

FREQUENTLY ASKED QUESTIONS FOR ADJUNCT FACULTY

1. Who will be my point of contact at the campus?

The Faculty Services Specialist (FSS) will be your point of contact at the campus. If there is not a FSS assigned to your campus, the Campus Director will assist you. You will receive information regarding support at your Adjunct Faculty orientation on campus.

ONBOARDING & ORIENTATION

2. Why do I need a background check?

Brandman University has implemented a series of steps that will enable us to more formally address the reduction of risk throughout our system. The background check for all Adjunct Faculty represents one of many important risk-reduction steps that will contribute to an optimal learning environment for our faculty, staff, and students. We appreciate your cooperation and support.

3. What type of training will be required?

As an Adjunct Faculty teaching at Brandman University, you will be required to complete our Instructor Certification Course. To be eligible to enroll in this course, your Blackboard training must be complete. In addition, you will be required to complete FERPA training, harassment prevention training, and LiveText or GradeMark training and review our Faculty Onboarding information. You will be compensated \$175 upon completion of all training. All of these modules must be completed prior to teaching your first course.

4. How much time can I expect to spend on the mandatory training I will be required to complete?

The training is comprehensive, and therefore, you can expect to spend approximately a total of 22 hours on the training. This consists of 18 hours for the three week course, two hours for the harassment prevention training, one hour for Blackboard training, and one hour to review the FERPA and Live Text or GradeMark information. The training ensures that you are prepared to teach your first course with us and sets you up for a successful experience in the classroom.

5. How many courses can I teach per year as an adjunct faculty?

The approved maximum teaching load for Adjunct Faculty is ten courses in a calendar year, including individual study classes and extended education classes. Contracts for course development and/or course mentoring are equivalent to teaching one class and are counted in the maximum number of courses an Adjunct Faculty can teach in a calendar year. Please know that just because you can teach up to ten courses a year that does not mean there will be ten courses available for you to teach. All teaching assignments are at the discretion of the hiring campus.

<https://my.brandman.edu/faculty/Documents/Brandman%20Adjunct%20Faculty%20Policy%20Updated%20August%2030%202013.pdf>

6. Can I teach more than one class per session?

*No more than two courses (or equivalent activities) can be performed in one session. Adjunct Faculty contracted for both **one 3-credit** lecture course and directed teaching/supervision of Education students may supervise no more than **six** students in an **eight** week session. Adjunct Faculty contracted for only 3-credit directed teaching/supervision may supervise no more than **12** students in an **eight** week session. Adjunct Faculty contracted to supervise MFT or social work practicum students may supervise no more than **18** students in an **eight** week session. Adjunct Faculty contracted to teach **one** lecture course and MFT or social work practicum in an **eight** week session may supervise no more than **9** MFT or social work practicum students. Enrollment caps for courses which are fewer or more than three credits will be adjusted accordingly.*

<https://my.brandman.edu/faculty/Documents/Brandman%20Adjunct%20Faculty%20Policy%20Updated%20August%2030%202013.pdf>

7. Are Adjunct Faculty eligible for pay raises?

Adjunct Faculty receive pay increases based on the number of courses taught.

Information on the University's Adjunct Faculty Compensation policy can be found at:

https://my.brandman.edu/faculty/Documents/Adjunct_Compensation_Policy.pdf

8. Am I eligible for mileage reimbursement?

Adjunct Faculty teaching blended or online classes are not eligible for mileage reimbursement. Adjunct Faculty who are contracted for Directed Teaching, Fieldwork and/or Internship courses may be eligible for mileage reimbursement. Please refer to the Adjunct Faculty Compensation Policy.

Information can be found at:

https://my.brandman.edu/faculty/Documents/Adjunct_Compensation_Policy.pdf

9. Is there funding available for attendance/presenting at conferences?

*Adjunct Faculty are eligible for a professional development award limited to \$600 in a fiscal year (June 1 to May 31) if they: (1) taught for BU a minimum of two sessions over the past year; (2) earn above-average scores on Student Opinion Surveys; and (3) actively engage in assessment and other significant institution activities. The award is to be used to support your travel and **presentation** at a conference. In addition to the criteria listed above, the Adjunct Faculty member must submit evidence that the presentation shows Brandman University affiliation and an explanation of how the conference participation aligns with and supports Brandman courses. The application form for the award is available on the My Brandman faculty page under "Frequently Used Forms". Professional development awards are made on a first come, first serve basis for eligible Adjunct Faculty until the budget allocation for this benefit is exhausted. Graduate faculty are given priority consideration.*

