



# Adjunct Faculty Handbook

## **A Message from the Provost and Senior Vice President for Academic Affairs**

Welcome to the adjunct teaching faculty at Utica University! Many of you have taught for us before, and we are very pleased that you will be continuing with us again this year. Whether you are a new or returning faculty member, I hope you will look this handbook over carefully and ask questions about what may not be clear to you.

In addition to this handbook, there is a web page of resources available for adjunct faculty members. It contains a wealth of useful information, such as what to do if you encounter plagiarism, tips for using Bannerweb, as well as other useful resources. You will find the web page at: <https://www.utica.edu/academic/facultyinfo/adjunct.cfm>

Adjunct faculty members are critical to our ability to offer courses and programs at times and locations that our students need and deserve. Your work brings new ideas to augment the instruction provided by our full-time faculty members. Close individual attention is a hallmark of Utica University, and we depend on you to help us maintain that reputation. We also depend on you to create a comfortable, welcoming, and challenging learning environment that will lead to student success. We want to support you whenever we can so that you have what you need to make that a reality.

This handbook is meant to provide you with concise information on university policies, practices, resources, and services. It should answer many of your questions about the University. Other resources and information, including all academic policies, can be found in the University's [catalogs](#).

The students you have in class will come from many backgrounds, ethnicities, nationalities, ages, and walks of life. They will have multiple reasons for being there, from wanting to earn a degree to wanting to know more about the subject you are teaching. Their experiences can enliven the learning environment for all—including yourself! So, you will need to stay on your toes, and by all means, enjoy yourself. The joys of learning are not reserved solely for the students!

If you have questions that are not addressed here, please do not hesitate to call or stop by the school offices or the Office of Academic Affairs. We want to make your experience teaching with us as successful as we can.

Have a great year!

Sincerely,



Stephanie R. Nesbitt, J.D., M.B.A.  
Provost and Senior Vice President for Academic Affairs

*\*\*Please note that Utica University reserves the right to amend the Adjunct Faculty Handbook from time to time and will furnish the current and controlling version on the Information for Adjunct Faculty web page.*

## **- About Utica University -**

Utica University is a comprehensive institution that offers a wide range of academic programs, excellent faculty members, and the diversity of a large university while at the same time providing students with the low faculty-to-student ratio and the individual attention of a small university. A combination of liberal arts and professional studies gives students opportunities to gain broad-based exposure to major areas of knowledge while developing career-specific skills designed to ensure success in the workforce.

Utica University's origins reach back to the 1930s when Syracuse University first offered extension courses in the Utica area. Seeing a need for a University in the Mohawk Valley, area business and community leaders urged Syracuse University to open such an institution. As a result, Syracuse University established Utica College in 1946. Today, Utica University is financially and legally independent from Syracuse University.

Utica University is dedicated to the cultivation of a liberally educated professional person. The University's approach combines a commitment to the complementary goals of liberal education and professionalism, a common thread of which is a concern for the individual and society.

Utica University is considered a student-centered teaching institution, and although faculty members are recognized as experts in their field – 95 percent hold a Ph.D. or other terminal degree – they are best known for the close, personal attention they give to their students.

The student body represents a wide variety of socio-economic and cultural backgrounds and includes non-traditional students, veterans, and students with disabilities. Non-traditional students are particularly well-served by Utica University.

While slightly more than one-third of the student body is from Utica and other Mohawk Valley communities, many students come from throughout New York, New England, and the Middle Atlantic States. Still, others come from other parts of the United States or other countries.

## **- Utica University Mission Statement -**

We empower learners to achieve their career and life goals through personally enriching experiences and outstanding educational pathways.

## **- Charter and Accreditation -**

Utica University is chartered by the Regents of The University of the State of New York under its corporate name, Utica University. The University is accredited by the Commission on Higher Education of the Middle States Association of Universities and Schools, 3624 Market Street, Philadelphia, Pennsylvania, 19104-2680, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. Copies of accreditation reports are on file in the Offices of the President and the Provost and Senior Vice President for Academic Affairs. Academic programs are approved by the New York State Education Department, Office of Higher Education, Room 979EBA, 89 Washington Avenue, Albany, New York, 12234, (518) 474-5851.

### **Values**

Our mission rests upon a foundation of values that guide our decisions and actions:

- Individual attention
- Intellectual growth, creativity, and scholarship in the pursuit of knowledge
- Innovative and relevant approaches to teaching and learning
- Diversity of perspective, background, and experience in an equitable, respectful, and inclusive environment
- Freedom of expression and civil discourse
- Community engagement and service
- Ethical behavior and integrity
- Continuous pursuit of excellence

### **Non-Discrimination Policy**

Utica University is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica University programs, services, and activities.

The 504/ADA Compliance Officer for Utica University is Lisa Green, Vice President for Human Resources and Personnel Development (315-792-3276).

Utica University has designated the Vice President for Human Resources and Personnel Development in the Office of Human Resources (315-792-3276) as the individual responsible for inquiries, complaints, and coordination of compliance under the American with Disabilities Act of 1990 (as amended).

Utica University has designated the Director of Learning Services in the Office of Learning Services (315-792-3032) as the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 on behalf of students.

