GALLAUDET
UNIVERSITY

ADJUNCT FACULTY RESOURCE GUIDE

2014-2015 ACADEMIC YEAR

CONTENTS

WELCOME TO GALLAUDET!

Adjunct faculty play an important role in the Gallaudet University community. Your professional experiences and perspectives help prepare our students for the demands of the working world; your flexibility enables departments to offer the courses best suited to the needs of the ever-changing student body; and your commitment and enthusiasm support our mission of providing high quality instruction and intellectual challenge. We hope this Resource Guide will facilitate your first semester at Gallaudet and support you as a teacher and member of our community. Please take special note of the required training on preventing discrimination and sexual assault (p.10-11) and the university's credit hour compliance policy (p. 7).

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UNIVERSITY MISSION

Gallaudet University, federally chartered in 1864, is a bilingual, diverse, multicultural institution of higher education that ensures the intellectual and professional advancement of deaf and hard of hearing individuals through American Sign Language and English. Gallaudet maintains a proud tradition of research and scholarly activity and prepares its graduates for career opportunities in a highly competitive, technological, and rapidly changing world. Gallaudet Mission

QUICK LINKS

Many of the resources described below (and much more!) can be found at Faculty and Staff Resources. Important policies and procedures governing your employment at Gallaudet can be found in the Administration and Operations Manual.

GETTING STARTED

EMAIL AND PASSWORDS

Your department secretary will submit a request to create a Gallaudet employment account for you. Once your account has been created, you will be able to access email, Blackboard, the university's learning management system (LMS) and Bison, the university's academic, financial, and human resource services center. Gallaudet uses one password for email, Bison, and Blackboard. You can set or change your password at Password Services.

IDS, OFFICES, KEYS, AND COMPUTERS

Your department secretary will assign an office space and complete a key request form. You will pick up your key and get your ID card made at the Department of Public Safety (DPS), in Carlin Hall. DPS offers a wide range of services, including campus safe walk and personal safety check, if you are working late, and vehicle jump start. Visit DPS Services for more information. You can also find emergency preparedness information on the DPS website.

If there are any problems with your office computer, you can submit a work request via the Help Desk. You can also visit the Help Desk Center in HMB W121 for quick questions, laptop repair, and other services.

If something needs repair in your office, you can submit a work request to Facilities@gallaudet.edu.

SHUTTLE AND PARKING INFORMATION

Gallaudet operates a continuous shuttle from Union Station and the NoMa/Gallaudet metro station. The Union Station bus stop is on the first level of the parking garage. The shuttle stops at the NoMa/Gallaudet metro station just before the stoplight at M St. and 2nd Ave SE. Current Schedule.

To park on campus, you must display a current hang-tag permit. These can be purchased at the DPS office in Carlin Hall. Parking Permit Information. During academic terms, parking on campus is zoned for faculty or students. During the summer terms, you may park in any lot. Please note that the 6th Street, West Virginia, and Brentwood gates are locked at 6 p.m. There is a pedestrian access gate at West Virginia that can be opened with your id card. Do not park in the lots opposite Gallaudet on 6th St., as these are for Union Market customers and you may be towed.

GALLAUDET ALERT AND EMERGENSEE

Subscribe to Gallaudet Alert to receive information about weather closing and delays, and other important notices.

EmergenSee is a mobile application that allows the user to connect directly to the Department of Public Safety by activating the app on their Apple or Android based phone. You can download the app from the DPS page.

CAMPUS DIRECTORY

Need to find someone? Search People.

TEACHING RESOURCES

BLACKBOARD, BISON, AND THE UNIVERSITY CATALOG

Many academic activities and resources can be handled through Blackboard and Bison. Gallaudet has an extremely high rate of Blackboard use (over 90%). Students will expect class information, assignments, readings, and grades to be available through your Blackboard course site. From Blackboard, you can also access course catalogs and schedules, and find essential university information. The Library offers various Blackboard services, such as scanning and posting readings to your site and video streaming. You can learn how to use the various Blackboard features by taking a workshop through eLearning, making use of drop-in hours, or online tutorials. Access Blackboard at my.gallaudet.edu. Find information about workshops and training here. Lynda.com, which provides online training in many software applications, is also available through Blackboard.

Starfish is a retention program available through Blackboard. You can track student attendance, including whether an absence was excused or unexcused, and late arrivals, raise flags and report concerns to the Academic Advising Office. Faculty will receive email reminders to complete Starfish reports at several points during the semester.