10. Do Adjunct Faculty have tuition benefits?

*Part-time/Adjunct Faculty who teach a minimum of 12 units in an academic year will be granted a total of **six** units tuition free for personal use in the following fiscal year. For example, if you teach at least 12 units in the 2017-2018 Academic Year (Fall I and II 2017; Spring I and II 2018; Summer I and II 2018) you would be eligible to take **six** units tuition free between the period of June 1, 2018 to May 31, 2019. Tuition benefits are applied with the assumption that the University is able to "forgive" the costs of education at Brandman for eligible employees. The University must meet its projected program enrollment targets before enrolling employees in the program. Likewise, impacted programs may not be open to tuition free enrollment. The tuition benefit cannot be applied to courses offered through Extended Education. All program charges above the approved discount must be paid by the employee.*

SYSTEMS

11. Where can I find information about meeting with my students in a virtual setting?

Adobe Connect is available for instructors to meet with their students virtually. Before getting an Adobe Connect account, you must complete the required training. Information on how to use this technology can be found at:

<https://www.brandman.edu/cii>

12. Who do I contact if I am experiencing problems with Blackboard?

Blackboard support is available for adjunct faculty. Please have your username and course you are teaching ready when contacting the Blackboard Support team. Information can be found at:

<https://www.brandman.edu/faculty/center-for-instructional-innovation/cii-faculty-splash>

13. Where can I locate the syllabus for the class I am teaching?

Course syllabi are located on the MyBrandman faculty site or can be accessed at:

<https://my.brandman.edu/student/syllabi/Pages/Home.aspx>

14. When and how will I receive my username and password?

When you have been approved to teach a course, you will receive a username and password with instructions on how to activate your account. This information will be emailed to your personal e-mail. You will need your Brandman credentials to access your Blackboard class and Banner Self Service where you will report attendance and submit grades. Please contact your campus FSS or Campus Director if you experience any problems with your account. In addition, you are encouraged to contact the Brandman University service desk if you experience any problems with your log-in access.

<https://my.brandman.edu/dept/administration/IT/TechnicalSupport/Pages/YourBUAccount.aspx>

CAMPUS ENVIRONMENT

15. What is the evaluation process for adjunct faculty?

*Students evaluate instructors at the end of each session via the web. Evaluations start in the 7th week. Students will be notified that evaluations are available via their BU e-mail. **Encourage your students to check their BU e-mail and complete the course evaluation.** The results of the evaluation will be available to you approximately two weeks after the session concludes. You will receive information on how to access your evaluation through your Brandman e-mail account. If you have any questions about your survey, please reach out to a full-time faculty member at your campus.*

<https://my.brandman.edu/faculty/Documents/Brandman%20Student%20Opinion%20Survey.pdf>

<https://my.brandman.edu/faculty/Documents/Understanding%20the%20Student%20Opinion%20Survey.pdf>

16. What type of equipment is available for my use in the classroom?

A variety of equipment is available to you for classroom use. There is a computer and LCD overhead projector in every classroom room along with internet capability. Your username and password are required for log on access. Please see your Campus FSS or Campus Director for other equipment that may be available to you.

17. How do I obtain textbooks for my course?

The syllabus lists the required textbook. All desk copies will be ordered for you by the campus FSS. Desk copies are provided in e-Book format when available. With the rising cost of textbooks, the university is unable to order a hard copy of the text unless there is no e-Book availability. Any concerns pertaining to the required textbooks should be initially directed to the campus FSS. The syllabi are located on the My Brandman faculty page or can be accessed through this direct link:

<https://my.brandman.edu/student/syllabi/Pages/Home.aspx>

18. How soon do I have access to my course?

You will receive access to your course shell two weeks prior to the start of the session. The Office of Academic Affairs will send you an email alerting you of your accessibility to your course shell. Please be sure to check your Brandman e-mail for the announcement. Your students gain access to the course on the Friday before the start of the session.

