



THE UNIVERSITY OF SCRANTON

Adjunct Faculty Guide

2024 2025

TABLE OF CONTENTS

LETTER OF APPOINTMENT4
SALARY4

GONZAGA PROGRAM	19
FACULTY DEVELOPMENT	20
INSTRUCTIONAL TECHNOLOGY SERVICES	20
CIRCULATION OF MATERIALS	22
INFORMATION LITERACY	22
DATABASES	22
RESERVES	22
INTERLIBRARY LOAN AND EZ-BORROW	23

APPOINTMENTS

Recommendations for adjunct faculty will originate in respective departments. These recommendations will be forwarded to the appropriate Dean. The Dean determines the salary based upon the appropriate salary schedule. Adjunct faculty must supply curriculum

conducting reference checks using the form contained in the search guide for full-time faculty.

Letter of Appointment

Appointment to adjunct faculty positions will be made by letter and confirmed by a final computer-generated schedule distributed by the Registrar at the beginning of each academic term.

Salary

Compensation for adjunct teaching in the University of Scranton normally ranges from \$500.00 to \$1,000.00 per credit hour, depending upon degree earned and years of teaching.

Adjunct faculty are expected to complete an online application form, a criminal background -4 Form, Residency Form, Local Service Tax Exemption Form, Direct Deposit Form, and Form I-9 (Employment Eligibility). The Office of Human Resources will email these forms to you. The Human Resources onboarding process will take place once the background check is complete.

Payday for adjunct faculty normally falls on the first of October, November and December for Fall Semester; and the first of March, April and May for Spring Semester. If the forms

Checks will be mailed to your home address unless you request to pick them up at the Payroll Department. This request must be made in writing to the Payroll Department. Paydays for summer sessions are on the first of July and August and for Intersession, the first of February.

ACADEMIC CODE OF HONESTY

Students have the responsibility for governing their own conduct in compliance with the Academic Code of Honesty, which addresses behavioral integrity in the academic work of the University. Conduct that violates the Code includes plagiarism, duplicate submission of the same work, collusion, providing false information, unauthorized use of computers, theft

Dishonesty Hearing Board. Students who are found to have violated the Code will ordinarily be assigned the grade F by the instructor and may face other sanctions. The complete book and on the Web at [The University of Scranton Academic Code of Honesty](#)

OTHER UNIVERSITY CODES AND THE CIVIL LAW

The University's "Rights and Responsibilities..." Code proscribes conduct that will often have a direct bearing on the ability of faculty and students to achieve their academic goals.

- g. Maintenance of a high standard of conduct, integrity, trust and professionalism when dealing with students, other faculty, administrators and the public; and
- h.

COURSE POLICIES

Attendance
Conferences
Late Assignments
Make-up exams

Plagiarism
Tardiness
Cheating

COURSE REQUIREMENTS AND CALENDAR

Topics/Reading Assignments
Projects
Tests

Papers
Class Participation
Presentations

EVALUATION GRADING

Provisions for changing/amending course syllabus.

Adjunct faculty should check with their respective academic departments regarding any additional specifications, e.g., inclusions of accreditation standards, conceptual frameworks, etc.

*(Taken from ideas presented in **The Art and Craft of Teaching**, Margaret Morganroth Gullette Ed., and articles in **The Teaching Professor**).*

COURSE EVALUATIONS

Course evaluations are administered by the Center for Teaching Excellence (CTE) and distributed to students each semester. The Center also provides support to faculty and students for the course evaluation system.

- a. All adjunct faculty should rate their course objectives using the course evaluation system. This includes full-time administrators or members of the professional staff who may be teaching adjunct. It does NOT include Eha2609120009(ouW*nBT/F1 12 Tf1 0 0 1 253.0

- c. Each department should devise a system for evaluating adjunct faculty each semester, using at least the results of the course evaluation forms, and involving full-time chairperson. All full-time faculty who are involved in the department's evaluation system for adjunct faculty will have access to the adjunct faculty evaluation files.
- d. Official personnel files for all adjunct faculty are maintained in the Dean's Offices. At a minimum, the results of the course evaluations each semester and the departmental evaluation each year will be placed in the evaluation file. Additional items may be placed in the evaluation file by the adjunct faculty member him/herself.
- e. Adjunct
Twenty-

More on course evaluations - <https://www.scranton.edu/academics/ctle/oce/index.shtml>

OBSERVANCE OF SCHEDULE

to be adhered to exactly. No changes of any kind are to be made without approval of the appropriate dean.

FACULTY ABSENCE

Faculty members must notify their department chair and dean when they are absent from class. This policy applies to absences that are known ahead of time (e.g., professional meetings or planned medical procedures) and absences that occur unexpectedly (e.g., illness, emergency, inclement weather). If known ahead of time, faculty members should notify the students and if possible, these absences should be indicated on the course syllabus. It is also to notify their students of unexpected absences. If faculty members are unable to contact the students enrolled in their classes, they should notify the department secretary, who will attempt to notify the students enrolled in the classes. Faculty member

to correct the situation immediately; otherwise, the student will not receive a grade for the course.

All faculty are encouraged to maintain an attendance record for at least the first two weeks of class. This record will help establish a student's attendance in a class, if a question of refund arises.

A printed copy of Corrected Class Lists are sent via campus mail to all faculty two class days after the last day on which students may add classes.

The instructor is responsible for directing any person whose name does not appear on the official roster to go to his/her Advising Center or Dean's office as soon as possible. These students may continue to attend class only after presenting a signed and dated Schedule Change Form to the instructor.

