NEW FACULTY ORIENTATION

Temporary Faculty Committee Members

TODAY'S TOPICS

- Temporary Faculty Information
- Syllabus of Record
- Course Packet Information
- Office Hours
- Academic Integrity
- Student conduct
- Final Exam Policy
- Midterm and Final Grades

TEMPORARY FACULTY INFORMATION

- According to APSCUF (The Association of Pennsylvania State College and University Faculties) CBA (Collective Bargaining Agreement) defines as follows
- "REGULAR" -- A tenured or tenure track FACULTY MEMBER.
- "PROBATIONARY NON-TENURED FACULTY MEMBER" -- A FACULTY MEMBER who is appointed to a tenure track position and who has not been granted tenure.
- "NON-TENURE TRACK FACULTY" -- A FACULTY MEMBER who is appointed to service in a position in which service will not be credited toward tenure. Examples of such positions include Temporary Part-time, Temporary Full-time and Regular Part-time.

TEMPORARY FACULTY INFORMATION CONT'D

- APSCUF believes that all faculty members deliver quality education to their students and deserve fair and equitable treatment
- Non-tenure track faculty members in the PASSHE (PA State System of Higher Education) guaranteed certain benefits as defined by the CBA, such as right to the grievance procedure, sick days, personal days, and health and welfare benefits
- The Temporary Committee encourage non-tenure track faculty to get involved in APSCUF
- The committee has Information Guide for Temporary Faculty
- To learn more about the committee contact me at sezekiel@iup.edu or Local chapter office Manager bjmarlin@iup.edu

TEMPORARY FACULTY INFORMATION CONT'D

- Academic Freedom: Article 2 Says
  - A. A FACULTY MEMBER is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic or administrative duties.
  - B. A FACULTY MEMBER is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject.

TEMPORARY FACULTY INFORMATION CONT'D

- Grievance Procedure: Article 5 says
  - " A grievance may be filed by a FACULTY MEMBER, a group of FACULTY MEMBERS, or APSCUF…"
- Temporary Faculty Conversion Rights– Please read Article 11. G and 11.H
  - Effective with the Fall 1999 semester and each fall semester thereafter, a full-time, temporary FACULTY MEMBER, who has worked at a University for five (5) full, consecutive academic years in the same department, shall be placed in tenure-track status, if recommended by the majority of the regular department FACULTY in accordance with the procedure developed by that department FACULTY

CONTINUE

- Evaluation of Temporary Faculty Members: Article 12.H
  - Evaluations for temporary FACULTY MEMBERS appointed for a full academic year and temporary FACULTY MEMBERS appointed for spring semester only shall be conducted using the procedures for regular FACULTY
    - The evaluations for temporary FACULTY MEMBERS appointed for fall semester only shall be conducted in the fall using the procedures for regular FACULTY (Student evaluations in all classes … twice each academic year in all classes for probationary non-tenured FACULTY)
  - Department evaluation committee reports by November 1.

CONTINUE

- Department chairperson reports by November 8.
- Performance review by Dean or appropriate manager by November 30.
  - Only one (1) classroom observation from either the department chairperson or a member of the department evaluation committee shall be required for all part-time temporary faculty and full-time temporary faculty appointed for one (1) academic semester.

CONTINUE

- Health Care Benefit: Article 21
  - All temporary full-time FACULTY MEMBERS who are employed to work a standard workload for one academic year and all regular full-time FACULTY MEMBERS are eligible for all health benefits provided in this Section. Whenever a full-time temporary FACULTY MEMBER is employed during the spring semester with a reasonable expectation of being re-employed during the fall semester, the FACULTY MEMBER shall be eligible to receive health benefits during the intervening summer. All temporary part-time and all regular part-time FACULTY MEMBERS who are employed to work at least fifty percent (50%) of a standard workload for one academic year are eligible for health benefits provided in this Article. All regular part-time FACULTY MEMBERS are also eligible for health benefits provided in this Article.

CONTINUE

- Sick Leave : Article 17 A, B, C, D
  - A. A regular full-time FACULTY MEMBER shall accrue sick leave at the rate of fifteen (15) days for each academic year of service in accordance with current practice.
  - B. Full-time temporary FACULTY MEMBERS employed for one (1) academic semester shall accrue seven and one-half (7 1/2) days of sick leave and full-time temporary FACULTY MEMBERS employed for one (1) academic year shall accrue fifteen (15) days of sick leave.

CONTINUE

- C. A regular part-time FACULTY MEMBER shall accrue sick leave on a pro-rated basis according to the percentage of the standard workload assigned for the academic year.
- D. Part-time temporary FACULTY MEMBERS shall accrue one (1) day of sick leave per semester.

