



University
of Houston
Clear Lake

**ADJUNCT FACULTY HANDBOOK
2016-2017**

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FOREWORD

The University of Houston-Clear Lake Adjunct Faculty Handbook has been developed as an information resource and guide for UHCL adjunct faculty. Although it is not a comprehensive document, it has been designed to provide resource and policy information related to UHCL. This publication does not supersede any Federal, State or local law, nor University policies or catalogs. We are releasing it for general guidance, but it is not a contract, and University policies, for good and sufficient reason, must reserve the right to deviate from the conditions and procedures described herein.

Specific questions arising regarding current policies, interpretation of policies or information not covered in this document should be directed to the Office of the Dean in the individual Colleges or the Office of the Senior Vice President for Academic Affairs and Provost. Suggestions for revisions of this document should be directed to the Associate Vice President for Academic Affairs.

INTRODUCTION TO UHCL

The University of Houston-Clear Lake, authorized in 1971 by the 62nd Texas Legislature, offers upper-level and graduate programs for students in the upper Gulf Coast of Texas. UHCL's third President, Dr. William A. Staples, was named President in May 1997. A 524-acre natural environment surrounds the university's five principal buildings. The Bayou Building houses the majority of classrooms, faculty and administrative offices, alumni relations, bookstore, cafeteria, computing services, laboratories, copy services, mail room, university police, theater, and the library. Painting, ceramics, weaving and photography studios, educational centers, teaching methods labs and the psychology facilities are located in the Arbor Building. The Delta Building accommodates student computer laboratories and computing faculty offices. The Student Services and Classroom Building (SSCB) opened for classes in fall 2004. This three-story, 160,000 square foot building houses 20 additional classrooms, computer labs and general faculty offices. In addition, the SSCB provides centralized student support including The Writing Center, The Fitness Zone, The Health Services Center, Student Success Center, Student Assistance Center, a one-stop, front-line service for admission, registration, payment and other information. The Central Services Building is headquarters for scheduling and space planning, building and grounds operations, and vehicle maintenance. The University Forest apartments, is a privately owned and managed 136-unit apartment complex is located on the university campus. In 2007, the Texas Higher Education Coordinating Board approved creation of UHCL Pearland Campus. Developed as a partnership between UHCL and the City of Pearland, the facility features eight media-equipped classrooms, two teaching labs, a computer lab, a library and a variety of student resources. Classes began in Fall 2010.

UHCL is accredited by the Commission on Colleges of the Southern Association of Colleges and Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award baccalaureate, masters' degrees and doctorate degrees. The university also has individual accredited programs. The College of Business (BUS) maintains accreditation by the Association to Advance Collegiate Colleges of Business (AACSB) International. The College of Education

(COE) is accredited by the), 2010 Massachusetts Avenue NW, Suite 500, Washington, DC 20036; Telephone number 202-466-7496. This accreditation covers all of the institution's initial teacher preparation and advanced educator preparation programs. COE is also accredited by the Texas State Board for Educator Certification. The College of Human Sciences and Humanities (HSH) is accredited by the Commission on Accreditation for Marriage and Family Therapy Education, the Association for Behavior Analysis International, the Council on Social Work Education, and the Association for Assessment and Accreditation of Laboratory Animal Care International. HSH's Psychology Program is approved by the National Association of School Psychologists and the curriculum in Fitness and Human Performance Program has been recognized by the National Strength and Conditioning Association. In addition, HSH's Humanities Program is a full member of the Association for Graduate Liberal Studies Programs, and; its Clinical Psychology Program is a member of the Council of Applied Masters Programs in Psychology. The College of Science and Engineering (CSE) is accredited by the Accreditation Board for Engineering and Technology (ABET) and the American Chemistry Society. The University Counseling Services is accredited by the International Association of Counseling Services.

The University is authorized by the Texas Higher Education Coordinating Board to confer eight degrees in 39 undergraduate and 45 graduate majors. See the UHCL Catalogs in the General Program Requirements section for a list of degrees.

Known for its excellence of instruction and service to adult learners, the University provides education to a diverse student population from the state, the nation and abroad by offering programs on and off campus.

MISSION STATEMENT

The UHCL mission statement is maintained and posted on the Office of the President's website (www.uhcl.edu/president).

CONTRACTUAL MATTERS FOR ADJUNCT FACULTY

Philosophy

A university is known and evaluated by the quality of faculty it hires. Likewise, the outcomes of courses undertaken are determined by the quality of material presented to the students. The University of Houston-Clear Lake commits to the highest quality of education possible by enhancing the critical and creative skills of adult students through study in the arts, sciences, and professions. Intellectual breadth and depth are strongly emphasized in the curriculum of all Colleges throughout the university.

Teaching excellence, supported by highly qualified faculty and staff members who are professionally active and current in their professional fields is paramount at the institution. In working with students, faculty, staff and administrators are committed to providing a humane, responsive and intellectually stimulating environment in which everyone can learn and work productively. Adjunct faculty members are, and will remain, one of the most important and valuable assets of this university. The select

group of highly motivated and well-qualified adjunct faculty brings up-to-date information into the classroom where it is integrated with proven principles and philosophies.

Qualifications

The Southern Association of Colleges and Colleges requires that all faculty at an accredited University teaching graduate courses must hold a terminal degree. The majority of faculty teaching at the undergraduate level at UHCL holds the Ph.D. or other appropriate terminal degree. In some instances, highly qualified or specially credentialed instructors with a significant number of graduate courses in the area taught are on the UHCL faculty. In all instances adjunct faculty teaching must hold at least a master's degree with at least 18 graduate semester hours in their teaching field.

Equal Opportunity

The University of Houston-Clear Lake commits to providing equal educational, programmatic and employment opportunities for all persons regardless of race, color, gender, age, religion, national origin, veteran's status, disability or sexual orientation. Inquiries concerning laws and regulations governing employment should be directed to the Office of Human Resources.

Academic Freedom

All faculty shall have certain privileges and responsibilities under the right of academic freedom in keeping with The University of Houston System Board of Regents Policies. This right entitles the teacher to freedom in the classroom in discussing subject matter, but likewise be careful not to introduce into teaching controversial matters that have no direct relation to the subject. The college or university teacher is a citizen, a member of a learned profession and an officer of an educational institution. When teachers speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, teachers should remember that the public may judge the teaching professionals and their institution by the teachers' utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not institutional spokespersons.

Initiating the Application Process

The application process is initiated in the College in which the adjunct professor will be teaching. The College will contact prospective adjuncts to complete required forms.

All members of the University faculty must have submitted the following documentation - faculty candidate profile, current curriculum vitae, and three letters of reference.

It is the responsibility of the adjunct faculty member to contact the references and ask that the letters of recommendation be sent directly from the institution to the office of

the dean or associate dean. Official transcript showing confirmation of the highest degree obtained, to be mailed directly to the appropriate College administrative office.