Members of Utica University who have complaints of sexual harassment or any form of sex or gender-based misconduct by anyone at this University, including any students, staff, administrators or faculty members, as well as vendors, contingent employees, clients and consultants are encouraged to report such conduct to the Title IX Coordinator so that (s)he may initiate an investigation. Individuals who feel subjected to sexual harassment or sexual misconduct should report the circumstances in writing as soon as possible to the Title IX Coordinator. A delay in reporting may affect an investigator's ability to gather information relevant to the case. For the purposes of filing a complaint, "Title IX Coordinator" refers to the Title IX Coordinator and any Deputy Title IX Coordinators. For more information, please refer to Utica University's Sexual Harassment and Sexual Misconduct policy which can be accessed at <https://www.utica.edu/policies/policies.cfm?id=145>

The contact information for the Title IX staff is as follows:

**Title IX Coordinator:** Nina Gray, Human Resources Generalist, 315-792-3012 or [nngray@utica.edu](mailto:nngray@utica.edu)

**Deputy Title IX Coordinator:** Marissa Hall, Executive Director of Student Living, 315-792-4575 or [mmhall1@utica.edu](mailto:mmhall1@utica.edu)

**Deputy Title IX Coordinator:** Lauryn Moore, Associate Dean of Students and Campus Engagement, 315-223-2598, [lamoores@utica.edu](mailto:lamoores@utica.edu)

Utica University has designated Military/Veterans Liaisons to direct the University's efforts to comply with the applicable laws and regulations on behalf of veterans. The Veterans' Liaison is Mr. Craig Dewan, Registrar (315-792-3393), and the Assistant Veterans' Liaisons are Dr. Austen Givens, Associate Professor of Cybersecurity (315-792-3753), and Ms. Susan Boucher, Director of Student Accounts (315-792-3013).

## - The Campus -

The main campus is located at the corner of Burrstone Road and Champlin Avenue on the southwestern edge of the city.

**Addison Miller White Hall** houses the offices of the School of Health Professions and Education, the Registrar, Human Resources, International Programs, and some faculty member offices.

**Alumni Hall**, a residence facility for upper-class students, contains 16 garden-style apartments with mini-kitchenettes and private baths.

**Bell Hall** is a five-story residence hall that provides living space for 113 students in mostly single-occupancy, cluster-style rooms.

**Charles A. Gaetano Stadium** is a state-of-the-art, lighted sports facility with synthetic turf designed for football, lacrosse, field hockey, soccer, and intramural sports.

**Clark City Center** is located on Genesee Street in downtown Utica and is home to the Robert Brvenik Center for Business Education, the First Source Federal Credit Union Trading Room, faculty member offices, and the processing center for the Office of Admissions.

**Cynkus Family Welcome Center** houses the offices of Admissions and the Vice President for Legal Affairs and General Council.

The **Faculty Center** houses faculty member offices and four state-of-the-art educational technology classrooms. It is also home to the Professor Raymond Simon Convergence Media Center, one of the first fully HD television studios in an educational facility.

**F. Eugene Romano Hall**, a 23,000-square-foot facility, houses state-of-the-art classrooms, research, clinical space, and faculty member offices for physical therapy, occupational therapy, nursing, and health studies.

**The Francis A. Wilcox Intercultural and Student Organizational Center**, a 3,500-square-foot building, features a great room with a fireplace and large flat-screen TV, speakers, a full kitchen, and to top it off, an outdoor patio where students can convene around the ambience of an outdoor gas fireplace. There are several individual meeting/study rooms as well.

**The Frank E. Gannett Memorial Library** provides a physical and virtual focal point for learning, teaching, and research. Along with its collections of print and electronic books, several thousand print and electronic journal subscriptions, and over 100 research databases, the library is home to the Learning Commons, including The Kelly Teaching and Learning Center (for library instruction); Information Desk (for research and technical assistance); tutoring services; computers, color printer, color copier and scanners. Also located in the library are group study rooms (for student use only), interlibrary loans, and course reserve services.

**Harold T. Clark Jr. Athletic Center** includes a gymnasium, racquetball courts, batting cages, equipment, and locker rooms as well as physical education and athletic staff offices. It is also home to the Gary M. Kunath Fitness Center, which is open to students, faculty members, and staff.

**Isaac Gordon Science Center** houses the School of Arts and Sciences Office, faculty member offices, Donahue Auditorium, and specially equipped science lecture halls and laboratories for biology, botany, chemistry, embryology, geology, microbiology, and Judson Memorial Psychology Center.

**Laura M. Casamento Field** features a new 360' by 225' turf practice field that is suited for football, soccer, field hockey, lacrosse, and softball. Surrounding the field is an eight-lane outdoor track. Also included in the \$4 million facility is a press box, full sound system, digital scoreboard, and an NCAA-compliant lighting system. Nearly one-third of Utica's on-ground student body participates in NCAA Division III sports.

**Lauren and Cora Bull Hall**, a 22,000-square-foot state-of-the-art facility, provides specialized laboratories and research technologies for Utica's economic crime, cybersecurity, criminal justice, and fraud prevention programs. It also houses faculty member offices and the Dean's Office for the School of Business and Justice Studies.

The **Library Concourse**, a large informal hall surrounding an atrium, connects the library to DePerno Hall. This unique area is frequently the site of musical recitals and receptions and is usually open for the free use of students and faculty members for conversations, study, and informal class sessions

**Moses Gilbert Hubbard Hall** contains classrooms and seminar rooms, the Center for Student Success, and the Center for Career Readiness.

**North and South Halls** are residence halls with traditional accommodations.

**Pioneer Village** consists of three student residence buildings containing twelve gender-inclusive suites. Designed to house a total of 144 juniors, seniors, and graduate students, each suite is apartment-style with four bedrooms, two full bathrooms, and a full kitchen. Pioneer Village also includes a separate community building that features a multi-media room, conference space, kitchen, and other amenities. Pioneer Village is located next to the tennis courts, near the Todd and Jennifer Hutton Sports and Recreation Center, and opened in Fall 2019.

**Ralph E. Strebel Student Center** is the social and recreational center of the campus. On the ground floor, you will find the Ellen Knowler Clarke Lounge, Strebel Auditorium, Campus Safety (around the back corner of the building), Pioneer Pub, the bookstore, and the office of the Dean of Students. On the upper floor are the Dining Commons, the DuRoss Faculty Dining Room, the Health Center, the Student Activities Office, and the studios of WPNR-FM, the campus radio station.

**Rocco F. DePerno Hall** houses the offices of the President, the Provost and Senior Vice President for Academic Affairs, the Vice President for Financial Affairs, the General Accounting department, faculty members' offices, as well as the Macfarlane Auditorium, the Willard Conference Room, and Crisafulli Lounge.