19. What are my responsibilities as an Adjunct Faculty teaching at this campus?

As an Adjunct Faculty member of Brandman University, there are a number of responsibilities associated with the position. This includes adherence to University and campus deadlines, attendance at periodic department meetings on campus, regular contact with the full-time faculty and campus personnel. In addition, adjunct faculty are expected to respond to emails from the campus office in a timely manner. Adjunct faculty should check their Brandman email on a regular basis even during sessions when not teaching. The campus will send out invitations to teach and information pertinent to the adjunct faculty role on a regular basis and it is important that adjunct faculty actively engage with the campus.

Information can be found at:

<https://my.brandman.edu/faculty/Documents/Brandman%20Adjunct%20Faculty%20Policy%20Updated%20August%2030%202013.pdf>

20. Who do I contact with questions about the course I am teaching?

At the beginning of the session that you are scheduled to teach in, the campus FSS or Campus Director will provide you with the name and e-mail address of the fulltime faculty member who has oversight of the course you are teaching. You are encouraged to reach out to this person with any questions regarding course content or design. In turn, the fulltime faculty may reach out to you before the session begins. You may also find the Course Contact Information on the My Brandman Faculty page in the Faculty Support section.

21. What is the pay schedule?

Adjunct Faculty are paid bi-weekly. Your campus FSS/Campus Director will provide you with your specific pay dates.

https://my.brandman.edu/dept/administration/hr/Payroll/Documents/Pay_Calendar_2017.pdf

22. How will I receive my paycheck?

Paychecks are issued every two weeks. Checks will be mailed directly to your home address. If you have an address change, please be sure to update your address in Self-Service, "Personal Information". To avoid a delay in receiving your pay through the mail, the institution recommends that you request direct deposit. Contact payroll@brandman.edu for information on direct deposit or to request any changes in your withholding.

23. When do I receive my contract?

You will be contacted by the FSS via your Brandman University e-mail prior to the start of the class. You will retrieve and accept your contract via Banner Self Service. Your contract must be accepted prior to beginning your teaching assignment.

24. What if I have an emergency in the classroom?

*Depending on the severity of the emergency you will need to determine if 911 is needed. **Most** campuses have campus security available to assist you. In addition, each classroom is equipped with an emergency procedure guide. Your Campus Director will give you an emergency number to call. In addition, please be sure to review the information on the Faculty Onboarding page in My Brandman on dealing with disruptive student behavior.*

25. Is there security on campus while I am teaching?

Most campuses have campus security available to assist you. Please discuss this with your Campus Director during your campus orientation.

26. How do I gain access to my classroom?

On the first night of class the campus Faculty Services Specialist (FSS) or Campus Director will direct you to your classroom. Room schedules are posted the first night of class.

27. What is the policy on making copies?

The majority of Adjunct Faculty are now using the course content within their Blackboard shell to maintain and archive documents for students. Please check with campus FSS for guidance on making copies.

28. Will I be assigned a mailbox?

You will be assigned a mailbox for the session, which is located in the campus office. Please check this every night before you teach. Messages from students, updates, announcements, etc. will be placed in your mailbox.

29. What is the dress code for adjunct faculty?

Adjunct Faculty are expected to dress in a professional manner while in the classroom.

<https://my.brandman.edu/faculty/Documents/Brandman%20Adjunct%20Faculty%20Policy%20Updated%20August%2030%202013.pdf>

30. Is there a place on campus that I can meet with students before or after class?

Please check with your FSS or Campus Director to determine whether the campus offers space to meet with students.

31. How do I reserve a computer lab?

Please contact your campus FSS or Campus Director for information on reserving the lab and lab guidelines.

32. How do I obtain my parking pass, and are there specific parking areas for adjunct faculty?

Not all campuses require parking passes. Check with your campus FSS or Campus Director for information on the steps required to obtain your parking pass.

CLASSROOM GUIDELINES

33. How do I reschedule a missed class due to holiday/weather/personal emergency?

*Brandman University adheres to the WASC Credit Hour policy. Therefore, all contact hours must be met. It is the instructor's responsibility to notify students if they will be unable to meet for class. Blackboard provides you with the ability to send a group or individual e-mail to the students enrolled in your course. Please do not contact students via other e-mail addresses. Per FERPA, **contact between the instructor and student must be conducted using the Brandman University e-mail addresses only!** Also contact the campus FSS or Campus Director if you will not be holding your scheduled class time.*

Classes do not meet if they fall on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, and the winter break which usually falls between Dec. 20 and January 1 each year. (Please refer to the academic calendar for the exact dates). You are required to make up these classes. A reschedule form must be filled out and given to the campus FSS or Campus Director indicating how the missed class will be made up.