Additional documentation and information dissemination is required by the Office of Human Resources as outlined in the Temporary/Part-Time Employment Manual <http://prtl.uhcl.edu/portal/page/portal/HR/EmployeeGuide/PartTimeEmployeeManual>

The Immigration Reform and Control Act of 1986 requires all prospective employees show acceptable proof of identity and authorization to work upon becoming employed. Failure to provide acceptable documentation will delay hiring. Prospective employees are directed to the Temporary/Part-Time Employment Manual for definitions of acceptable documentation that must be provided http://prtl.uhcl.edu/human-resources/hr-forms/I-9_List_of_Acceptable_Documents.pdf. It should also be pointed out that this documentation must be completed prior to the first class period. Failure to complete this documentation may result in cancellation of the offer to teach. All questions regarding inclusion on the payroll should be directed to the associate dean in the respective college unless otherwise directed.

A person who has previously served as an adjunct and who is returning following a break in service to UHCL adjunct employment may be required to repeat the application and immigration documentation process in compliance with federal law. The employing college is advised to check the I-9 status of any prospective adjunct by calling the Office of Human Resources prior to the adjunct's first day of work. Transcripts and reference letters used in the application process are kept only 5 years. An adjunct whose break in service is 5 or more years may be required to submit original transcripts and new reference letters.

Contractual Agreement

Each adjunct faculty will be offered a contract in the form of a contractual letter. This letter will extend a conditional offer for a part-time position at the University of Houston-Clear Lake to teach a specific course or courses. It will clearly state the course or courses to be taught along with the remuneration to be received for each course. The University is permitted to employ adjunct faculty only after all full-time faculty members' schedules have been filled. Adjuncts may teach a maximum of two courses per semester. Adjunct appointments must be considered conditional until student registration for the current semester has been concluded. The adjunct faculty appointment will be for the duration of the indicated semester and does not carry a standard university rank for the purpose of accumulating credit toward tenure. All appointments will be made by the dean or the dean's designee of the college responsible for the course offering, but will be subject to approval by the Senior Vice President and Provost.

Upon receipt of the contractual letter, the adjunct faculty must sign one copy of the letter in confirmation of their acceptance of the stated terms. The signed letter should be returned to the dean as soon as possible to facilitate the hiring process. If the new adjunct faculty member is presently employed by another State agency, this fact should be noted on the face of the letter. In this case, it is necessary to complete a Consulting and Paid Professional Services Form http://prtl.uhcl.edu/portal/page/portal/HR/HRForms/HR_Forms-

[Documents/Consulting and Outside Employment Form.pdf](#) to assure compliance with state regulations. No adjunct may begin teaching a class without submitting a signed contract.

Office Hours

Every class shall normally require two office hours, although the actual number of office hours will vary depending on the nature of the faculty member's assignment. At least one third of the total hours per week are to be face-to-face in faculty's assigned office, except part-time faculty members who are teaching only on-line courses. Up to two-thirds of the total hours per week should reflect the faculty member's teaching assignment.

Adjunct faculty members are expected to schedule two office hours per week for each course taught. This may be handled by pre-arrangement with the student or students, through e-mail consultations or office hours. The adjunct faculty member should be accessible for student consultation at hours close to class times.

Fringe Benefits

Adjunct faculty members are not eligible for fringe benefits, such as insurance, retirement or sick leave. Adjuncts currently enrolled in Teacher Retirement System (TRS) through a school district must notify the benefits coordinator in the Office of Human Resources and are required to contribute to TRS.

Evaluation and Renewal

All instructors are required to administer teaching evaluation forms to each class near the end of the semester. Evaluations are available for review, upon request, after semester's end. These evaluations are retained in the appropriate College's administrative office and are considered as part of the contract renewal process. If an adjunct faculty member is to be retained to teach during subsequent semesters he or she must have satisfactory reviews. Each semester of employment requires a new contractual letter.

Salary

Salaries vary from course-to-course and College -to-College, depending upon such factors as demand of the discipline, credentials and length of employment.

Teaching Responsibilities

Adjunct faculty members are responsible for the instructional quality and the overall conduct of the courses which they teach. This responsibility includes, but is not limited to, the conduct of lectures and or laboratory sessions, evaluation through examinations or other appropriate methods, recitation sessions and homework. Course content should reflect the focus described in the catalog course description. All faculty should be mindful of cultural and gender sensitivities and of the needs and sensitivities of the disabled. The final assignment of grades remains the sole

responsibility of the individual faculty member responsible for the course. Please refer to the policies and procedures in the Student Life Policies Handbook and in the UHCL Catalogs or seek assistance from the appropriate administrator in the College for guidance on academic issues.

Receiving Checks

In long semesters, adjunct faculty salaries are paid over a period of four or five months for each semester.

Direct Deposit of Payroll

Direct deposit is convenient, saving trips to the bank; safe, avoiding lost or stolen checks; and fast, allowing immediate access to funds on payday. Fiscal considerations compelled the University of Houston System to adopt a policy of mandatory direct deposit of payroll checks on September 1, 1992. Any individual who is unable to establish a direct deposit of their payroll check must contact the Office of Human Resources.

It generally takes two pay cycles for direct deposit to begin. Prior to direct deposit taking effect, a message appears on the paycheck stub indicating the direct deposit account number. This number should be verified immediately. If any discrepancies exist, contact the Office of Human Resources. At the next pay period, instead of receiving a regular paycheck, your earnings statement reflecting the direct deposit amount and account information will be available in P.A.S.S (Personal Advantage Self Service). Every pay day, you should contact your financial institution to verify that the account has been credited with the appropriate amount.

TEACHING ASSIGNMENTS

Teaching assignments are made by the faculty chair or associate dean and are specified in a contractual letter.

THE COURSE SCHEDULE

All classes meet as scheduled. Instructors should begin and end classes at the designated time to provide students the required number of hours of instruction. Instructors should utilize the entire class period. Official holidays are published in the schedule of classes for each semester. Instructors are expected to respond to fire drills along with their students by vacating the building via the closest stairwell and continue to the nearest parking lot.

THE COURSE SYLLABUS

(Also, see College section below)

A syllabus clarifies the structure, organization and content of the course. A copy of the syllabus should be distributed to each student during the first or second class period. Colleges require that a copy also be sent to the Associate Dean and may require that the syllabus be submitted for review and approval prior to distribution.

Instructors should state their class policies clearly and completely. Any revisions to the syllabus should be reissued in written form.

If you need assistance in writing a syllabus, you should contact your College administrators.

The syllabus should include, at a minimum, the following information:

- Course Number and Title
- Instructor Name
- Office Location
- Office Hours
- Telephone Number
- E-Mail Address
- Semester, Year, Days, Time and Meeting Place
- Prerequisites (as stated in the Catalog)
- Textbook and other necessary materials
- Course description
- Learning Objectives and Learning Outcomes -- what you expect the students to achieve by course completion. Please formulate these as student learning objectives and not a list of course topics. Objectives should tie into evaluation.
- Course Format - methodologies by which the course is taught, such as discussion, role playing, lecture, simulation, group work, etc.
- Method of Evaluation--criteria for determining student grades; number of exams, written papers, oral presentations, etc. and the weights assigned to each; final grade determination.
- Schedule of assignments for each class period during the semester - it is advisable to indicate that the schedule is subject to change.
- Course policies including attendance); incomplete; missed or late assignment; make-up exams and other relevant policies
- Student Academic Adjustment Statement
"The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of accordance with Section 504 and ADA guidelines, each University within the System strive to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact your University's student disability services center 281-283-2648".
- Six drop rule. In Texas, Students are not allowed to drop more than six classes after the "Census Date" from initial registration. Undergraduate students who start as a first-time undergraduate at any Texas public community college, four-year college, or university in the fall of 2007 or later, can't drop more than six courses during entire Texas college career
- Academic Honesty Code:
http://prtl.uhcl.edu/portal/page/portal/DOS/Documents_and_Forms/Academic_Honesty_Policy.pdf

ACADEMIC HONESTY POLICY

The Honesty Code

Academic honesty is the cornerstone of the academic integrity of the university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior.

