Guide for Adjuncts

Department of History and Politics

http://www.usfsp.edu/hp

Welcome to our department and campus! We are delighted that you are teaching courses in our programs. Whether you are joining us for the first time or are a returning adjunct, we hope this guide will be a useful reference on campus and department policies and procedures.

History, Political Science, Art History, and Philosophy are distinct academic disciplines that are typically housed in separate departments. In an effort to encourage interdisciplinary exchange, our college combined several disciplines into single administrative units. We find the alignment of our disciplines academically fortuitous. We have deep overlapping interests. Using our particular academic approaches, we seek to understand human beings, the nature of our political, international, and cultural associations, and the ways that our individual and collective pasts shape who we are, how we live, and what we want. All these inquiries seek to understand not just how humans do behave, but how we should behave. These common interests inform the content and style of our classes and permeate our research.

Most of the USFSP policies and procedures are posted at these websites:

Faculty Handbook:
http://www.usfsp.edu/academics/faculty_resources/facultyhandbook.htm

Academic Policies:
http://www.usfsp.edu/academics/faculty_resources/academic_policy.htm

**Academic Freedom** – Our department recognizes the rights of academic freedom in the classroom. We encourage faculty members to promote classroom discussion that is open and non-coercive and is tolerant of different opinions and political positions.

**Attendance** – 1) *Classes.* Be sure to check the exact times of your class meetings. You are expected to meet each class for the full time allotted. If you have an emergency and cannot attend class, please notify the students by sending an announcement through Blackboard e-mail. Also, please notify Harriett Fletcher at hfletch2@mail.usf.edu or 873-4156 and Jennifer Woroner at woronerj@mail.usf.edu or 873-4157 so a notice may be posted on the classroom door. 2) *Meetings* – department meetings are usually scheduled twice a term. You are not required to attend, but may if you wish. College and campus meetings are also scheduled each term. Again, you are not required to attend, but may if you wish.

**Blackboard** – If you have not used this interactive system for posting syllabi, grades, informational notes, and for other forms of student communication, please see the chair or associate chair to schedule a training session. All faculty members, including adjuncts, must use this means of notifying students and posting grades. (See Faculty Handbook)

**Calendar** – The academic calendar for USFSP, including the final exam matrix, is posted at [http://www.usfsp.edu/records/calendar.htm](http://www.usfsp.edu/records/calendar.htm) Please note that our final exam schedule is unique to our campus.

**Classrooms** – Each classroom is equipped with a phone. Use it if you need to contact USF police for an emergency or the audio-visual department for assistance with equipment. Be sure to turn off the overhead projector and doc cam before you leave the class.

You should visit your classroom, if possible, before the first day of class to make sure it is appropriate and equipped and to familiarize yourself with environment.
**Directed Readings** – Adjuncts generally should not approve students for enrollment in Directed Readings/Study classes. Please see the chair or associate chair for any exceptions.

**Dress Code** – Our department has no “dress code” for students or faculty.

**Evaluation** – Adjuncts who have never taught at USFSP or have never been evaluated will be evaluated by the chair of associate chair during the middle and/or end of the term. This may include classroom observation, which will be scheduled in advance of the visit.

**Final Exams** – Whether your final test is cumulative or sectional, all finals must be scheduled for final exam week, not before.

**Freshman mid-term grades** – All first year students (30 credits or fewer) must receive information regarding their performance approximately mid-way through the term. Be sure to follow-through when you receive notice that grades are due.

**General Education courses** – For each General Education course you teach, you must post the Student Learning Outcome(s) on the syllabus or on Blackboard. At the beginning of the term, please complete the form (sent by email) that indicates your means of assessment for the SLO(s). As soon as grades are submitted at the end of the term, complete and submit the form that summarizes student success with the SLO(s). The Student Learning Outcome descriptions: [http://www.usfsp.edu/ir/documents/GEandExit-levelSLOs.pdf](http://www.usfsp.edu/ir/documents/GEandExit-levelSLOs.pdf)

**Incompletes** – Because of your adjunct status, you should refrain from offering students the option of receiving an “Incomplete” in your class.

**Laptops and recording devices** – The department has no policy regarding the student use of laptops or recording devices in the classroom. If you wish to restrict such use, please note this in your syllabus and by announcement to the class.

**Mandatory first class day attendance** – Attendance must be taken at the first class so the Registrar can be aware of seat availability. The department has no
policy regarding whether you display the photo-roster and submit your attendance information through Blackboard during class or after class.

**Student issues** –


   If you have a student who causes problems, refer to these manuals and also discuss the problem with the chair or associate chair.

2) *Special needs*: students who have identified themselves to you because they need note-takers, extra time on exams, or other assistance are assisted on campus by Student Disability Services. Students who may need additional assistance should be referred to that office or to the Counseling Center. (See USFSP Policies and Procedures.)

3) *Class conduct* – you may set the rules regarding classroom attendance. This includes consequences for absences, leaving class early, laptop use, or missing assignments or tests.

**Syllabi** – Jennifer Woroner and the rest of the staff in the Dean’s office have provided you with information regarding syllabi contents and posting. If you have any questions, see the department chair or the associate chair.

Other questions about any policy or procedure should be directed to the Department Chair or the Associate Chair or course coordinator for Philosophy, Hugh LaFollette, or Art History, Sheramy Bundrick.