**Science Center Building**, the newly constructed 23,300-square-foot Science Center offers state-of-the-art laboratories and teaching spaces for many science courses such as genetics, biochemistry, animal physiology, human anatomy, and much more. In addition to this, the Science Center houses a Geographic Information System computing laboratory and classroom, which offers more active learning places for students. This building provides students with the opportunity to access premier science equipment and gain a quality education through hands-on learning.

**Sherwood Boehlert Hall and Conference Center** is an air-conditioned residence hall and conference center featuring suite-style living accommodations for 150 people and also houses the office of the Vice-President of Emergency Management.

**Thurston Hall** is the center of Utica University's Construction Management Program. Thurston Hall features an auditorium, conference Room, student lounge, plotting room, printing room, computer lab, and faculty and administrative staff office space.

The **Todd and Jennifer Hutton Sports and Recreation Center** is one of the largest air-supported structures in North America and features an eight-lane, 200-meter NCAA competition indoor track, four multi-sport courts, a multi-sport artificial turf practice field, weight area, locker rooms, equipment checkout area, and a concession stand. In addition, it features two sand pits for long jump and triple jump, two pole vault areas, multiple throwing circles, a batting cage, and track and field offices.

**Tower Hall** is an air-conditioned residence hall featuring cluster-style living accommodations.

In addition, the University also has three offsite instructional locations in Syracuse, NY, Latham, NY, and St. Petersburg, FL at which the Accelerated Bachelor of Science in Nursing (ABSN) program is taught.

## - Adjunct Faculty -

The term “adjunct faculty” is a general name applied to those persons teaching at Utica University on a part-time basis. Appointments are normally on a term-by-term basis.

Appointment to the adjunct faculty or a specific adjunct faculty rank does not carry with it any provision for tenure or any privilege other than those enumerated in the benefits section of this document. Courses to which adjunct faculty members are appointed are subject to cancellation by the University due to low enrollment or other unforeseen exigency. There will be no remuneration for canceled courses.

### **Academic Freedom**

Faculty members are entitled to freedom in research and publication, subject to the adequate performance of their other academic duties.

Faculty members are entitled to freedom in the classroom to discuss a subject, but care should be taken not to introduce the teaching of controversial matters that have no relationship to the subject of the course. As persons of learning, faculty members should remember that the public may judge the profession and the University by their utterances. Hence, they should always be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not institutional spokespersons.

### **Employee Code of Conduct**

Utica University employees are expected to conduct themselves ethically, honestly, and with integrity in all dealings. They need to be fair and principled in their official interactions both within and outside the Utica University community. They must act with due recognition of their position of trust and loyalty concerning the University, its students, fellow employees, research sponsors, and donors. When in doubt about the propriety of a proposed course of action, they must seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course of conduct. Please refer to the complete Employee Code of Conduct policy found at: [www.utica.edu/policies](http://www.utica.edu/policies).

## - Appointment Criteria and Ranks -

**Adjunct Lecturer:** The minimum qualifications for appointment as adjunct lecturer are a master’s degree or equivalent professional certification in a field relevant to the teaching area, some teaching experience, and approval by the appropriate academic dean or designee. Normally, initial hiring is made at this rank. However, in special circumstances, an initial hire exception may be made by the Provost and Senior Vice President for Academic Affairs upon the recommendation of the appropriate school dean.

**Adjunct Instructor:** Promotion is not automatic. Adjunct lecturers may apply for promotion to the rank of adjunct instructor if they have a minimum of five semesters (including summer and winter sessions) of teaching experience at Utica University, have a minimum of two calendar years in the rank of adjunct lecturer, and have the recommendation of the appropriate school dean.

**Adjunct Professor:** Promotion is not automatic. Adjunct instructors may apply for promotion to the rank of adjunct professor if they have a minimum of seven semesters (including summer and winter sessions) of teaching experience at Utica University, a minimum of three calendar years in the rank of adjunct instructor, and have the recommendation of the appropriate school dean.

**Adjunct Emeritus Professor:** This is an honorary rank. Promotion is not automatic. Adjunct professors may apply for promotion to the rank of adjunct emeritus professor if they have a minimum of thirty semesters (including summer and winter sessions) of teaching experience at Utica University, an outstanding teaching record, and have the recommendation of the appropriate school dean and are retiring due to age, health, or other appropriate reason.

## **Promotion**

Adjunct faculty members who wish to apply for promotion must submit to the appropriate school office an updated resume, a reflective statement of teaching philosophy, and any other evidence of effective teaching at Utica University that he or she would like to have considered. The candidate should also ask the appropriate school to provide copies of recent student and peer evaluations. Promotion materials must be submitted to the appropriate school office no later than **February 15th** of each academic year. The appropriate school dean will review the qualifications of the candidate with the relevant faculty member and make a recommendation to the Provost and Senior Vice President for Academic Affairs. Candidates will be notified in writing by the Provost and Senior Vice President for Academic Affairs of the award or denial of promotion.

The decision for promotion will be based on evidence of teaching effectiveness, not simply time in service. The school will use student opinionnaires and peer evaluations by full-time faculty members along with the materials submitted by the candidate in judging teaching effectiveness. Faculty members who teach online will also be judged based on the standards for teaching and learning at a distance as outlined in the Best Practices for Online Teaching document. Creative teaching, the innovation of courses and programs, and the improvement of existing courses will be taken into consideration. Raises are not automatically tied to promotions.

## **- Benefits -**

**Adjunct Lecturer:** (1) Issuance of adjunct faculty identification card; (2) use of library facilities and services; (3) bookstore discount privileges (does not include books and computer software); (4) Clark Athletic Center privileges for self and family; (5) faculty rates for all social-cultural events and athletic activities; (6) invitations to University-sponsored receptions, dinners, and other events; and (7) Utica University faculty mailbox.

**Adjunct Instructors and Clinical Instructors/Adjunct Professors/Adjunct Emeritus Professors:** All benefits listed for adjunct lecturer plus the following: (1) individual listing in the University directory; (2) invitation to participate in academic procession at Commencement with appropriate academic regalia furnished; (3) remitted tuition benefits for Utica University undergraduate credit courses for self, spouse/domestic partner, and dependent children, as described below. For additional benefits information, call the office of Human Resources at (315) 792-3276.