Because honesty and integrity are such important factors in the professional community, you should be aware that failure to perform within the bounds of these ethical standards is sufficient grounds to receive a grade of "F" in the course and be recommended for suspension from UHCL.

The Honesty Code of UHCL states "I will be honest in all my academic activities and will not tolerate dishonesty."

Academic Honesty Policy

The Academic Honesty Policy and its procedures must govern all alleged violations. The complete policy and procedures can be found online and in, the Student Life Policies Handbook and the Faculty Handbook.

Adjunct faculty members are expected to adhere to the same standard of conduct as full-time faculty. After becoming familiar with the policy, adjunct faculty should direct further questions to the Associate Dean of their respective College.

STUDENTS' ATTENDANCE

Regular class attendance is expected of all students. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the university expects instructors to maintain reasonable standards.

GRADES

Grading Policy (Approved by University Council 4/22/99).

Only the course instructor may assign a grade for a student.

Grade Changes

Grade changes are allowed for only one of the following three reasons:

- a) Removal of an incomplete grade
- b) Result of a grade appeal or hearing
- c) Correction of instructor error

Other than removing an incomplete grade, grades will not be changed on the basis of extra work submitted after final grades are assigned.

Grade changes may be made by the instructor or the appropriate Associate Dean in the absence of the instructor. After one long semester, a grade change submitted by

an instructor must be approved by the Associate Dean of the College in which the course is taught. Grade changes must be filed in the Office of the Registrar within one year after the initial grade is posted.

After one year, permission of the Associate Vice president of Enrollment Management is required on grade change requests. The grading system and descriptions of letter grades are also available in the UHCL Catalogs. Grade changes resulting from the completion of In Progress ("IP") or Incomplete ("I") work may only be initiated by the instructor of record or the Associate Dean.

The preferred method of changing a grade is from the Faculty Center in E-Services. This ensures a quick and timely update to the student's record. However, Grade Change Forms are available from the Associate Deans' Offices and the Office of the Registrar. When the form is processed, the Registrar's staff will compare the instructor's signature on the form to their signature on file. If the signatures match, the grade is changed on the student's permanent record electronically and thereby noted on the grade roster. The student and faculty member is notified once a grade change has occurred.

Standards

The University grading system uses 16 marks to record the performance of students in courses. Letter grades of A, B, C, D, and F with marks of plus or minus are acceptable. Exceptions are the grades of A+, F+ and F-, which are not valid. These marks are used in grade reports and transcripts and are further defined in the Catalogs.

Grade distribution reports are available in the associate dean's office so that faculty may compare their grading standards with those of other instructors or those teaching the same course.

Definition of Letter Grades (Undergraduate)

Performance in the range of "A" represents exceptional scholarship and intellectual initiative in accomplishing course goals and objectives.

Performance in the range of "B" represents solid or significant achievement in accomplishing course goals and objectives.

Performance in the range of "C" represents average or satisfactory achievement in accomplishing course goals and objectives.

Performance in the range of "D" represents the minimally acceptable performance in accomplishing course goals and objectives.

An "F" performance represents unsatisfactory or below minimally acceptable achievement in accomplishing course goals and objectives.

Grades of "+" or "-" are refinements of the letter grades, represent grade point variations and may be used at the discretion of the instructor.

Definition of Letter Grades (Graduate)

Performance in the range of "A" represents exceptional scholarship and intellectual initiative in accomplishing graduate level course goals and objectives.

Performance in the range of "B" represents competent achievement in accomplishing graduate level course goals and objectives.

Performance in the range of "C" represents minimally acceptable performance in accomplishing graduate level course goals and objective. A "D" or "F" performance represents unsatisfactory or below minimally acceptable performance in accomplishing graduate level course goals and objectives.

Grades of "+" or "-" are refinements of the letter grades described above and represent grade point variations and may be used at the discretion of the instructor.

GRADING PROCEDURES

For more information, see 11.3 in Faculty Handbook. These procedures are also available in the UHCL Catalogs.

Class Roster

Class rosters are available via E-services in the Faculty Center. The first day class roster is available on the first day of class. It contains the name of each student officially registered in the class. Students not listed on the roster should be referred to the Office of the Registrar immediately to resolve their schedule discrepancy problem.

Grade Rosters

Grade Rosters constitute the official record of grades reported by instructors for all students officially enrolled at the University. Semester Grade Rosters are produced electronically by the Office of the Registrar and are made available online for a specified period of time before the grading deadline. This window of opportunity varies. Approximate time for spring is 3 weeks, for summer 9 days, and for fall 2 weeks. Only faculty who are the official instructor of record will be allowed to enter grades online. Once grades are entered and saved, print out a copy of that roster online for future reference and confirmation of grades. An online grading document will be provided by the Office of the Registrar when grade rosters are made available online. The document includes the dates for online grading availability and contact information for assistance with grading issues or questions. Those dates will be announced mid-semester by the Office of the Registrar.

The deadline for submission of Semester Grade Rosters is on the published date. Grades of No Grade ("NG") are assigned to students when Grade Rosters are missing or late. Once a "NG" is assigned, the instructor must complete a Grade Change Form for each student on the Grade Roster. Students who receive an NG may not be eligible for the Dean's List or Graduating with Honors. In addition, decisions regarding suspension/probation and graduation may be affected if Grade Rosters are not submitted in a timely manner. It is imperative that all Grade Rosters

be entered online prior to the deadline date. Valid grades are noted on the grade roster. Effective Fall 1990, the university adopted the use of plus/minus with letter grades. Only the grades indicated on the roster are acceptable. Input of invalid grades will result in an error and the inability to save the roster's grades. If a student has officially dropped or withdrawn from the class, a grade of WQ or WX will already have been recorded on the Grade Roster. A grade of WX cannot be assigned by the instructor to a student who has not officially withdrawn.

Completing the Grade Roster

The Grade Roster is available via the Faculty Center in E-services by the official instructor of record. The Online Grading Documentation will be provided by the Office of the Registrar each semester. The input of grades period and grading deadlines will be published in the Online Grading Documentation and will be strictly adhered to.

Grades of In Progress ("IP") are only valid for Master's Thesis, Project, Dissertation Residency and Internship classes that are still in progress. Grades of Incomplete ("I") are given only under special circumstances within the framework of an agreement worked out between the student and the instructor. The Incomplete Grade Contract must then be submitted to the Associate Dean's office of your College. Faculty should review the grades they submitted. Grades can be reviewed from the Faculty Center in E-Services. If discrepancies are found, the faculty member should notify the Office of Academic Records immediately.

