades.

Grade reports are made available to students through the Web-advisor software. Though parents sometimes request information on grades, these are part of the student's official record and may not be reported to the parents or other parties without the student's permission. This is a federal law—see the FERPA regulations. Notification of this to parents, should the occasion arise, is to be handled diplomatically. Open communication between the student and his or her parents is encouraged, though student confidentiality remains upheld.

Grading System

Graduation is dependent upon the quality as well as the quantity of work completed. Specific cutoffs for awarding letter grades vary across programs, and you will want to consult with your Chair concerning norms for your area.

Grade

A (Excellent)

B (Good--Above Average)

C (Average)

D (Barely Passing--Below Average)

F (Failed)

I (Incomplete)

P (Passing, only for special courses)

W (Withdrawal - prior to semester date posted)

UW (Unofficial Withdrawal)

CW (Credit Withheld)

NC (No-Credit, only for special courses)

* Grades are permanent and may not be changed except in case of error or the student retaking the course. After an instructor has certified a grade to the Registrar, he/she may change it before the end of the next regular grading period. The change must be made in writing on the proper Change of Grade Form and have the signed approval of the Dean. **Copies of the Change of Grade Form and the petition for an Incomplete Form are attached. Please, note that the student should initiate the petition for an incomplete. At the very least, the student must agree to receive an incomplete and sign the form.**

* Repeat Courses: Courses repeated following first enrollment in the course count only once in computing the cumulative grade point average. In such cases, the most recent grade is counted rather than any previous grade(s) received.

* Pass/Fail Courses: Only a few special courses are offered on a pass/fail basis.

Grade Appeal Procedure

Any student enrolled at the University of Guam may appeal a grade on the basis of a question concerning:

* clerical error,

* personal bias or arbitrary grading.

The formal appeal must be made as soon as possible immediately following the grading period for which the grade is received.

Procedure:

A. The student should immediately discuss the situation with the professor involved. At

that meeting, the faculty member will

1. Show the student any of the student's work which remains in the faculty member's possession (e.g., papers, final examination, projects).
2. Review any work which the student brings to discuss.
3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class.
4. Re-figure the numerical computation of the grade, if any, to ascertain that there has been no clerical error. If the grievance can be equitably settled, the matter will be closed.

B. If the grievance cannot be equitably settled, the student shall immediately discuss the matter with the professor's Chair person. If the student, the professor and the chairperson can settle the grievance equitably, the matter is closed. If the grievance cannot be equitably settled, the student shall immediately file a formal written appeal with the Dean.

C. The student shall then discuss the matter with the Dean, who shall discuss the grievance with the student, the professor, and the Chair person. The Dean shall conduct these discussions as expeditiously as possible. If the grievance can be equitably settled, the matter will be closed. If the grievance cannot be equitably settled, by the above informal process, then the student should follow the procedure in the *Student Handbook* as outlined in the Procedure for Solution of Problems of Student Academic Rights.

Faculty Related Information

Evaluation

Course Evaluations

Toward the end of the semester, you will be given a packet of evaluations to be distributed to the students in your class. You may be asked to proctor another instructor's course evaluation while that instructor proctors your course evaluation. Student evaluation of the learning process provides vital information to the ongoing assessment and improvement of the academic program. It also provides valuable feedback to the individual professor concerning his or her own professional development. You will get a summary of the quantitative analysis for your course as well as written comments provided by students. The Dean's office will also be given this information. You are welcome and encouraged to review these evaluations with your chair. A copy of the evaluation form is included at the end of this handbook.

Chair's Evaluation

One responsibility of Administrative Chairs is to mentor both full-time and part-time faculty. You may request your Chair to observe and evaluate your teaching. These observations provide an insight into the processes of teaching that often are not captured on evaluation forms. A post-observation consultation with your Chair can help identify areas of strength and concern, and can be used as a collegial opportunity to refine and improve one's work in the course. You

are encouraged to solicit input from your Chair throughout the semester on a range of issues that might enhance your teaching. Finally, initiating a self-evaluation of your work in the course can be fruitful. Soliciting brief, focused, feedback from your students about a third of the way into the course can give you insights about both refinements you might make for the rest of the semester and issues you might request your Chair to attend to when he or she visits your class.