**Tuition Benefits and Restrictions:** Persons holding the rank of adjunct instructor, clinical instructor, adjunct professor, and adjunct emeritus professor may be eligible for tuition benefits. To receive these benefits, the faculty member must utilize the remission during the same term in which they are teaching (waived for adjunct emeritus professors). The recipient must have taught for at least five semesters at Utica University (waiting period waived for clinical instructors); semesters do not need to be consecutive. Tuition benefits are restricted to three undergraduate credit hours per family, per semester and are subject to space availability in the course. Clinical Instructors may instead opt to utilize the benefit for three graduate credit hours during the same semester they are teaching, although graduate credit remission may not be transferred to a family member. Remitted tuition benefit forms may be found at: [www.utica.edu/hr/tuitionbenefitsapp.cfm](http://www.utica.edu/hr/tuitionbenefitsapp.cfm)

## **Payment of Salary**

Faculty members are paid on a semi-monthly basis. Payment is made three business days before the 15<sup>th</sup> of the month, and three business days before the last day of the month. Adjuncts with active contracts can view their exact pay dates anytime by visiting [www.utica.edu/hr/payroll/index.cfm](http://www.utica.edu/hr/payroll/index.cfm).

Direct deposit of pay is encouraged. Direct Deposit Authorization Forms are available online and in the Office of Human Resources. Paychecks for on-campus adjuncts are distributed through the school office. Paychecks for online adjuncts will be mailed to the home address on file in Human Resources.

Salary for clinical instructors is based on the number of contact hours assigned to the course; it is not an hourly pay rate. The total salary amount is divided over a pre-determined number of semi-monthly pay dates, and it includes eight (8) hours of orientation and one make-up day. Please note that your first pay date for each term could be a couple of weeks after classes start. This is based on the need to wait until after the drop/add period for students. Applicable employment taxes will be withheld.



### **Retirement Benefits**

TIAA-CREF provides retirement services to Utica University employees. Adjunct faculty members may open a voluntary 403(b) Tax-Deferred Annuity Plan through online enrollment at [www.tiaa.org/utica](http://www.tiaa.org/utica). You must print and submit a Salary Reduction Form, found at [www.tiaa.org/utica](http://www.tiaa.org/utica), to the Office of Human Resources indicating the amount to be withheld from your pay. No contributions will be sent to TIAA-CREF without this form being remitted to the Office of Human Resources. You may change your contribution up to four (4) times in a calendar year.

### **Accrual of Sick Time**

In accordance with New York State's Paid Family Leave law, adjunct faculty members are eligible to accrue sick time. Sick leave may be used when an employee's illness, medical disability (e.g. maternity, post-surgical recuperation), or injury prevents the employee from working. Absences due to incidents of domestic violence are also eligible for sick leave usage.

The following chart outlines accruals based on contact hours:

Per Course Contact Hour	Sick Accrual per Semester	ACCRUAL PER SEMESTER
0.375	0.63	<b>0.75</b>
1	1.67	<b>1.75</b>
1.5	2.5	<b>2.5</b>
2	3.33	<b>3.25</b>
2.5	4.16	<b>4.25</b>
3	5	<b>5</b>
3.5	5.83	<b>6</b>
4	6.67	<b>6.75</b>
4.5	7.5	<b>7.5</b>
5	8.33	<b>8.5</b>
5.5	9.16	<b>9.25</b>
6	10	<b>10</b>
6.5	10.83	<b>11</b>
7	11.67	<b>11.75</b>

For contact hour amounts per course that are not covered by this chart:

\* .375 contact hours or less will result in an accrual of .75 for the semester.

\* For all other odd amounts, round to the nearest amount on the chart; for example, contact hour per course of 1.3 would result in a semester accrual of 2.5 hours of sick time

Note - if you are a FULL-TIME employee who happens to hold a secondary adjunct position, this does not apply to you as you already accrue sick time at the full-time rate (see Utica University Employee Handbook for the full-time rate).

Any adjunct faculty member seeking information about their accrual balance may contact the Office of Human Resources at (315) 792-3276 or [hr@utica.edu](mailto:hr@utica.edu). The information will be provided within three days of the request, as required by law.

Adjunct family members who wish to use accrued sick time must contact the school office. The school office will communicate usage to the Office of Human Resources, and the available balance will be decreased by the usage amount.

### **New York State Paid Prenatal Leave**

Effective January 1, 2025, all covered employees working in New York State have the ability to take up to 20 hours of paid leave for pregnancy-related health care services in a 52-week period.

Pregnancy-related health care includes:

- Physical examinations
- Medical procedures
- Monitoring
- Testing
- Discussions with a healthcare provider needed to ensure a healthy pregnancy
- Fertility treatment
- End-of-pregnancy care

Only the employee directly receiving prenatal health care may use Paid Prenatal Leave. A spouse, partner, or another support person attending prenatal appointments with a pregnant person is not entitled to Paid Prenatal Leave.

Healthcare appointments after pregnancy are not covered by Paid Prenatal Leave.

### **Personal Information**

It is the responsibility of the individual faculty member to keep the Office of Human Resources apprised of changes in address (home/business), phone number(s), degrees, etc. The University will not be responsible for any difficulties resulting from the faculty member's failure to report a change of address or phone number. You can check your personal information on Banner Web to see if any changes are necessary. If you need to make changes, please complete a Personal Information Change Form, which can be found on the Human Resources website at [www.utica.edu/hr/forms.cfm](http://www.utica.edu/hr/forms.cfm).

## **- Services -**

### **School Offices**

Each school is responsible for the content of its courses. Academic questions should be directed to the appropriate school dean. School offices are open from 8:00 a.m.- 5:00 p.m. The current academic school deans, administrative assistants, and telephone numbers are:

Arts and Sciences, (315) 792-3028

Sharon Wise, Ph.D., Dean of Natural Sciences and Mathematics

Mary Dobek, Administrative Assistant

Arts and Sciences, (315) 792-3028

Jason Denman, Ph.D., Dean of Humanities and Social Sciences

Mary Dobek, Administrative Assistant

Business and Justice Studies, (315) 792-3060

Richard Fenner, Ph.D., Interim Dean of Business and Justice Studies

Sue Cox, Administrative Assistant

Health Professions and Education, (315) 792-3452

Patrice Hallock, Ph.D., M.P.H., Dean of Health Professions and Education

Hailey Emmett, Administrative Assistant

### **Blue Books**

Blue books for exams are available in the school offices. Please request them in advance of class to ensure availability.