Incomplete Grades

A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incomplete grades are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of "I," instructors provide students with an Incomplete Grade Contract which outlines the work to be accomplished before the "I" can be converted to a final grade and specifies a deadline date; this contract constitutes an agreement between instructors and students. A grade of "I" must be resolved within the time limit set by instructors; however, such limits may not be extended beyond the last day of classes of the next long semester following the semester in which the "I" was assigned. Failure to resolve an "I" will result in its conversion to a final grade of "F" on students' permanent records. An "I" can be converted to a final grade only. A notation regarding a grade changed from an incomplete will appear on the student's transcript. Students should not reregister for a course to complete a grade of "I." If any portion of the course must be repeated, students must sign up as an auditor for the course and pay appropriate fees. The Incomplete Grade Contract must be submitted to the Associate Dean's Office of their College.

Students on academic probation, who have outstanding "I" grades, will remain on probation until all incomplete grades are resolved. Students who have accumulated two or more unresolved grades of "I" may not register for additional courses without

the approval of the appropriate Associate Dean. "I" grades are not calculated in the GPA. An "I" which has been changed to a grade or has been converted to an "F" will be recorded and academic action taken during the semester of the grade change.

AUDITING COURSES

Students may audit courses if they meet the admission requirements of the University and have the permission of the course instructor. Application forms to audit a course may be obtained from the appropriate Dean's office. Registration to audit a course is on a space-available basis. Only after all registration for a Semester has been completed, and after determination is made that space is still available - will individuals be assigned to particular courses for auditing purposes.

Students who audit a course are eligible to attend class only. Auditing does not include any further participation in class and does not provide a grade for the course. No official registration at the University is noted on the student's record; the student is not on the official class roll; and the student will not appear on the Semester Grade Roster. Auditors, except for senior citizens, pay regular tuition and fees.

WITHDRAWAL FROM A COURSE

The University has policies governing voluntary withdrawal, administrative withdrawal and the assigning of the withdrawal mark. These policies can be found in more detail in the General Program Requirements section of the Catalogs. Students who drop a class or withdraw from all classes after the semester census date of the semester or session, but no later than the withdrawal deadline as stated in the Academic Calendar will receive one of the following grades: "WQ" (Student-initiated drop, No Evaluation) or "WX" (Administrative Drop or Withdrawal, No Evaluation). These grades imply no evaluation of students' performance prior to the withdrawal. Students who do not withdraw prior to the deadline will be given a final grade by the instructor based on performance.

ABSENCE FROM CLASS

The University expects each class to meet as scheduled. If an instructor needs to be absent, the Associate Dean's office should be contacted. This contact should be made in a timely manner in order to facilitate making alternative arrangements for the instruction of the class and to notify students. Regular class attendance is expected of all students. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the university expects instructors to maintain reasonable standards.

If you wish to know if the University has been closed due to bad weather, please contact the University Hot Line (281-283-2221).

TEXTBOOK SELECTION PROCESS

Adjunct faculty should check with the academic program administrator concerning the textbook selection process for the assigned course. It is common practice, in multiple section courses, for all adjunct faculty members to use the same textbook. In this case, it is likely that the textbook you use has already been selected. Your academic

program administrator can give you relevant course information, and help you in processing book order forms for the University Bookstore. The bookstore does not supply desk copies of textbooks. Desk copies can be obtained from the academic program administration. Book orders should be processed through the Associate Dean's or division chair's office.

Please do not directly contact the University Bookstore.

COURSEPACKS

The University of Houston-Clear Lake strictly adheres to US copyright law. Adjunct faculty who wish to assemble materials to be distributed to classes and have them copied and sold in the University Bookstore must obtain a Print Request form either from the Associate Dean's or Division Chair's office or from the University Bookstore. Permission to publish copyright clearances must be obtained by the instructor and submitted with the form or by the University Bookstore. All Print Request forms must be signed by the Associate Dean of the appropriate College.

CLASSROOM ASSIGNMENTS

Classrooms are assigned during the scheduling process. Should your classroom be inappropriate for the course you are instructing, contact the Associate Dean in the College in which you are teaching.

SUITE ASSIGNMENT

Adjunct faculty will be assigned a workspace in a faculty suite to conduct office hours and prepare for class or to perform other duties associated with teaching. Secretarial support will be available through the suite secretary in the assigned suite. Computers are available in computing labs and with limited access in the suites. A UHCL account is the University's official vehicle for communications with adjunct faculty. A Computer Account Application form should be included in your orientation packet. You must complete and return the form to open an account. If you did not receive a form in your packet, please see the Associate Dean to request a form. The account may be renewed each subsequent semester with notification from the Associate Dean to Computing. However, if there is a semester break in your employment, the account will be closed and you must submit a new form to open a new account. Mail and telephone messages may be forwarded to the suite secretary and office suite to which you are assigned. Check with the suite secretary for telephone and post office box numbers to be used. You also will have a faculty liaison appointed with whom you can discuss any academic concerns such as syllabus preparation, course content, and grading standards.

ACCESS/KEY REQUESTS

Access Cards and Key Requests for assigned office are only accepted via the online form at this link - <http://prtl.uhcl.edu/police/online-services>

ID CARD

The Office of Human Resources issues your photo ID card. You will need to obtain this ID card as soon as possible. The ID card serves as your library card.

PARKING

Parking regulations require that all employees display a parking permit on the inside rear view mirror of their automobile. Permits are transferable to any vehicle you operate and park on campus. Adjuncts receive a reduced rate on parking. The pay schedule is as follows: \$20.00 per long semester/\$15.00 summer/\$40.00 annually. To purchase a student, faculty or staff permit, visit <http://uhclparking.t2hosted.com>. Guest passes may be purchased at kiosks located throughout campus. For more information, contact the Parking Department at 281-283-2277, email parking@uhcl.edu.

ALFRED R. NEUMANN LIBRARY

UHCL's Alfred R. Neumann Library, named after the university's founding chancellor, provides students with online access to thousands of books, journals and scholarly resources. UHCL librarians offer personal research assistance to students via online chat or face-to-face at the library reference desk and tips on navigating search interfaces, retrieving information and evaluating information for use in scholarly research. Visitors can receive help formulating effective search queries, becoming familiar with controlled vocabulary searching and identifying the best online resources out of a collection of more than a 100 subscription-only databases - most with full-text articles. Classes are available in research procedures tailored to particular courses. Students may also make appointments with librarians in a comfortable one-on-one environment to explore more in-depth instruction on library research strategies.

UHCL students, faculty and staff may also borrow books from UH and UH-Downtown quickly and easily through the shared catalog. The Texshare card, available upon request in Neumann Library, allows a UHCL student to go to any academic or public library in Texas and check out a book, which can then be returned to Neumann Library. The library's interlibrary loan service will borrow requested materials from any library in the country through a national interlibrary loan network. Neumann Library offers 43 fixed computer workstations and for student use.