Options to make-up classes are as follows:

- Add 30 minutes a night to 6 class sessions**
- Have a make-up class on a Friday night or Saturday morning-only if "ALL" students can be available**
- Hold a make-up class in a virtual format – e.g. Adobe Connect, recorded lectures or additional online engagement and assignments**

NOTE: *Make-up assignment(s) should be of sufficient breadth and depth to count as a make-up class.*

Please connect with your full-time faculty course contact (see question 17) if you need guidance in scheduling in a make-up class.

<http://www.brandman.edu/calendar#tab2-academic-calendar>

https://my.brandman.edu/faculty/Documents/Brandman%20University%20Credit%20Hour%20Policy_1_26_2012_CAC%20Approved.pdf

34. What are the University's guidelines for attendance in a blended class?

*Students must be listed on your class roster in order to attend classes. On the first night of class, any student not on the roster should be able to verify that they are registered for the class. **If no registration verification is presented, direct the student to the campus office immediately!** If a student on the roster fails to show or states that s/he must miss two or more classes, please notify the FSS at your earliest convenience. **The FSS will forward the information to the appropriate department.***

Brandman University has a recommended attendance policy and you may make minor revisions to this policy except for the first item: A Brandman week runs from Monday to Sunday. Any changes to the Brandman policy as stated in our catalog must be clarified to you students and posted in your Blackboard course site. Students and faculty are expected to engage in the online portion of a blended class on the Monday of the first week of class even if the face-to-face class does not meet until Thursday.

For additional guidelines on attendance, please refer to the catalog at:

<http://catalog.brandman.edu/>

35. What are the University's guidelines for attendance and engagement in an online class?

Two attributes distinguish online education from correspondence and campus-based programs: (1) student attendance requirements and (2) faculty initiated, regular and substantive interaction with students. Please access this link for Brandman's policy on attendance and faculty engagement in online courses.

<https://my.brandman.edu/faculty/Documents/Online%20Attendance%20and%20Faculty%20Interaction%20Policy.pdf>

36. How do I take attendance?

The U.S. Department of Education, Office of Student Financial Assistance, requires that educational institutions which receive federal financial aid funds verify the attendance any student receiving these funds. If the student receiving these funds does not attend classes, the funds must be sent back to the Department of Education within 30 days of the start of the session. In order for the University to comply with this requirement, faculty must take attendance in all classes during the first two weeks of class and report that attendance to the University no later than Wednesday of the third week of a session.

*It is important to submit your attendance **AFTER** the second class meeting (week two) as students are able to add classes up until the Friday of the first week.*

Information on how to submit attendance can be found at:

https://my.brandman.edu/faculty/Documents/Student_Attendance_Verification.pdf

37. What if a student stops attending my class after I have submitted web attendance?

If a student stops attending your class after web attendance has been submitted, please notify the campus FSS or Campus Director for assistance. If you have a student that stopped attending class and did not officially withdraw, enter a grade of "FW" (failure to withdraw) in Self Service.

Information on grading can be found at:

https://my.brandman.edu/faculty/Documents/Entering_Student_Grades.pdf

38. How do I enter grades?

At the end of the session, the instructor(s) of record enter course grades for students. Grades are submitted through the Banner Faculty Services module. Grades are due the Friday after the session concludes.

Information on how to submit grades can be found at:

https://my.brandman.edu/faculty/Documents/Entering_Student_Grades.pdf

39. How do I change a grade I have submitted online?

If grades have "rolled" and you cannot make the change online, a request to change the grade can be made in Self Service.

Information on change a grade can be found at:

https://my.brandman.edu/faculty/Documents/Grade_Change_Request.pdf

40. What is the difference between a grade of F and a grade of FW?

A grade of FW is assigned to students who cease attending part way through the session without officially withdrawing from the class either through Banner Self Service, their home campus or the Division of Student Services. In essence, they are still listed in your grade book but they stopped attending. A grade of F is assigned to students who have failed to meet the minimum standards for passing the course.