Bison is the place to find information about your course enrollments, submit mid-term and final grades, and much more. If you have concerns about a student in your class, you can find out who his/her advisor is by looking at your roster in Bison. GTS offers online tutorials in both English and ASL.

The University Academic Catalog is your definitive source of information for policies and procedures related to both undergraduate and graduate education.

CLASSROOMS

Your classroom will probably be already assigned, but if you have specific needs, communicate them to your department secretary. If you would like to request a room change or reserve a room for a special event, you can submit requests to Room.Reservation@gallaudet.edu. The Java Area, SAC Multi-Purpose Room, and Sub-Flex A/B can be reserved filling out a form at the Campus Activities Desk (across from the bookstore) or by emailing Campus.Activities@gallaudet.edu Some classrooms in SAC and SLCC are locked when not in use. You can usually open these by swiping your ID card. If that doesn't work, contact dps@gallaudet.edu and ask them to remote unlock the room.

MEDIA EQUIPMENT

Most classrooms are equipped with an instructor computer and multimedia/overhead projection system. Some classrooms also have smart boards and student computers. You will need to request one of these classrooms, as they are in high demand. Media Services can provide additional equipment, such as portable tv and dvd player, Elmo computer projector (great for putting hard copy readings on the big screen), tripods, and so forth. You can request additional classroom equipment for a one time or recurring event. Submit requests at the online Help Desk.

Another good media resource is the Echo360 rooms. In these rooms, you can record lectures or presentations, and students can record formal presentations. Faculty have a designated Echo360 studio in the eLearning Center, while students can use the recording studios in the SAC computer lab. More information.

Other information and tutorials about classroom technology can be found at the GTS Tool Box site.

INTERPRETERS/CART

If you need information about interpreters or Computer Assisted Realtime Captioning (CART), visit GIS.

OFFICE OF STUDENTS WITH DISABILITIES (OSWD)

OSWD offers services for students with documented second disabilities. To receive services, students must be registered with OSWD. If a student requests accommodations in one of your classes, you should receive an official letter from OSWD that explains what is and is not appropriate given the student's situation. If you have any questions, you can contact the OSWD Director, Patricia.Tesar@gallaudet.edu.

BOOK ORDERS

Submit your book orders to textbook@gallaudet.edu or to your department secretary as soon as possible. You will need to provide the author's name, book title, edition, publishing company, and ISBN (you can find this on the publisher's website or Amazon if you don't have a copy of the actual book at hand). The current semester textbook order form can be downloaded here.

IMPORTANT ACADEMIC INFORMATION AND POLICIES

GU STUDENT LEARNING OUTCOMES

Gallaudet University has approved five undergraduate student learning outcomes (SLOs). These are skills and competencies that we expect all graduates to possess. Every course students take at Gallaudet should help them develop in these areas. The university-wide outcomes are:

1. Language & Communication—Students will use American Sign Language (ASL) and written English to communicate effectively with diverse audiences, for a variety of purposes, and in a variety of settings.

2. Critical Thinking—Students will summarize, synthesize, and critically analyze ideas from multiple sources in order to draw well-supported conclusions and solve problems.

3. Identity & Culture—Students will understand themselves, complex social identities, including deaf identities, and the interrelations within and among diverse cultures and groups.

4. Knowledge & Inquiry—Students will apply knowledge, modes of inquiry, and technological competence from a variety of disciplines in order to understand human experience and the natural world.

5. Ethics & Social Responsibility—Students will make reasoned ethical judgments, showing awareness of multiple value systems and taking responsibility for the consequences of their actions. They will apply these judgments, using collaboration and leadership.

Each department/program has its own, more focused set of SLOs. These can be found on your department's website. Contact your department's assessment coordinator for further information. The Assessment Office website offers a variety of resources to assist you in developing course-level SLOs that will help achieve department and university level SLOs.

SYLLABUS REQUIREMENTS

Both the Council on Undergraduate Education (CUE) and the Council on Graduate Education (CGE) have adopted required syllabus templates. Click on the links to access the templates: Undergraduate and Graduate.

CREDIT HOUR COMPLIANCE

All faculty must follow the credit hour policy. This includes holding the appropriate number of weekly contact hours for the number of credits and assigning out of class work that meets the minimum expectation for time. If a class needs to be cancelled for any reason, a make-up activity needs to be scheduled and documented. Click to access the Credit Hour Policy for Undergraduate and Graduate courses.

OFFICE HOURS

Adjuncts should hold one or two office hours per week for drop-in consultations or appointments. Office hours can be held via videophone as well as physical offices. Allow students to schedule appointments at other times, in case their schedules conflict with your posted hours.