The library occupies approximately 80,000 square feet in the Bayou Building and contains collaborative study spaces, lap-top friendly study space and a soundproof quiet study room. The library houses more than 510,000 volumes, and 315 ebooks, and provides access to 78,600 electronic periodicals. The library has a collection of international films on DVD, and subscribes to several educational video databases which offer up to 38,000 streaming videos. A curriculum library for education students contains K-12 textbooks, classic children's literature and a review center for recent children's literature. Neumann Library also includes university archives, which houses the NASA Johnson Space Center History Collection in addition to the university collections.

COMPUTING AND TELECOMMUNICATIONS

The University Computing and Telecommunications (UCT) Support Center serves as the first point of contact for all computing and telecommunications needs. The center is open Monday through Thursday, 8 a.m. – 10:30 p.m., Friday and Saturday, 8 a.m.– 5 p.m. in Suite 2300 of the Bayou Building. Contact the Center by phone at 281-283-2828 or email at supportcenter@uhcl.edu. Visit www.uhcl.edu/uct for details on holiday hours and available services, including documentation, self-help guides, and policies.

Computing and telecommunications resources available to students, faculty and staff include:

- Email accounts
- Various Technology orientations and training programs including online software training, student lab orientation, new student, faculty, and staff orientations, computer use training, faculty orientation for classroom technology, and Blackboard training for faculty
- Up-to-date computing hardware and software, including industry-recognized applications to block spam and intercept virus attacks on all university-owned computers
- Media equipment for classroom and student activities. Multimedia classrooms with various levels of technology are available in all classroom buildings
- Wireless-equipped laptops may be checked out for free from several convenient locations on campus
- Academic computing labs in multiple locations open daily including weekends. Printers and photo/document scanners available in all labs. Lab hours, locations, and available software can be found at <http://www.uhcl.edu/uct/lab>
- Specialized teaching labs, including labs for students to work in teams, a high-performance lab for special graphic applications, and a lab equipped with large screen displays for video editing/creating, digital graphics and photography classes
- University classrooms equipped with integrated video and audio technology
- Support for faculty and students using the Blackboard online course management system
- Support for faculty in instructional design of online courses as well as for web-enhanced instruction
- Content management system, utilized for the creation, maintenance, and security of the University's web presence (www.uhcl.edu)
- Public and secure private wireless access in and around all campus classroom buildings
- High-speed network for data, video and Internet access
- Secure remote access to campus resources via Virtual Private Network (VPN)
- Strong commitment to software engineering and relational database technology
- Siemen's telecommunications system for voice communications, including voicemail and fax service for faculty and staff.

MATHEMATICS CENTER

The Mathematics Center located in B2107, is an instructional facility that serves the educational needs of UHCL's students enrolled in mathematics or statistics courses especially elementary College certification candidates who wish to strengthen their

Understanding of mathematical concepts and skills. Resources include one-on-one assistance, software, instructional videos, reference books construction tools and manipulatives. The Mathematics Center also teams with the Office of Career and Counseling Services to provide Math Success Workshops.

Contact the Mathematics Center at 281-283-3883 or mathcenter@uhcl.edu

WRITING CENTER

The Writing Center located in SSCB 2105, is an instructional facility designed to assist the university community with writing skills. Peer tutors are trained to work with writers by teaching a range of strategies for understanding assignments, planning texts, organizing discussion, writing strong arguments, revising for meaning, learning documentation styles, and developing editing skills. Tutors use collaborative techniques to explore with writers the requirements and possibilities of academic discourse. The Writing Center also offers COLT, an online tutoring service with phone chat, IM chat and email response options for currently registered students. For more information, contact the Writing Center at 282-283-2910 writingcenter@uhcl.edu.

STUDENT SUCCESS CENTER

The Student Success Center located in SSCB 3102, is a comprehensive academic resource for the UHCL student community, which includes peer tutoring, supplemental instruction, and academic coaching. The focus of the center and its services is to help students enhance their academic skills for a particular course. Moreover, the Center helps students more effectively manage information by using experience and guided practice exercises designed to building confidence and competence in the classrooms.

The Student Success Center works cooperatively across the university (i.e. in conjunction with the Writing Center, Math Center, Disability Services, Career Services, Counseling Services, academic departments, students, faculty and staff) in an effort to maintain a strong consortium of resources aimed at increasing student success, retention and persistence. The Center is open and free of charge to all UHCL students. For more information, contact the Student Success Center at 281-283-2620 or StudentSuccessCenter@uhcl.edu.

STUDENT ASSISTANCE CENTER

The Student Assistance Center (SAC) located in SSCB 1102, is a unit of the Office of the Dean of Students and provides assistance relating to registration, student financials, admissions, financial aid, student records, transcripts, E-Services, and academic and administrative issues. SAC provides support and general information to students, faculty, staff and the UHCL constituencies. www.uhcl.edu/sac

STUDENT FINANCIAL AID

Students may seek financial assistance in the form of loans, grants, scholarships and part-time employment through the Office of Student Financial Aid. Financial aid is predicated on demonstrated need as determined by federal and state regulations and is available to those who qualify and meet the requirements as long as funds are available. Students eligible to receive Veterans' education benefits should also contact the Office of Student Financial Aid.

Students will be notified regarding missing information, awards offered, etc. via their UHCL email. Students should check their UHCL email accounts regularly to receive information from the Office of Student Financial Aid as well as other university offices. The Office of Financial Aid is located in SSCB 1105, uhcl_fao@uhcl.edu, 281-283-2480.

UNIVERSITY POLICE

The University Police Department located in the Bayou Building, Suite 1636, is responsible for law enforcement, security and emergency response. The UHCL Police serve the university community and visitors alike through law enforcement, crime prevention, traffic control and public assistance programs. The department enforces all university regulations as well as local and state laws. Police and security services are available 24 hours a day, seven days a week. Trained, professional police and communications officers staff the department. Services provided by the University Police include lock shop services including the issuance of codes and keys, vehicle unlocks, vehicle jumpstarts, airing deflated tires and safety escorts to your vehicle. To report a crime or emergency, call the University Police Department at 281-283-2222 from off-campus telephones or 2222 from on-campus telephones. For special announcements, emergency closing and other information, call the UHCL Information Hotline at 281-283-2221 or visit www.UHCLemergency.info. For complete overview of the university Police Department and its services, visit www.uhcl.edu/police.

Terminal Clearance

Just as there is a formal procedure for becoming a UHCL employee, there also is a formal procedure for leaving our employ; we call this latter procedure "terminal clearance." If you are continuing employment from one semester to the next, then you are exempt from terminal clearance for that semester, but if you are not continuing your appointment for the next semester or summer session, then you are required to complete terminal clearance. The procedure is as follows:

Obtain the Separation from the University Form from the Office of Human Resources (B2537) and turn in your ID card. Turn in your office and any other keys and receive a refund of your key deposit from the University Police Department.

Return all university property to the department or facility including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, and library books and pay any outstanding fines.

Return completed Separation Form to the Office of Human Resources. Each of these offices must sign-off on the Terminal Clearance Form, even if you have not had

dealings with the particular office. Please do not go through Terminal clearance on Friday afternoon, when many offices are closed.