### **Campus Store**

Located on the first floor of the Strebel Student Center, the Utica University campus store is operated by Follett Higher Education Group. Regular business hours are Monday – Friday, 9:00 am to 5:00 pm. The campus store also offers a wide selection of academic supplies, apparel, gifts, and convenience items. For more information, please call (315) 792-3197 or visit their website at [www.utica.edu/bookstore](http://www.utica.edu/bookstore).

## **Book Orders**

Course Adoptions: By federal law (HEOA), all book orders need to be submitted prior to when the school publishes the course list. Placing your book order early not only satisfies this requirement, but it allows the store adequate time to order the required materials and to address any issues that may arise (ex. backorders, new editions, out-of-print, etc.). Instructors can place their orders through Follett Faculty Discover which is located in your learning management system (LMS), over the phone, or via email at [bookst@utica.edu](mailto:bookst@utica.edu). To access Follett Discover follow these steps:

1. Sign in to Engage with your Utica username and password. NOTE: You do NOT need to have a shell for the course to place an order. The link for Engage is: <https://engage.utica.edu/learn/>
2. At the top of the page click on Site Resources and in the drop-down box select "View/Order Textbooks". NOTE: The first time you will need to enable pop-ups and allow cookies if you don't currently.
3. Make sure you are in the desired term. Click at the top of the course (you can ignore the Select discipline drop-down unless you are unsure of your book). If you have previously taught this course you can scroll to the bottom of the page and click "My library". This will bring up titles that you have previously adopted in all your courses.
4. Select a title and then select the adopt button. You then choose all the courses that you want this text for. If you have multiple sections, you only need to place one order per course! Be sure to also choose if the title is required, recommended, or choice.
5. From there you can add more texts from your library, search for texts, add a title, or put in information to find a book. We recommend searching the ISBN using the magnifying glass if you have that information available. As always, feel free to email [bookst@utica.edu](mailto:bookst@utica.edu) with any questions or special course materials needs. You must also notify the bookstore if you do not plan to use any course materials.

## **Desk Copies**

Instructors requiring desk copies must make their requests directly with the publisher. The bookstore will gladly provide the necessary contact information but does not request desk copies.

## **Computing and Technical Resources**

Adjunct faculty members receive an account for using e-mail, campus computers, the learning management system, and other electronic resources. Faculty members are **required** to use their Utica e-mail account, and their online course shell in an approved LMS, to communicate with students. You should check your Utica e-mail account frequently as the Office of Academic Affairs, Human Resources, and other University offices communicate information through this system.

Faculty members who have a class requiring a computer lab should reserve the lab well ahead of time (at least two weeks' notice). Computer labs can be reserved online at [ems.utica.edu](http://ems.utica.edu) or by contacting the Office of the Registrar. The main campus also has many technology-enhanced classrooms which include, at minimum, a projector and computer; training is available upon request. For classes held on the main campus, additional multimedia equipment can be requested on an as-needed basis using the online Classroom and Event Support request form at [www.utica.edu/request](http://www.utica.edu/request) at least two weeks in advance.

Technology assistance is provided by the Integrated Information Technology Services (IITS) office. Call (315)792-3115, email [helpdesk@utica.edu](mailto:helpdesk@utica.edu) or stop into the office in the Library Basement.

## **Duplicating**

For copy jobs over 50 pages, duplicating services are also available through the Copy Center. Using the Center reduces copy costs on your school budget significantly. You may drop off your duplicating requests to the Copy Center at any time during their regular hours, but you are encouraged to submit your duplicating jobs through the Digital Storefront. To get information on how to use the Digital Storefront, contact Lisa Rabideau at [ccenter@utica.edu](mailto:ccenter@utica.edu) or (315)792-3145. Materials can be picked up directly from the Duplicating Center. A 24-hour lead time is requested whenever possible, but the Duplicating Center will accept rush orders occasionally upon request.

## **Identification Cards**

Adjunct faculty identification cards may be obtained in the office of Campus Safety, which is located around the back corner of Strebel Student Center, kitty-corner to the Clark Athletic Center. For adjunct faculty who are located too far from campus to obtain an identification card in person, please contact Human Resources at (315) 792-3276.

### **Keys**

Some faculty members may be teaching in classrooms or labs that are kept locked. If that is the case, these faculty members will receive a memo asking that they come to the appropriate school office to obtain a key or gain access with their ID badge. The key must be signed out and then signed in upon the conclusion of the course.

If a classroom is locked for no apparent reason, contact the respective school office, or Campus Safety if school offices are closed.

### **Mailboxes**

Mailboxes are located in the Gordon Science Center. Faculty members teaching on the main campus receive a mailbox number and combination prior to the beginning of classes from their school administrative assistant. Faculty members should check their mailboxes before the start of each class. If no mailbox has been assigned, see the appropriate school office. Offsite faculty members' mail will be delivered to the appropriate School office and routed to the individual as needed.

### **Library**

The Frank E. Gannett Memorial Library's resources include print and electronic books, several thousand print and electronic journal subscriptions, media collection, streaming videos, and over 100 research databases, accessible from the main library web page.

The library website includes a faculty guide with information on how to contact a librarian, schedule library instruction for classes, place items on reserve (including electronic reserve), request resources through interlibrary loan, place a hold on media for classroom use, and more. Information for faculty can be found under "Services" on the main library web page, [www.utica.edu/directory/library](http://www.utica.edu/directory/library).

Library Liaisons: We are here to help! All librarians are available to answer your library questions and for consultations in any subject area. If you prefer, you can directly contact the liaison for your subject area. A list of liaisons by subject may be found on the library's webpage.