CONTINUE

- Time Spent on Temporary towards Probationary Period: Article 15 B
  - There shall be a probationary period of five (5) full academic years at the University (from the most recent date of appointment) for each FACULTY MEMBER. During the probationary period, the FACULTY MEMBER shall be observed and evaluated in accordance with the provisions of Article 12,
  - Only full-time employment at the University in a non-temporary position shall be counted in computing the probationary period, except that time spent in a temporary or regular part-time, temporary full-time or regular full-time position at any UNIVERSITY may, on the recommendation of the department and the approval of the President, be counted toward the required probationary period.

CONTINUE

- Regulations Regarding The Hiring Of Temporary and Regular Part-Time FACULTY MEMBERS
  - The full-time equivalent (FTE) of temporary and regular part-time FACULTY MEMBERS at any University shall not exceed twenty-five percent (25%) of the full-time equivalent (FTE) of all FACULTY MEMBERS employed at that University as of October 31 of the previous year. A UNIVERSITY and local APSCUF may, by written local agreement, exceed the limit provided herein.

SYLLABUS OF RECORD

- You can find information regarding the syllabus of Record format at the UWUCC– University Wide Undergraduate Curriculum Committee
- http://www.iup.edu/senate/ -- then go to UWUCC – then go to syllabus of record– Appendix A

- It covers Catalog description, course outcome, course outline, evaluation method, grading scale, attendance policy, book Info and other information

- Ask your dept for a copy of the syllabus of record for your course
- Your syllabi reflect the purpose, nature and objectives

COURSE PACKET INFORMATION

- You can have your course packet made at 3 locations
- The HUB copy Center
  - Phone:- 724- 357- 3831
  - Top floor of Hadley Union
  - http://www.coop.iup.edu/Co-op_copycenter.htm
- Copies Plus
  - Phone:- 724- 465- 2679
  - 1052 Oakland Ave– Across from Oak Grove
  - http://copiesplususa.com/
- Pro-Packet Copies
  - Phone:- 724 -357- 8402
  - 1176 Grant Street
  - http://pro-packet.com/index.html

OFFICE HOURS

- Information regarding Office hours can be found in the APSCUF (The Association of Pennsylvania State College and University Faculties) and CBA (Collective Bargaining) Article 23, A 1.c Page 74
- http://www.apscuf.org/documents/members.faculty.contract.0711.pdf

- *"Teaching FACULTY MEMBERS shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students."*

ACADEMIC INTEGRITY POLICY AND PROCEDURES

- IUP is an academic community with the society at large
- All members within this community are expected to accept the responsibility for academic integrity and honesty
- Academic dishonesty seriously erodes the quality of educational pursuits and is unacceptable at IUP

ACADEMIC INTEGRITY POLICY AND PROCEDURES CONT'D

- The following policies and procedures have been established to preserve the academic integrity of the university community, while also providing a process that protects the right of students who allegedly violate these policies.
- Information regarding Academic Integrity Policy and Procedure can be found in the Undergraduate Catalog
- http://www.iup.edu/registrar/catalog/ Page 24 in 2012-2013 catalog
- The registrar's website http://www.iup.edu/registrar has many links on a variety of other topics of interest

STUDENT CONDUCT

- The Office of Students Conduct(OSC) supports the academic mission of the university by promoting the development of a campus community characterized by reasonable safety and security, responsible behavior, civility, and respect.
- Through enforcement of university policies and regulations, the office challenges student to take responsibility for their actions; demonstrate respect for themselves, property, and other individuals; and develop skills that will enhance lifelong problem solving, communication and decision-making abilities
- http://www.iup.edu/studentconduct/

FINAL EXAM POLICIES

- Final examination week is part of the regular academic program and must be incorporated into each instructor's plan for the semester
- Final exams are not the only legitimate type of terminating activity and therefore, the instructor may choose an appropriate activity that conforms the course objectives.
- The terminating activity shall take place only at the time and location assigned by the registrar office

FINAL EXAM POLICIES CONT'D

- Faculty members may require student attendance at the terminating activity
- Faculty members who do not schedule for do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences.
- Block finals must be held as scheduled.
- Once the final examinations has been set by the Registrar's office, changes and absences must be approved by the instructor's dean
- http://www.iup.edu/registrar/catalog/ Page 37 in 2012-2013 catalog

MIDTERM AND FINAL GRADES

- To help students to monitor their academic performance, faculty member need to provide a warning to students with unsatisfactory performance at midterm.
- Registrar will announce the date for midterm and final grades
- You can enter midterm and final grade in URSA(University Record and System Assistant) on http://www.iup.edu/ursa
  - Click Login Secure Area
  - Put your USER ID (@ + 8 digit number) and PIN
  - Click on Faculty and Advisor Link
  - You can access Midterm grade and Final Grade
- The midterm Grade is advisory grade and is not a permanent part of the student's academic history
- It is not used to determine enrollment status, dismissal, or eligibility for financial aid, housing or athletics

- http://www.iup.edu/registrar/catalog/ Page 27 in 2012-2013 catalog