UHCL STUDENTS

Student Conduct

Policies and procedures concerning student conduct may be found in the Student Life Policies Handbook available from the Office of Student Services.

UNIVERSITY POLICIES

AIDS Policy

The University has a policy on AIDS to address the issue of Acquired Immune Deficiency Syndrome (AIDS) and to establish guidelines for responding to AIDS within the campus community. The university acknowledges its responsibility to promote a safe, healthy, and supportive campus community. The complete policy can be found online in The Student Life Policy Handbook.

ADA Policy

The UHCL ADA Policy establishes guidelines for ensuring compliance with the American with Disabilities Act. The complete policy can be found online in The Student Life Policy Handbook and in the online Faculty Handbook. The Disability Services Coordinator in the Office of Health and Disabilities Services assists faculty in implementing this policy.

Drug and Alcohol Abuse Prevention Policy

The University is committed to enforcing the provisions of the Drug Free Workplace of Act of 1988 and the Drug-Free Colleges and Communities Act of 1989 and believes these acts and their regulations provide a proper framework for the drug and alcohol abuse policies of the university. It is the policy of the university that illicit drug use, including the manufacture, sale, distribution, dispensation, possession, or use, is prohibited in the workplace on the campus, or as part of any university activities. The complete policy can be found online in The Student Life Policy Handbook and in the online Faculty Handbook.

Non-Discrimination Policy and Grievance Procedure

UHCL prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status, genetic information and sexual orientation. The purpose of this procedure is to provide the primary process for addressing allegations of illegal discrimination by employees and students at UHCL. The complete policy can be found online in The Student Life Policy Handbook and in the online Faculty Handbook.

Policy on Release of Student Records (FERPA)

UHCL is committed to upholding the Family Educational Rights and Privacy Act of 1974 (FERPA) which is a federal law stating (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that institutions will maintain the confidentiality of student education records. The complete policy can be found online in the Student Life Policy Handbook and in the online Faculty Handbook.

Sexual Misconduct

UHCL is committed to providing a professional working and learning environment free from sexual assault and to providing training to educate the staff, faculty and students about sexual assault. This policy outlines the definitions of sexual assault, procedures for filing complaints, and campus and community resources. The complete policy can be found online in the Student Life Policy Handbook.

Sexual Misconduct Policy

UHCL has a Sexual Misconduct Policy and Complaint Procedures and will not tolerate any form of sexual misconduct. The complete policy and procedures can be found in the online Faculty Handbook 8.7 Sexual Misconduct Policy Page 55 <http://www.uhcl.edu/provost/documents/uhcl-faculty-handbook-2015-2016.pdf>. See Office of Human Resources link for more information <http://prtl.uhcl.edu/human-resources/title-ix>

Smoking Policy

UHCL is required by State law to follow the rules regarding smoking on State property and is committed to providing a healthy working and learning environment. This policy states that the university shall be a smoke free campus except for officially posted designated smoking areas. The complete policy and procedures can be found online in the Faculty Handbook (Page 92, 12.5 Smoking Policy); <http://www.uhcl.edu/provost/documents/uhcl-faculty-handbook-2015-2016.pdf>

Student Travel

This document outlines the policy to minimize risks of liability connected with travel by students of component universities. This policy applies to travel in excess of 25 miles that is undertaken by one or more students presently enrolled in a component university that is organized and sponsored by the component university and that is travel funded by the institution and using vehicles owned or leased by the institution or travel required by a student organization registered at the institution.

Faculty must file the appropriate paperwork in the Travel Office, the Office of Risk Management, and the Dean of Students. The complete policy and procedures can be found online in the Student Life Policies Handbook.

Use of University Facilities Policy

UHCL will endeavor to provide facilities for groups and/or organizations on a space available, first-come, first-serve basis. In order to provide facilities, a completed Facility Request form must be filed with the Office of Scheduling and Space Planning (OSSP) stating the date(s), duration, type of room(s), and number(s) of persons involved, as well as the official name of the organization or composition of the group and the purpose of the meeting (s) to be held in university facilities. The complete policy and procedures can be found online in The Student Life Policy Handbook and in the online Faculty Handbook.

Workplace Violence

UHCL will not tolerate workplace violence of any type, from any source. This includes, but is not limited to, threatening, destructive or violent actions directed against employees, students, visitors, or University buildings, equipment, or property. The complete policy and procedures can be found online in the online Faculty Handbook and in the Student Life Policy Handbook

STUDENT SERVICES

Student Services division of the University offers support services for students; enhances student learning and promotes student participation in social, cultural, recreational and governance programs. The quality of student life and of campus involvement outside the classroom is important aspects of the total academic experience. The Student Services division consists of the offices listed below.

Office of the Associate Vice President for Student Services

The Office of the Associate Vice President for Student Services (AVPSS) provides support and leadership for the Offices of Career and Counseling Services, Dean of Students, Disability Services, Health Services, Math Center, Orientation and New Student Programs, Intercultural and International Student Services, Conference for Research and Creative Arts, Student Housing, Student Success Center, Student Housing, Student Life, Student Publications and the Writing Center.

The Office of the AVPSS provides students with advocacy, information and assistance in all phases of campus life. The AVPSS is responsible for interpreting and implementing student life policies, resolving disputes and disciplinary problems and handling student complaints. The rights and responsibilities of students are published in the Student Life Policy Handbook. Standards of student conduct are enforced to ensure the safety of individuals, protection of property and the continuity of the educational process. Copies of Student Life Policy Handbook are available from the offices of the AVPSS, Student Life, Dean of Students and online at www.uhcl.edu under the "Students" tab. The Office of AVPSS is located in B2523; 281-283-3025.

Counseling and Testing Services

Counseling and Testing Services are designed to assist students in improving personal, academic and professional skills related to academic success. The professional staff helps students in meeting these needs by providing short-term individual counseling sessions, seminars, workshops, academic skills training, entrance exams (THEA), vocational testing and counseling and small group experiences. Most services, including individual and group counseling, are free of charge and strictly confidential.

Career Services

Career Services assists students in establishing and/or advancing careers in their degree fields and in finding jobs while they are enrolled in school. Career Services offers job search assistance, mock interviews and resume critiques, resume referrals, online job listings, on campus interviewing, cooperative education, and online job listings and multiple job fairs and networking events.

Cooperative Education is a planned learning process designed to prepare students for careers by integrating work experience with academic study. The UHCL Co-op Program offers two work plans. The alternating plan allows students to alternate semesters of full-time classes with cooperative education work experiences. The parallel plan allows students to work part-time while attending classes. Students must be degree seeking and meet academic eligibility requirements as defined by individual Colleges.

Dean of Students

The Office of the Dean of Students provides a variety of programs and services designed to support students in both academic and personal success. The office staff serves as both advocates and liaisons for all students and are available to assist faculty, staff and parents in any way possible.

The primary services directed by the Dean of Students include the following:

- Academic Resources for Student Success
- Campus Information Desk
- Student Advocacy and Referral
- Student Assistance Center (SAC)
- Student Conduct
- Student Judicial Services
- Student Retention
- Emergency Resource
- Community Building
- Conflict Resolution

Health Services

The Health Center serves students, staff and faculty by fulfilling two primary functions:
(1) programs and services encouraging the prevention of illness, promotion of health

and participation in the university experience and (2) providing emergency services and short-term medical treatment.