Library Instruction: Request research instruction for your class using the convenient online form, found on our webpage, or contact your library liaison.

Learning Commons: Located in Gannett Library and consists of the Writing Center and Tutoring Services.

Reserves and Electronic Reserves: Materials for course reserves may be sent by e-mail ([reserves@utica.edu](mailto:reserves@utica.edu)), by campus mail, or delivered in person to the Circulation Desk. Please allow 3 days for processing. Guidelines for what can be placed on reserve can be found on the Copyright, Fair Use, and Electronic Reserves Guide for Faculty on our webpage.

Interlibrary Loan: The library provides document delivery and interlibrary loan services via ILLiad.

## **- Academic Policies -**

A full list of Utica University's Academic Policies and Procedures can be found on our website in the current catalog.

### **Academic Advising**

Matriculated students are assigned a faculty adviser in their major. Individuals taking undergraduate courses are allowed to complete 30 credit hours before they matriculate. Individuals taking graduate courses may complete 6 credit hours of work before they are required to matriculate.

### **Academic Calendars**

Because Utica University continues to expand course delivery modes and specific start/stop dates for the various programs, familiarize yourself with the detailed Academic Calendar as well as important deadline dates posted under "Academics" on Utica University's website: <https://www.utica.edu/directory/registrar/academic-calendar-and-deadlines>

Please Note: Utica University recognizes the right of each student to religious commitments. Although religious holidays are not reflected in the academic calendar, students wishing to observe such holidays should notify their professors so special arrangements can be made if necessary.

### **Attendance**

While it is not required that faculty members have an attendance policy, it is required that an accurate daily attendance record be maintained. Students who stop attending class may be eligible for tuition reimbursement depending on their last day of attendance. When submitting mid-semester and final grades, faculty members will be asked to indicate the last date of attendance for those students who have stopped attending.

Instructors establish the attendance requirements for each of the courses they teach. Instructor expectations regarding absences (for any reason) and parameters for making up late or missed work may differ and should be outlined in the syllabus for each class. If a student incurs excessive absences in a course, their grade may be lowered or may receive an F for the course. Only the instructor can excuse a student from class.

If a student has been/will be absent from class for reason due to illness, injury, or family emergency, students are responsible for notifying their instructors and for consulting with each of them to explore whether and how they may be able to make up the missed work. Courtesy absence notices may be sent to instructors from the Office of Student Life if the student has been or will be absent for three or more consecutive class days. Similarly, with the student's consent, the Student Health Center may verify to an instructor that the student was seen on a specific date for medical reasons. Absence notifications from these offices do not constitute an official excuse for missing class.

### **Auditing**

A full-time matriculated student in good standing may, with the permission of the instructor, attend a course as an auditor, without charge. Registration is required. Part-time or non-matriculated students who wish to audit a course may do so with the permission of the instructor, provided they register for the course and pay the tuition charge. An auditor receives a grade of AU and does not participate in course examinations or other work except at the option of the instructor. A student may change from audit to credit status no later than the second week of classes.

### **Best Practices for Online Teaching Overview**

As part of our dedication to academic excellence, Utica University endorses the series of standards for teaching online captured in the document, "Quality Online Course Review Checklist." This document, along with several other resources, is on the Resources for Faculty webpage at: <https://www.utica.edu/academic/facultyinfo/resources.cfm>. We ask that you carefully review these documents and expect that you will incorporate best practices into your online teaching.

### **Top 10 Best Practices**

1. Make adequate preparations so that you feel comfortable using and navigating your way around Utica University's learning management system (LMS).
2. Ensure that your course design considers the differing abilities of students in the class and conforms to the guidelines in the "Accessibility Design for Online Content" section of the Best Practices.
3. Be sure that your online class is ready for student access with content and clear instructions.
4. Communicate with your students within twenty-four (24) hours of the start of a course with introductions, course expectations, and guidelines.
5. Log into your course frequently to respond to all course mail and threaded discussion postings.
6. Provide at least 12 1/2 hours of active class instruction for each credit hour for the course. Active instruction is defined as dynamic interaction with students through the course shell as well as other technologies.
7. Provide a twenty-four (24) to forty-eight (48) hour response time to all emailed communications from your students.
8. Grade and return all student work within one week after assignment and exam submission due dates.
9. Inform students, in advance when possible, if you will be away or unavailable for any period of time.
10. Ensure that you make a backup of your course and regularly save important course data.

**\*Reminder:** As an online faculty member you are the face of Utica University to your online students. They are looking for your active presence in the course, timely feedback on their assignments, discussion postings, and emailed communications, and guidance in defining and creating an online environment that nurtures teaching and learning.

### **Class Breaks**

Instructors are reminded that they should plan a short break for any classes scheduled for more than two hours. Instructors may not forego breaks to shorten class schedules.

### **Class Cancellation**

All faculty members are required to meet their classes for all scheduled meetings. Faculty members who are unable to make a class meeting may, with the prior approval of the appropriate school dean, either arrange for a qualified substitute (at the faculty member's expense) or arrange to make up the missed class meeting. To inconvenience as few people as possible, if a class must be canceled, please follow the procedures outlined below:

1. Notify the appropriate school office and your students of the cancellation as soon as possible. To email all the students in your class using Banner Web, see the "Tips for Using Banner Web" website at <https://www.utica.edu/academic/facultyinfo/bannerweb.cfm>. As many students travel some distance to class, notice should be given at least six hours in advance.
2. Discuss with the class the most convenient time to have the class made up. Although it may not be possible to accommodate all students, faculty members should endeavor to accommodate as many as possible.
3. Clear all potential make-up dates and times with the appropriate school office to determine room availability before finalizing the date and time with the class.
4. In addition, online faculty members should refer to the Best Practices Document.

The University reserves the right to cancel any course if necessary and to make changes in regulations, curricula, and fees at any time.

### **Class Lists**

Class lists are available on Banner Web.