Personnel and Related Issues

Your Supervisor

The Dean of the College of Liberal Arts and Social Sciences (CLASS) is your direct supervisor. The Dean normally shares oversight of the four CLASS Divisions with the Associate Dean and the Division Chair. You may refer questions about administrative matters to the Chair, Associate Dean or the Dean.

Because the University operates through a process of shared governance, the recommendations of the faculty overseeing your Division will have considerable weight in the Dean=s decisions or recommendations to the executive level of administration. You will find the assistance of faculty colleagues to be invaluable especially on pedagogical issues. You should check with the Dean, Associate Dean or Administrative Chair regarding any questions you might have concerning any confusing procedures, or sensitive issues.

Division Chair

Although this handbook attempts to provide a printed resource for many of the questions you might have, it has already directed you to your Chair for many specific issues. In general, the Chair is the college official with whom you will most directly work and to whom you report to first. It is the Chair=s responsibility to oversee the quality of the division's people and programs, including part-time faculty. However, the Chair is also a resource for enhancing your own professional development. The Dean is your official supervisor.

Human Resources

The Human Resources Office is located on the first floor of the ELI building, located on the right side of the road to Dean=s Circle. They can address other personnel questions you might have. The Payroll Office is located in the Administration Building. Those are the two offices where you must complete employment forms (W-4) and make other arrangements for pay purposes.

Privileges

As a part-time member of the faculty, you may check out material from the RFK library. You are encouraged to attend college events. In addition to the merits of the programs themselves, this will afford you the opportunity for contact with students outside of class. Parking on campus is open. There are no special parking places for faculty or staff.

Library Card

Part-time faculty should stop by the RFK Library and obtain a library card that can be used to check books from the library and for other services on campus. For hours of operation call 735-2331.

Paychecks

According to University policy all faculty members must submit evidence of a tuberculosis clearance. In the Fall, a TB time test is administered by Student Health Services for a small fee. Paychecks are issued after all required employment papers, including the Withholding Allowance Certificate (W-4 form) and yearly tuberculosis clearance are filled. After final enrollment is determined, you will be requested to sign your UG-1 contract. Paychecks are released every two weeks according to the payroll cycle. The final paycheck of the semester is issued after final grade rosters are submitted to the Registrar's office.

College Related Information

Policies

You may ask your Division secretary to show you the Division copy of the key policy documents such as the *BOR/AFT Agreement* that is the contract governing work conditions, the Student Handbook, the UOG Rules, Regulations and Procedures Manual (available on disk), and the College Rules and Procedures Manual.

Professional Standards

The basis of all interaction at the University of Guam is the expectation that students, faculty, and staff will behave in accordance with the values of an academic community.

As a member of the College community, each instructor has a positive responsibility with respect to professional ethical standards. This responsibility involves the appropriate interpretation of such standards and the promotion of conditions favorable to effective work. The instructor should remain in the classroom during tests and final examinations. If the instructor has reason to believe that a student has cheated, he/she is to file a complaint with the Dean, Associate Dean or Administrative Chair as soon as possible after the student has completed the test. At this time the instructor is asked to present all facts and documents necessary to support his/her belief that the student has cheated. Plagiarism and other forms of attempting to receive credit for work not one's own are obvious violations. You will need, however, to clarify with your students what is and is not acceptable behavior for the type of teaching you do. For instance, if projects are done within the context of collaborative learning groups, but each member submits his or her own project report, it is imperative to be clear what is acceptable behavior and what is appropriate acknowledgment of the contributions made by group members. A careful and

thorough review of professional standards and their application in your class fosters reflection on the part of your students concerning their ethical obligations and commitment as part of the college community.

The responsibility of the instructor is interpreted to include:

- * clear exposition of the values and obligations of professional standards,
- * the maintenance of order,
- * quiet demonstration of the importance of personal interest, fairness and mutual consideration, and
- * uniform procedure in handling of violations.

In the event of a violation, the incident should be reported to the Dean, Associate Dean or Administrative Chair; in no case shall the decision be left to the discretion of the individual instructor or the division.