Health Services has a women's health care clinic and a medical clinic. Medical evaluations with physicians are available by appointment only. Complete laboratory services and a limited pharmacy are available. Prevention programs include screenings and health education on various medical issues. Chiropractic clinic is available by appointment.

Disability Services

The goal of Disability Services is to provide full participation and a fully integrated university experience to all members of the campus community. Disability Services actively addresses and promotes disability awareness within the UHCL campus community through programs and services designed to meet the academic and professional needs of individuals with disabilities. Services include accommodations, alternative testing, assistive technologies, scholarships and advocacy. To be eligible for services, a student must submit the online application form, speak with a staff member about their disability, and provide appropriate documentation which validates their request. Prior to the beginning of the semester, students should contact Disability Services to request their accommodations so they can be provided in a timely manner. Any faculty needing help in requesting accommodations for a student with a disability may consult with Disability Services. Disability Services is located in SSCB1302, Telephone: 281-283-2648.

Intercultural Student Services

Intercultural Student Services (ISS) provides advocacy, guidance, and support to enhance student success. ISS promotes the retention and empowerment of a diverse student population, including racial/ethnic groups; and first generation, women, lesbian, gay, bisexual, transgender, international and under-represented students. Through educational programs and services, ISS facilitates the growth of culturally competent, respectful and well-rounded global citizens. Programs and services available at no cost to UHCL students include: the Cultural Resource Center, the Women's Resource Center, the Student Ambassador Program, cultural programs, festivals and student organizations, academic advising, the I-Start, Generation One, Transition and Retention Programs, and the Friendship Family Program and Strictly Speaking.

Student Life Office

The Student Life Office provides programs and services that enrich and support students' educational experiences by giving them the opportunity to express ideas, develop leadership skills and meet new people. Services provided include locker rentals, student ID cards, ticket sales to various university events, posting approval and the UHCL shuttle van. The Student Life Office is comprised of the following components: Orientation; Student Organizations, Student Government Association, Special Events Programs; Fitness Center, Honor Societies and the Student Leadership Institute.

Student Publications

The SIGNAL, the student newspaper, is published throughout the fall and spring semesters to provide news, features, entertainment and opinion pieces concerning university events and issues. Students, faculty, and staff are encouraged to submit story ideas and comments to the SIGNAL.

The Bayousphere, the university's prize-winning literary magazine, publishes works of poetry, fiction and non-fiction, photography, digital media submitted by the students, faculty, staff and members of the campus community each spring. It is published in the fall.

The SIGNAL and Bayousphere have received numerous state awards from the Texas Intercollegiate Press Association and numerous national awards from The Columbia Scholastic Press Association over the past several years. Both publications are also available online at the UHCL homepage www.uhcl.edu.

University Housing

The University Forest Apartments (UFA) is located on the UHCL campus. UFA accommodates a community of 288 students and offers apartment style living with three floor plans, either private or semi-private to fit residents housing needs. UFA strives to create a total residential living experience that enhances university life and creates a supportive community for residents during a key stage of their personal and educational development. For more information, please call 281-286-5959, email info@universityforestUHCL.com.

Math Center

The Math Center is an instructional facility that serves the educational needs of UHCL students enrolled in Mathematics or statistics courses, especially elementary school certification candidates who wish to strengthen their understanding of mathematical concepts and skills. Resources include one-on-one assistance, software, videos, reference books and manipulatives. The Math Center also teams with the Office of Career and Counseling Services to provide math success workshops.

Student Success Center

The Student Success Center is a comprehensive academic resource for the UHCL student community, which includes peer tutoring, supplemental instruction, academic coaching and peer mentoring. The focus of the center is to help students enhance their academic skills for a particular course. Moreover, the Center helps students more effectively manage information by using experience and guided practice exercises designed to building confidence and competence in the classroom.

The Student Success Center works cooperatively across the university (i.e. in conjunction with the Writing Center, Math Center, Disability Services, Career Services, Counseling Services, academic departments, students, faculty and staff) in

an effort to maintain a strong consortium of resources aimed at increasing student success, retention and persistence. The Center is open and free of charge to all UHCL students. SSCB 3102, 281-283-2643.

SAFETY AND EMERGENCY RESPONSIBILITIES

Each employee has the responsibility to prevent accidents and injuries by observing established operating rules. No employment or research objective is so important that it will be pursued at the expense of safety, as outlined in UH System Administrative Memorandum 01.C.07. Employees are expected to report potentially unsafe conditions to the Risk Management Department or anonymously through www.MySafeCampus.com. All accidents and near misses must be reported as well. Accidents should be reported on the [Workers Comp-First Report of Injury Form](#) available on the HR website, and submitted within 24-hours to HR and Risk Management (fax 281-291-7196 or coen@uhcl.edu).

During an evacuation, adjunct faculty should be prepared to assist or to organize assistance for students needing special help. Instructors and their students are expected to respond to fire alarms by vacating the building via the closest stairwell and continue to the nearest parking lot. Fire alarms should always be treated as a fire and not a drill, as the inconvenience could cost minutes of time rather than the potential loss of life. Laboratory faculty members are responsible for ensuring the safety of students in the laboratory. The University and laboratory faculty have legal obligations to provide general and specific safety training, provide and enforce safety procedures, and enforce wearing of Personal Protective Equipment (PPE). Failure to provide hazards and emergency information, adequately train, and provide a safe environment for students can result in civil and/or criminal charges for the University and/or individual faculty member(s).

The University Police Department is responsible for law enforcement, security and emergency response at UHCL. The UHCL police serve the university community and visitors alike through law enforcement, crime prevention, traffic control and public assistance programs. The department enforces all university regulations as well as local and state laws. The department is located in the Bayou Building, Suite B1636. Police and security services are available 24 hours a day, seven days a week by calling 281-283-2222. Trained, professional police and communications officers staff the department. The university police provide the following services: lock shop services including card access and keys, vehicle unlocks, vehicle jump-starts, airing deflated tires and safety escorts to your vehicle.

To report an on-campus crime or any emergency, call the University Police Department at 281-283-2222 from off-campus telephones or 2222 from on-campus telephones. For special announcements, emergency closings and other information, call the UHCL Hotline at 281-283-2221 or visit www.UHCLemergency.info. For a complete overview of the University Police Department and its services, visit www.uhcl.edu/police

COLLEGE OF BUSINESS - ADJUNCT POLICIES

Course Syllabus Preparation Guidelines

In order to be in compliance with various accrediting bodies' accreditation guidelines and various UHCL academic policies and guidelines, the following components should be present on all syllabi:

Course number and title; Instructor; Semester; Instructor's weekly office hours and/or e-mail address; prerequisites (as stated in the UHCL Catalog); required materials: textbook and other necessary materials; objectives and learning outcomes-what the instructor expects the students to achieve by course completion; course format-methodologies by which the course is taught such as discussion, lecture, role-playing, simulation; method of evaluation-criteria for determining student grades; number of examinations; written papers; oral presentations; and the weights assigned to each; final grade determination

Academic honesty policy Suggested Statement: The Academic Honesty Policy at UHCL (found in the University of Houston-Clear Lake Catalog) states:

"Academic honesty is the cornerstone of the academic integrity of the university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. Because honesty and integrity are such important factors in the professional community, you should be aware that failure to perform within the bounds of these ethical standards is sufficient grounds to receive a grade of "F" in this course and be recommended for suspension from UHCL. The Honesty Code of UHCL states "I will be honest in all my academic activities and will not tolerate dishonesty."