41. What is an Incomplete grade?

Adjunct Faculty may issue a grade of Incomplete only when the final assignment (e.g., paper, project, exam) is missing. Incomplete grades should be considered only if compelling reasons due to extenuating circumstances exist such as health or other emergency situations. The deadline for the final assignment can

be no longer than two consecutive sessions following the session the student was enrolled in the course. When entered it is calculated as the grade the student will earn if the incomplete is not removed within the time prescribed by the instructor. (IA, IA-, IB+, etc.)

For further information on incomplete grades:

<https://my.brandman.edu/faculty/Documents/Incomplete%20Grade%20Policy.pdf>

<http://catalog.brandman.edu/>

42. How do I handle a grade dispute?

The catalog provides detailed instructions on how to handle a grade dispute.

Information can be found at:

<http://catalog.brandman.edu/>

43. What do I do if I suspect a student of plagiarism?

Please contact the fulltime faculty member at your campus and if no fulltime faculty member is available, please contact the Associate Dean of the relevant academic school. Your Campus Director can provide you with contact information for the Associate Dean. The catalog provides detailed information regarding this topic.

<http://catalog.brandman.edu/>

44. What are the steps if I suspect a student conduct issue?

Please contact your Campus Director immediately if you suspect a student conduct issue in your classroom. Your Campus Director will provide advice and guidance on the necessary steps that are required to report a possible student conduct issue.

https://my.brandman.edu/SiteCollectionDocuments/Student_Conduct_Code.pdf

45. How do I access the Brandman University library?

The Brandman Virtual Library gives you instant access to Chapman University's Leatherby Libraries, including books, periodicals, media, online databases, course-based library instruction and personalized research assistance for students, faculty and staff - all at the click of your mouse - See more at:

<http://www.brandman.edu/current-students/resources/library>

https://my.brandman.edu/staff/Documents/FAQ_Brandman_Staff.pdf

46. How do I handle ADA student accommodations in the classroom?

Brandman University is committed to providing support services to achieve equal access to the education experience. No accommodations should be provided to a student unless you receive a letter of accommodation from the student. As a courtesy, a letter will also be emailed to you from the Office of Accessible Education and Counseling Services. Only the accommodations listed in this letter should be provided. As an adjunct faculty, if there are any questions at any time regarding the accommodations provided to a student currently enrolled in your class, please contact the Campus Director and or the Assistant Vice Chancellor for Accessible Education. Information on ADA accommodations in the classroom can be found at:

<https://my.brandman.edu/student/ada/Pages/default.aspx>

<https://my.brandman.edu/faculty/Documents/ADA%20information%20for%20faculty.pdf>

47. How do I handle pregnant and parenting students in the classroom?

Brandman University is committed to providing a learning environment which is free from discrimination. As such, Brandman faculty are required to comply with all federal laws regarding discrimination. Access the link below for information on two federal laws how they relate to pregnant and parenting student rights.

https://my.brandman.edu/faculty/Faculty_Support/Documents/Pregnant%20and%20Parenting%20Students.pdf

48. A student has asked me to write a letter of reference for them. What is the procedure for writing letters of reference for students?

Students must sign a FERPA (Family Education Rights and Privacy Act) release before you can write a letter of reference. Specific information on our procedure for writing student letters can be found in My Brandman on the faculty page under Policies and Procedures.

https://my.brandman.edu/faculty/Documents/Reference_Letters_process.pdf

49. Can I take my students on a field trip?

Adjunct Faculty are permitted to take their students on field trips. You will be required to fill out the appropriate paperwork if you are planning on taking a field trip with your class. Paperwork must be filled out in duplicate for each student. You must carry one copy for each student with you on the field trip, and the other copy for each student must be submitted to the office prior to the field trip.

The fieldwork form can be found at:

<https://my.brandman.edu/faculty/Pages/default.aspx>

50. What is the policy on guest speakers?

All honorariums must be pre-approved by the Campus Director. There is a limit of two guest speakers per session. In addition, employees of Brandman University cannot receive honorariums for guest speaking in a class. The honorarium for a guest speaker is \$50. Please contact the campus FSS or Campus Director for the forms required prior to hosting a guest speaker.