You may want to request that each student sign a pledge for all tests, examinations and all outside written work which is to be completed independently, indicating that the student has neither given nor received aid.

Each instructor has the responsibility to indicate to his/her class the policy in regard to the pledging of assigned work done outside of class. There should be complete and explicit instructions regarding the ethical standards for the pledge.

Sexual Harassment

Sexual harassment is a violation of University policy, as well as Guam and federal law.

A. Policy

It is the policy of UOG, in keeping with efforts to establish an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees at the University of Guam is unacceptable conduct, will not be tolerated and may result in employment termination. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

B. Definition

Sexual harassment of employees and students at the University of Guam is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.

2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

C. Complaint Procedures

Personnel who feel that they have been sexually harassed as defined, should report the incident to the Equal Employment Opportunity Officer 735-2971. If appropriate, further action may then be taken in accordance with the procedure outline in the Sexual Harassment Policy guidelines.

Inclement Weather

The college remains open during tropical storms and other inclement weather to serve resident students and commuters who live near the campus. However, if weather conditions are so severe as to render it dangerous for students to reach the college, those who elect not to come to campus on that particular day will not be penalized for failure to do so.

University of Guam faculty and staff members are expected to be prudent but to take all reasonable measures to reach the campus during inclement weather. In some cases administrative offices will be open even if classes are canceled or the schedule is altered. Only the President cancels classes due to weather problems.

A. Closing Before the Workday Begins

A decision to cancel classes and close the college or alter the schedule of classes before the workday begins will be related via the media. Information will be relayed to the following local radio and television stations:

Radio Stations

K-57 Talk Radio (am)

Television Stations

KUAM Channel 8

B. Closing During the Day (employees already at work)

A decision to close during the day will be transmitted to the vice presidents, and the decision will be communicated to campus offices or to the appropriate offices affected. The decision will also be listed on the UOG web page, <http://www.uog.edu>

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1998, the University of Guam is committed to maintaining a healthy, drug-free work environment. The unlawful MANUFACTURE,

DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF A CONTROLLED SUBSTANCE, as defined in the Act, is prohibited in the workplace.

In accordance with the Act, as a condition of employment, each employee must do the following:

1. Abide by the terms of the above statement
2. Notify UOG of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Upon notification from the employee, the College is obligated to report such conviction to the federal government within ten days.

The Drug-Free Workplace Act does not require drug testing. However, violation by an employee of any prohibitions set forth in the above statement will be grounds for disciplinary action up to and including termination, and may have legal consequences.

Note that consuming alcohol on campus without prior approval from the appropriate administrator, and intoxication on campus are grounds for adverse action (*BOR/AFT Agreement* p. 46).

Non-Smoking Policy

The University of Guam is a smoke-free campus with respect to all of its facilities with the exception of student residence rooms and outdoor facilities. UOG supports the rights of nonsmokers and enables smoke-free environments to be established in classrooms, in public service areas and, generally, in all enclosed building areas on campus. The University acknowledges the rights of smokers by providing selected smoking areas.

Additional Campus Resources

Student Activities Center

The Student Activities Center is a central gathering point for students. The Food Court, consisting of several food concessions, the Triton bookstore, a small post office, some student mailboxes, Student Government Association offices, the Office of Student Affairs and the Career Placement Center can all be found at the Student Center.

Campus Security

You might wish to know that campus security can provide you an escort to your car. If you are on campus and desire an escort to your car or some other location on campus, please contact the security office at 735-2364 or their pager 720-4459/60.

Emergencies

In the event that you encounter an emergency situation on campus you should report the incident to Campus security. You should also inform the Dean=s office, so we can follow up on the incident. If there is a threat to your person or public or private property do not hesitate to call the Guam Police Department 911.

Attachments: You may be the forms from your Division secretary.

Sample Forms:

- Leave Form
- Liability Waiver Forms
- Variance Notification Form
 - Canceled Class
 - Canceled Office Hours
- Textbook Request
- Desk Copy Request
- Faculty Load Information (form)
- Faculty Door Card (information form)
- Incomplete Grade Form
- Change of Grade Memorandum (form)
- Course Evaluation Form
- Five-year Calendar