ACADEMIC HONESTY

Gallaudet's Academic Integrity Policy can be found in the course catalogs. A short statement of the policy and link to the full versions should be included in your syllabus, per CUE and CGE syllabi templates. Options for dealing with academic integrity violations range from a failing grade on the assignment or in class, to suspension or expulsion for repeated or extreme cases. Detailed instructions on how to proceed can be found in the Academic Integrity sections of the catalog. Please follow these carefully. Undergraduate policy and Graduate policy.

INSTITUTIONAL REVIEW BOARD (IRB)

Gallaudet's IRB oversees research on campus. Any research project involving human subjects, however informal, must receive IRB approval. **This applies to class projects that involve collection of data from people.** Review the guidelines before planning such course activities.

RUBRICS

You are strongly encouraged to use rubrics to evaluate the major assignments in your courses. The Office of Bilingual Teaching and Learning has developed several rubrics for ASL projects. For written English projects, you can use AAC&U Written Communication Rubric. Many other useful rubrics can be found on the AAC&U website. Share rubrics with your students so they know how you will be evaluating their work. Checklists for various assignments also help ensure students know what you are expecting from them.

ROSTERS

Class rosters can be downloaded from Bison. If a student in class is not on your roster, he/she will need to submit an add/drop form to the registrar's office.

COURSE OVERLOADS

Most classes have limits to the number of students who can enroll. You may add students to a closed class at your discretion. Keep in mind that room assignments are based on the maximum enrollment and that if you add too many students, you may need to request a bigger room. If another section of the course is available and open, encourage students to register for that one instead. Permission for overload may be granted via Bison prior to the term or by signing the permission box on an add/drop form.

ADD/DROP/WD DEADLINES

The academic calendar lists the various deadlines for students to add/drop/withdraw. If students want to add, drop, or withdraw from a class after the deadline, they will need to get the dean of CAS or SEBHS to sign the form. Students can find these forms on the Registrar's Office website.

COURSE EVALUATIONS

At the end of the semester, ask your department secretary for the course evaluation form. Select a student in the class to collect the student evaluations. You must not be in the room when students are filling it out. Once the evaluations have been completed, the designated student should return them to the department office.

FINAL EXAMS

Final exams or other activities may not be scheduled before the official final exam period; final papers or projects should not be due before then, either. Study Day should be reserved for optional review sessions. Faculty must follow the official final exam schedule published by the registrar's office to avoid conflicts with other courses. This schedule is not always available at the start of the semester, but can be found here when it is published.

GRADING AND STUDENT PRIVACY

For undergraduates and international students, midterm and final grades must be submitted through Bison within one week of midterm and final exam periods. Submission of midterm grades for graduate students is encouraged as well. The Registrar's Office emails reminders before each deadline, but adjunct faculty should consult the academic calendar for deadlines in case their names are not on the mailing list. Official grade scales can be found here: Undergraduate and Graduate.

Incomplete grades may be given only when illness or other unforeseen, but justifiable reasons make it impossible for the student to complete coursework by the end of the semester. Incompletes should not be given to students who are simply not doing well in the class. Documentation of the reason for the incomplete must be attached to the incomplete grade contract form, available here. The incomplete contract must be submitted to the registrar's office by 4:30 pm on the last day of classes. After this, a dean's signature is required to give an incomplete grade. When the coursework is completed, you must submit a change of grade form to the registrar's office. Your department should have copies of this form. If the student does not complete the coursework and the grade is not changed by the seventh week of the following semester, the incomplete grade will become an F.

Students' privacy rights do not allow you to post their grades in a public area using their name, social security number, or part of the SSN. Do not leave graded student work in a public area for pick-up either (e.g., in a box outside your office). You must have written permission to discuss a student's grades or class performance with a family member or other third party. You do not need student permission to share this information with a university official with a legitimate educational right to know, such as academic advisor, department chair, or dean. Here is a short summary of FERPA requirements.

CAMPUS RESOURCES

LIBRARY

The Gallaudet library offers many resources for faculty. Library staff can come to your class to lead presentations about research skills and strategies, develop content guides for your courses, and assist you in locating teaching resources. Visit the library webpage for more information and contact the appropriate librarian in your area.

GALLAUDET TECHNOLOGY SERVICES (GTS)

Already mentioned frequently in this guide, GTS is your one-stop shop for technology needs.