- Go to [www.bannerweb.utica.edu](http://www.bannerweb.utica.edu)
- Click on "Enter Secure area"
- Click on "Faculty and Advisors"
- Click "Summary Class List"
- Select Term and submit
- Enter CRN of course you wish to access

### **Class Times**

Classes are scheduled for the minimum amount of time required for accreditation by the New York State Education Department. In a standard 16-week semester (14 weeks of instruction, one week for exams, one week for break), three-credit courses meet three times each week for 50 minutes during each session. If they meet twice each week they meet for 75 minutes each session. Graduate and Continuing Education courses meeting once each week last for two hours and 50 minutes. Faculty members are expected to conduct classes for the full allotted time each session. Faculty members who choose not to administer an in-class final examination must schedule a regular class for that period.

Faculty members are obliged to adhere to class meeting times as published in the Schedule of Courses.

### **Credit Hours**

Instructional courses must offer a minimum of 12 1/2 hours of active instruction for each credit hour with twice that time allotted for student work outside the classroom, as required by New York State. Accordingly, a three-credit course consists of a minimum of 37 1/2 hours of active instruction with the expectation that the student will spend twice that time on outside assignments such as homework, research, and review. This definition is consistent throughout all modes of instruction - on-ground, hybrid, and online - for both undergraduate and graduate classes. This definition applies equally to courses of any length, including 8-week courses.

Supervised courses (courses that offer students immersion experiences in another culture without formal lectures, presentations, and laboratory work) offer one academic credit per five days in situ of the course.

Laboratory courses offer one credit hour for each 37 1/2 hours of laboratory work.

Full-term clinicals include 84 hours of work, while specialty clinicals include 42 hours of work.



The Office of the Provost, in consultation with the Curriculum Committee, will review and determine the credit hours for courses that do not fall into the categories above.

### **Course Requirements**

Faculty members are required to give students written notification of course requirements and review the requirements in class. These are normally contained within the course syllabus (see syllabus requirements for details). It is important to clarify at the beginning of the term all course objectives and requirements—for example, the number of quizzes, exams, papers, reading assignments, projects, etc., and how they relate to the final grade—by providing a course outline. To comply with New York State Education Department requirements, a copy of your syllabus for each semester must be on file in the appropriate school office. New or revised syllabi for each course should be sent to the appropriate school office.

### **Academic Alert System**

Throughout the early part of the semester, Utica e-mails will be sent to faculty members describing the Academic Alert System. In this Utica e-mail, faculty members will be asked to identify any students who are in academic trouble and forward their names to the Office of Student Success. Personnel from the Office of Student Success will contact those students and provide services as appropriate to optimize student success.

### **Class Visitation**

To provide feedback to new faculty members, and to obtain information on their classroom techniques, faculty members from the appropriate academic school will observe adjunct faculty in class. Adjunct faculty members will receive a written evaluation after the observation. New adjunct faculty members are welcome to consult with and seek assistance from full-time faculty by contacting the appropriate school office.

### **Closing due to Inclement Weather**

Utica University rarely cancels classes or closes offices, but any cancellations, closings, or delays at the start of the day can be obtained through the campus alert system. In the event of a cancellation or closing during the workday, announcements will be sent out as soon as the decision is made via campus e-mail and the Utica Alert system.

### **E-mail**

Faculty members, adjunct and full-time, are **required** to use their Utica e-mail account for all official e-mail communications with the University, other faculty members, and students. All adjunct faculty members are issued an official Utica e-mail account. Instructions on how to use your account are provided on hire. Information on using your Utica e-mail account can also be found on the Web at [www.utica.edu/helpsheets](http://www.utica.edu/helpsheets).

### **Emergency Assistance**

Emergency assistance may be obtained from the Campus Safety Office at (315) 792-3046. Emergency phones are located at most of the entrances to main campus buildings, as well as around campus. These phones are blue and have a direct call button to reach campus safety. Once the button has been pushed, Campus Safety is notified and a blue light illuminates from the top of the call box, signaling the location where assistance is needed.

### **Evaluations**

Student evaluations of faculty members take place near the end of each term. Faculty members and students will receive a Utica e-mail indicating the dates that the evaluation link will be available. Faculty members are to announce these dates to their students. Further emails are sent as reminders until the link is closed.

### **Grade Reporting**

Final grades are submitted online through Banner Web. Specific deadlines for when final grades are due can be found on the Registrar's Office website at [www.utica.edu/registrar](http://www.utica.edu/registrar).

Faculty members must submit grades on time. Failure to do so may result in students not being certified for financial aid or graduation, may hinder academic disciplinary actions from being taken in a timely manner, and may delay the process of posting grades to students. If a faculty member is working with a student due to exceptional circumstances to extend final assignment due dates, a grade of "I" (Incomplete) can be given (see Grading System below). Assistance with submitting grades, including the logistics of submitting a grade of "I", can be obtained by contacting the Registrar's Office at (315)792-3393.

### **Grading System – Undergraduate Students**

The undergraduate grading system at Utica University is a letter system: A, A-, B+, B, B-, C+, C, C-, D+, D, and P, which are passing grades, and F (Failing).

A grade of Incomplete may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. Refer to the Undergraduate Catalog for the complete and most up-to-date Incomplete Policy.

### **Grading System – Graduate Students**

The graduate grading system used at Utica University is a letter system, A, A-, B+, B, B-, C+, C, and P, which are passing grades, AU (Audit), and F (Failing). Only courses designated as such in the graduate catalog may be taken on a pass/fail basis.

A grade of Incomplete may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. Refer to the Graduate Catalog for the complete and most up-to-date Incomplete Policy.

### **Human Subjects**

Utica University policy states that no research with human subjects shall be conducted until the Institutional Review Board has approved the research protocol.

Further information on the use of human subjects in research may be found on the Utica University Institutional Review Board's website at [www.utica.edu/irb](http://www.utica.edu/irb).

### **Academic Honesty**

Academic honesty is necessary for the free exchange of ideas. Utica University expects academic honesty from all students. Academic dishonesty can include plagiarism or cheating. Utica University faculty are authorized to assign academic penalties for academic dishonesty, such as a reduced grade on the assignment or course, or the grade of F for the assignment or course.