Student Academic Adjustment Statement:

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, each University within the System strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact your University's student disability services center at (281)283-2167.

Last day to withdraw from course (this is a university prescribed date and can be found in the semester schedule).

Attendance policy (if there is one that impacts student grade) and any other relevant policies

Differential expectations for graduate students (if class is cross-listed graduate/undergraduate)

Schedule of specific assignments for each class period during the semester. Check with your program coordinator for the appropriate detail that needs to be included in this section. Outside accrediting agencies review course syllabi and a determination of course, program, College and their view of university quality is influenced by the actual syllabi distributed to students.

COLLEGE OF EDUCATION - ADJUNCT POLICIES

Primary Source of Information and Assistance

Department of Counseling, Special Education and Diversity
Suite 1325, Bayou Building, 281-283-3580
Courses in COUN (counseling), SPED (special education) and SILC (multicultural education and ESL/bilingual education)

Department of Curriculum and Instruction
Suite 1119, Bayou Building, 281-283-3540
Courses in ECED (early childhood education), TCED (elementary and secondary education) and EDCl (doctoral program)

Department of Leadership and Policy Analysis
Suite 1111, Bayou Building, 281-283-3521
Courses in ADSU (principal and superintendent), EDUC (educational foundations) and EDLS (doctoral program)

Department of Literacy, Library and Learning Technologies
Suite 3203, Student Services Building, 281-283-3554
Courses in INST (instructional design and technology) and LLLS (reading and school library and information science)

Additional Sources of Information and Assistance

Office of Academic Advising
Suite 1231, Bayou Building, 281-283-3615

Office of Educator Certification
Suite 1231, Bayou Building, 281-283-3618

The Center for Professional Development of Teachers Suite 1231, Bayou Building,
281-283-3612

Office of the Dean
Suite 1237, Bayou Building, 281-283-3501

Office of the Associate Dean
Suite 1231, Bayou Building, 281-283-3620

Course Syllabus Guidelines

In order to be in compliance with UHCL policies and our accrediting agencies requirements, syllabi must comply with the checklist sent out at the start of each semester.

COLLEGE OF HUMAN SCIENCES AND HUMANITIES - ADJUNCT POLICIES

Primary Source of Information and Assistance

Office of the Dean, Bayou Building 1529, 281-283-3300
Office of the Associate Dean, Bayou Building 1529, 281-283-3400

Student Advising, Class Permissions, Grade Appeal Procedures
HSH Office of Advising, Bayou Building 1539, 281-283-3333
Schedule Entry and Revision, Room Changes, Class Coverage, Emergencies

Department Chairs

Department Chair for Clinical, Health, and Applied Sciences, SSCB 2109,
281-283-3389

Department Chair for Communication and Studio Arts, SSCB 2109, 281-283-3362

Department Chair for Liberal Arts, Bayou Building 2617, 281-283-3430

Department Chair for Psychology, Bayou Building 2617, 281-283-3308

Department Chair for Social and Cultural Sciences, SSCB 2109, 281-283-3417

Adjunct Files and Contracts

Program Coordinator II, Bayou Building 1529, 281-283-3307

Paychecks, Instructional Purchases

HSH Business Office, Bayou 1615, 281-283-3350

Orientation

Once each semester, HSH will hold an orientation session for new and continuing adjuncts to acquaint/reacquaint them with College policy and procedure. In addition, adjunct faculty will be invited to attend College and program meetings as nonvoting members and to provide input on curriculum development and academic policy.

COLLEGE OF SCIENCE AND ENGINEERING – ADJUNCT POLICIES

Primary Source of Information and Assistance

Administration

Office of the Dean, Bayou Building, Rm. 3611, 281-283-3700

Office of the Associate Dean, Bayou Building, Rm. 3611, 281-283-3700

Biological and Environmental Science Department

Department Chair in Bayou Building, Rm 3531. Secretary to the department:

Phone: 281-283-3770

Physical and Applied Sciences Department

Department Chair in Bayou Building, Rm 3531

Secretary to the department: phone: 281-283-3738

Mathematics and Statistics Department
Department Chair in Bayou 3521
Secretary to the department: phone: 281-283-3720

Computing Sciences Department
Department Chair in Delta Building, Rm 161
Secretary to the department: phone: 281-283-3860

Engineering Department
Department Chair in Delta Building, Rm 101
Secretary to the department: phone: 281-283-3850

Academic Advising Office
Bayou Building, Rm 3611, phone: 281-283-3711

Office Assignments

In general, adjunct faculty members have offices in one of the suites within the department in which they are teaching. Due to space considerations, some computer science adjunct professors will conduct office hours in the conference room of the Administrative Sciences suite adjacent to the computer science suite.

Copy Service and Secretarial Support

Secretaries in the division can assist with typing, copying, etc. A day or two of notice prior to the day the materials are needed is greatly appreciated.

Invaluable Information Classes

If for any reason you cannot meet with your scheduled class, please arrange for a substitute lecturer or contact the suite secretary who will work with the chair to ensure the students are notified.

Teaching Assistants

Many adjunct faculty members serve as supervisors to graduate teaching assistants. Please attend the orientation for TAs and supervising faculty held each semester. If that is not possible, a meeting with the Division chair should be arranged to discuss the matters covered during orientation.

Incoming Mail

Inter-College mail including, requests, course evaluations, and general information will be placed in your mailbox. Please check the box weekly.

Gender and Ethnicity Issues

Expectations of instructor behavior have changed dramatically with regard to sensitivity to gender and ethnicity of students. Language and behavior that were acceptable during your educational experience may no longer be acceptable in today's classroom. Issues of sexual misconduct, gender discrimination and racial or ethnic discrimination are of great concern to the university and College administrators. We have no specific guidelines to describe what is or is not acceptable. It is requested that you consider your comments and actions from the

perspective of students of gender or ethnicity different from your own. Please be sensitive to their possible perception of discrimination or harassment and avoid speech or action that may elicit these perceptions.

Retroactive Withdrawals

Students who request retroactive withdrawals must satisfy one of the three following criteria and must provide written documentation addressed to the Associate Dean to substantiate their request.

Transfer due to change in employment or spouse's employment.

Serious Illness

Death in immediate family

If the request is granted, the student will be withdrawn from all courses for which he/she is registered during the semester in which the course in question appears. In effect, a request for a retroactive withdrawal in any class is a request for a retroactive withdrawal for the entire semester. The petition must be received no later than 14 days prior to the last class day of the semester for which the withdrawal is being requested. Please announce this to your class.

Registration Information

Information regarding your class, including size and location, can be obtained by calling the suite secretary during the registration period. Classroom assignments are subject to change up to the last minute.