TUTORING/SUPPLEMENTARY INSTRUCTION

Students can receive tutoring in ASL, English, and math, academic survival skills, and selected courses from Tutorial and Instruction Programs (TIP). Both walk-in and appointments are available, as well as some online writing support services. The tutoring center also offers Supplementary Instruction (SI) for classes with high D/F/WD rates. Students can also make use of Grade Results, an online tutoring resource. Grade Results can be accessed via your course Blackboard site (find the icon under Course Tools) or view a tutorial. Get more information at the TIP website.

OFFICE OF BILINGUAL TEACHING AND LEARNING (OBTL)

The OBTL website has a number of resources for teaching and evaluating academic ASL.

OFFICE OF FACULTY DEVELOPMENT

The Office of Faculty Development offers workshops and other events focused on improving teaching and learning. Events are open to the entire Gallaudet community. Adjuncts can also access the resources on the Faculty Development website and the intranet Blackboard website (look for it under My Organizations Plus, when you first log in to Blackboard). Short online professional development modules are also available for adjunct faculty, as well. Contact the Faculty Development Fellow for more information (Jill.Bradbury@gallaudet.edu).

ONLINE LEARNING

GTS offers technology focused training, while the Office of Distance Education offers instructional design resources for teaching online courses. Contact Tammy.Weiner@gallaudet.edu for more information. Some resources are also available through Blackboard on the Faculty Development site. If you cannot access this site, please contact the Faculty Development Fellow for assistance.

CONFLICT RESOLUTION

You can get advice on workplace or classroom conflicts through the Ombuds Office. The office is a safe place to go where concerns can be discussed confidentially and informally. Formal complaints can be made through the university's EEO Office. Issues with student behavior can be addressed via the Office of Student Conduct or the Behavioral Intervention Team (report.BIT@gallaudet.edu). If a situation is serious and may result in harm to you or the campus community, notify DPS (202-651-5555 Voice/Videophone Emergency or dps@gallaudet.edu) or call 911 immediately.

SEXUAL MISCONDUCT REPORTING

Under Title IX, Gallaudet faculty must report sexual misconduct if it comes to their attention. Faculty may learn about incidences of sexual harassment or violence through conversations with students, class work (e.g. journals), or in others ways. Regardless of whether the student requests confidentiality, the incident took place in the past, or happened off campus, the faculty member is legally obligated to report this information to either DPS

or the campus Title IX coordinator. For more information or to file a report, contact Sharrell McCaskill, EEO Programs Director (Sharrell.Mccaskill@gallaudet.edu) or DPS Director Ted Baran (Theodore.Baran@gallaudet.edu). For more information, visit the DPS website.

All adjunct faculty must complete Title IX compliance training by January 31, 2015 or before the start of their employment at Gallaudet. The training is online and can be accessed through Blackboard under My Organizations Plus. Click on the link "Preventing Discrimination and Sexual Assault." This will take you to the training.

ADDITIONAL INFORMATION

CAMPUS DINING

Campus eateries include Hansen Dining Plaza, Marketplace Café, GUKCC Bistro (breakfast and lunch), and the Rathskellar (evening hours). Show your Gallaudet Faculty ID to get a 10% discount at the Marketplace and Rathskellar.

POOL/GYM

Faculty may use the campus gym without charge. A semester pool pass can be purchased for about $30. For more information, visit Aquatic Activities.

CAMPUS MAP

EXTERNAL RESOURCES

Adjunct Nation
Adjunct Faculty ToolKit
Bianco-Mathis. (1996) *The Adjunct Faculty Handbook*. Sage Publications
Greive D. (2005) *A Handbook for Adjunct & Part-Time Faculty & Teachers of Adults*. Adjunct Advocate Inc.
Lyons R. (1998) *The Adjunct Professor's Guide to Success: Surviving and Thriving in the College Classroom*. Allyn & Bacon Publishers.

ABOUT FDO

The Office of Faculty Development supports full and part time faculty in their roles as teachers and members of the bilingual, diverse, and multicultural Gallaudet University community. Our goals are to:

- Promote evidence-based instructional innovation and effectiveness through workshops, faculty learning communities, and other events.
- Support the development of new faculty as teachers and their integration into the campus community.
- Foster cross-disciplinary collaboration; facilitate the sharing of resources, skills, and knowledge across programs; and partner with other professional development units.
- Strengthen the academic culture at Gallaudet by raising awareness of current developments in the field of teaching and learning, especially related to bilingualism, visual language and learning, and diversity.
- Advocate for and participate in teaching and learning initiatives at the institutional level.