If academic dishonesty is suspected, the first step should be to meet with the student to discuss the incident. If a penalty will be imposed, faculty **must** provide the student with a completed Academic Dishonesty Form letter, found at <https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm>. This letter informs the student of the sanction imposed and of the right to an appeal to the Academic Standards Committee. A copy of the completed form **must** be sent to the Office of Academic Affairs for record. The Office of Academic Affairs must receive a copy, no matter how minor the instance of the sanction, and will refer any repeat offense, or any particular egregious first offense, to the Academic Standards Committee, which may recommend a more severe penalty than that imposed by the faculty member.

Students who receive a penalty for academic dishonesty forfeit the right to withdraw from the class or the University without penalty unless the faculty member allows it.

In addition, instances of academic dishonesty may be referred to the Office of Student Life for possible action through the student conduct process. See the Code of Student Conduct at [www.utica.edu/student/conduct](http://www.utica.edu/student/conduct) for definitions, policies, and procedures concerning academic misconduct.

### **Make-Up Examinations**

If a student is unable to take a scheduled examination, a make-up examination may be given at the discretion of the faculty member. Such examinations must be taken during the same semester in which the examination was missed unless a grade of incomplete is given for sufficient reason.

### **Mid-Term Grade Reports**

Adjunct faculty members must submit mid-semester grades. Grades are to be submitted online through Banner Web. The deadline for submission of mid-term grades depends on the term for which you are teaching. All relevant academic deadlines can be found on the Academic Calendar and Deadlines web page: <https://www.utica.edu/directory/registrar/academic-calendar-and-deadlines>. Assistance with submitting grades can be obtained by contacting the Registrar's Office at (315)792-3393. When entering mid-term grades, also enter the last day of attendance if a student has stopped attending.



## **Appeals**

The University recognizes that disputes about academic matters do arise. Academic Appeals are petitions to change a decision rendered about an academic matter, or requests to be exempt from an academic regulation. Grounds for appeal of an academic decision include a determination that an action by a faculty member was unfair, arbitrary, or capricious; or that the University's academic policies were applied incorrectly.

In order to resolve issues as efficiently as possible, the University requires the parties involved resolve the conflict informally whenever possible. Students should first address the issue with the relevant faculty member. If a student feels uncomfortable addressing the relevant faculty member, for whatever reason, students may choose to address the issue with another faculty member in the same department. If this does not resolve the issue, students should attempt to resolve the matter with the department chair and, if necessary, the school dean. If all of these fail to bring a conclusion to the matter, the student may appeal to the Academic Standards Committee, providing evidence that they followed the informal process and could not come to an agreement.

If a student has a question about what can be appealed to the Academic Standards Committee, or how to file an appeal, please direct the student to the Academic Appeals webpage: <https://www.utica.edu/academic/appeals.cfm>

## **Room Changes**

Utica University has a limited number of classrooms available. Every effort will be made to assign faculty members to a room appropriate to their course. If the classroom assigned is inadequate, please contact the appropriate school office and indicate specifically how the assigned room is inadequate. No room change requests will be honored until the second week of classes.

*Under no circumstances should faculty members change classrooms without requesting a change and receiving authorization to do so.* Classrooms are heavily used and a range of activities will be scheduled in rooms that appear empty. Changing rooms without approval will result in inconvenience to many people.

On some occasions, rooms will be changed without a faculty member's request. This is only done to alleviate overcrowding or because another class needs some facility a particular room has that is not being used. Faculty member cooperation will be appreciated.

## **Syllabus Requirements**

A syllabus is an outline of the work of the class. The purpose of the syllabus is to give students an outline of the course they are taking. For a complete list of syllabus requirements, visit this page:

[https://www.utica.edu/academic/facultyinfo/media/Syllabus\\_Requirements.pdf](https://www.utica.edu/academic/facultyinfo/media/Syllabus_Requirements.pdf)

## **Withdrawal from Class**

There are multiple parts of a term in every semester, and there are three distinct date ranges for each part of term:

1. The add/drop period - dropping a class during this period will result in the complete removal of the course from a student's record.
2. The withdraw period - withdrawing from a class during this period will result in a grade of WD on a student's transcript. This grade will not affect GPA. On the "deadlines" page, this date is noted as "Last day to WD without academic penalty."
3. The withdraw/fail period - withdrawing from a class during this period will result in a grade of WF on a student's transcript. This grade calculates as an F in GPA. On the "deadlines" page, this period begins after the "Last day to WD without academic penalty."

Courses that run for part of the term have different add/drop/withdraw schedules from those that run the entire term. All academic deadlines are posted on the Academic Calendar and Deadlines page:

<https://www.utica.edu/directory/registrar/academic-calendar-and-deadlines>

You can find the procedures for the withdrawal process on the registrar's web page at:

<https://www.utica.edu/academic/registrar/withdraw.cfm>.

Note that withdrawing from a class may affect financial aid. Students should consult with Student Financial Services prior to withdrawing.

**TELEPHONE NUMBERS:**

Arts and Sciences School	(315)792-3028
Athletic Center	(315)792-3051
Bookstore	(315)792-3193
Business and Justice Studies School	(315)792-3060
Center for Career Readiness	(315)792-3087
Center for Student Success	(315)223-2555
IITS Help Desk	(315)792-3115
Copy Center	(315)792-3145
Counseling Services	(315)792-3094
Diversity, Equity and Inclusion	(315)792-3101
Emergencies (campus)	#611 (Internal)
Health Center	(315)792-3094
Health Professions and Education School	(315)792-3075
Human Resources Office	(315)792-3276
Learning Services	(315)792-3032
Library	(315)792-3041
Payroll	(315)792-3063
President	(315)792-3222
Provost and SVP for Academic Affairs	(315)792-3122
Registrar	(315)792-3195
Campus Safety	(315)792-3046
Student Living and Campus Engagement (SLCE)	(315)792-3285
Student Life/Dean of Students	(315)792-3100
TRiO Student Support Services (SSS)	(315)792-3799