For additional information on guest speakers in the classroom, please review the following information:

https://my.brandman.edu/faculty/Faculty_Support/Forms/GUEST_SPEAKER_POLICY.docx

MILITARY BASE SPECIFICS

51. How do I gain access to the base?

Check with your campus FSS or Campus Director for information on the steps required to obtain access to the base.

PROFESSIONAL DISPOSITIONS

52. As an adjunct faculty teaching in the School of Education, what are my responsibilities regarding profession dispositions?

The School of Education (SOE) has identified six professional dispositions that they feel are essential for prospective educators to possess. The professional dispositions will be assessed at several different points in a teaching candidate's program by specific instructors and university supervisors. As an adjunct, you will be required to monitor student development with regard to

each of the six dispositions, and at the end of the session, complete the Professional Dispositions Inventory in Live Text for each student in your course. If you have a concern about a student in any disposition areas, it is expected that you will discuss your concern with the student prior to completing the inventory.

If at any time, you have any questions about the professional dispositions, you are strongly encouraged to contact the course developer for the course you are teaching or one of the Associate Deans within the SOE for guidance. Additional training will be provided by the SOE in this area.

Information can be found at:

<https://my.brandman.edu/schools/soe/SOE%20Adjuncts/SitePages/Home.aspx>

https://my.brandman.edu/student/academics/educational_opportunities/SOEServices/Documents/Professional_Dispositions.pdf

53. What is the “Professional Dispositions Inventory for Social Work Faculty and Practicum Field Instructors” form, and as an adjunct faculty teaching a social work class in the School of Arts and Sciences, what is my role in this process?

The BA Social Work Program has adopted a set of professional dispositions that represent expected conduct standards for social work students. The behaviors are examples of the kind of conduct expected of students in the Social Work Program, but are not intended to be inclusive. Faculty observe all students for evaluation of these dispositions and use this forms to indicate concerns. When there are concerns about a candidate’s dispositions, faculty are asked to first discuss this concern with the student. If you believe that the behavior is serious or it is not resolved by an initial discussion, please discuss this with the full-time faculty course contact for your class.

If, after consultation with the full-time faculty member, it is determined that it would be helpful to complete this form to facilitate the student’s progress in the BASW program, please do so and email the completed form to the faculty course contact.

If you are unsure about the seriousness of your concern, you can discuss the issue with the full-time faculty member. Thank you for your assistance in helping BASW students to achieve their goals.

54. What is an MA Psychology Student Progress Report, and as an adjunct faculty teaching in the School of Arts and Sciences, what is my role in this process?

The Student Progress Report (SPR) is a document used by the University to provide clear expectations of academic and behavioral standards developed to assist student success in the MA Psychology program.

The overall intent of the SPR is to attempt to better determine the student’s appropriateness for the counseling profession, identify academic and conduct problems early in the student’s program, and attempt to remedy identified problems in support of student success through faculty mentoring. Faculty use the information collected from the SPR to offer concrete feedback to students concerning their academic and professional performance, as well as, their professional conduct and behavior.

MAPSY faculty teaching PSYU 501 and PSYU 575 are required to complete a Student Progress Report (SPR) on each student registered for these two classes. The role of faculty (adjunct or otherwise) is to provide feedback to the lead faculty regarding student's academic and professional progress at points throughout the early course of the student's program. A copy of the completed report is furnished to the lead faculty at the student's campus of record. When concerns are expressed in the report, the lead faculty will contact the reporting faculty (i.e. adjunct) for additional information or clarification.

The lead faculty will meet with the identified student regarding any concerns that may impede their success. Alternatively, lead faculty and reporting faculty can decide between themselves if the adjunct and lead faculty should meet together with the student, or the lead faculty may request that the reporting faculty meet with the student without the presence of the lead faculty. During the mentoring-meeting, faculty will discuss the student's academic and professional related strengths, as well as deficiencies, behavioral, and conduct issues.

When lead faculty believes it necessary, a plan of correction will be created (a descriptive summary outlining the behaviors of concern and students plan to make changes). The lead faculty and student will meet to develop the plan collaboratively. A follow up meeting with the student regarding compliance and progress may be scheduled within a reasonable period. The faculty's notes will be entered into the student's electronic file (INOW) and will become part of the student's official record.

Should student issues/problems persist, the student will be notified in writing by the lead faculty that the University will further review the presented challenges. The lead faculty will then consult with the Dean's Office.