Any student who attends class, but who is not properly registered will not receive credit for the class or a grade at the end of the semester. If a student is listed on the official class list but is not attending, note this on the Office of the Registrar & Academic Services copy of the official class list and return it on or before the due date. The Office of the Registrar & Academic Services will attempt to contact the student to inform him/her that the student is responsible for officially dropping the course.

Note: Important memos and grade reminders will be sent to your University of Scranton email account -- please check your university email or route it to the email address you usually check. If you visit the Registrar's webpage at www.scranton.edu/registrar you will find academic calendars with grade due dates as well as other helpful information. <https://www.scranton.edu/academics/registrar/academic-calendar.shtml>

Mid-term Grades are required **only for first-year and deficient undergraduate students** and must be submitted through Self Service in my.scranton.edu. Instructions for mid-term grade submission are emailed to the faculty each semester, and it is necessary to have an active University of Scranton email username and password in order to submit grades. Even
g taught,
ophomores

submitting the completed forms to the Office of the Registrar & Academic Services by the end of the second week of the semester (or by the second day of the summer sessions and Intersession). The option cannot be reversed after the fourth week of class (or the fourth day in the summer sessions or Intersession). Courses that the student will use to fill free elective or free cognate requirements are eligible under the Credit-No Credit Option. The following courses are not eligible: courses used to fulfill general education requirements, including Writing Intensive (W) and Cultural Diversity (D), courses in the major and required cognate, courses in a minor or concentration, and those used to fulfill requirements in the Honors and SJLA programs. Students may take no more than a total of four courses under this option and no more than one per semester (other than internships, practicums, or physical education courses).

Students would receive one of the following grades under the Credit-No Credit option:
CS (Credit Satisfactory): Notation when grade is C or higher; counts in Earned Hours for the

CD (Credit Deficiency): Notation when the grade earned is passing but less than a C (such as a C-
calculations.

NC (no Credit): Notation when the grade earned is less than passing (F): does not count in

Dropping and Adding Courses

Students may add courses anytime between the initial registration period and the fifth class-

the Complete Withdrawal/Leave of Absence Form. In either case, the forms are available

I Indicates postponement of the completion of a course. It is given at the

STUDENT CLASSIFICATIONS

- 01 Freshman (0-29.99 Earned Hours)
- 02 Sophomore (30-59.99 Earned Hours)
- 03 Junior (50-89.99 Earned Hours)
- 04 Senior (90 or more Earned Hours)
- GR

ACADEMIC ADVISING CENTERS

The College of Arts and Sciences Academic Advising Center

The Academic Advising Center, located in St. Thomas Hall 209 serves all first-year students

Writing Center

The Writing Center is a safe space where students can work on their papers and assignments while receiving support from well-trained peer consultants. Students can visit the writing center at any point during the writing process. Students will work with consultants in a one-on-one setting. The Writing Center is located in LSC 582 with a satellite center in the Reilly Learning Commons. Students can make their own appointments through the Writing Center Scheduler found on the OSSS Card. For more information, contact the coordinator at writing-center@scranton.edu.

Accommodations for Students with Disabilities

The OSSS is the designated office that provides services to students with disabilities who are enrolled at the University of Scranton. The OSSS reviews and maintains disability-related documents. An ADA committee certifies eligibility for services and determines academic accommodations, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Student Success Services

The OSSS assist students, particularly those coming directly from high school and other colleges, in their academic career by providing them resources to meet their educational and vocational career objectives such as study skills, writing support, tutoring, mentoring, academic coaching and assistance in planning and coordinating follow-up academic and social activities. Along with the Student Success Specialists, our Academic Coaches assist development in the areas of time management, organization, test preparation, study strategies, and goal setting to help students stay focused and work to their full ability. Email oss@scranton.edu for more information and to make an appointment.

Gonzaga Program

The Gonzaga Program aims to help students develop academic skills that are vital for success at the collegiate level. Students learn to analyze and evaluate information and identify their capabilities in these areas to strengthen them in an engaging and effective manner with the guidance of faculty and staff. Gonzaga students are part of a cohort group for the required Gonzaga coursework which provides smaller class sizes for personalized attention from professors and a collaborative peer support network. In this setting, students can grow their knowledge and skills while working as part of a community.

supports a strong culture of teaching, learning and scholarship in the Ignatian Tradition for a
nts to
help create an environment that encourages and supports student learning, faculty
enrichment, instructional design, and the use of technology. The CTE provides opportunities
for faculty and students to work together to achieve academic success and have a positive
learning experience at the University. Telephone: 570-941-4038. www.scranton.edu/cte

Faculty Development

The CTE offers opportunities for faculty in mentoring programs, enhancement of pedagogy,
and the use of technology to support teaching and learning. Workshops, seminars and one-
on-one consultations are available to university faculty.

Instructional Technology Services

The CTE provides assistance with technology for teaching and learning purposes to faculty.
Technical staff and student consultants are available to assist with services such as: training
on the use of the Learning Management System and its advanced features, web consulting
and the development of websites, audio/video streaming services, enhancing PowerPoint
presentations with sound and graphics, scanning, and with the use of other multimedia
software resources.

THE TECHNOLOGY SUPPORT CENTER

The Technology Support Center is available to assist you with computing and instructional
technology equipment services such as resetting PINs and passwords; trouble shooting MS
Office products, email, test scanning, Banner and other University supported software. In
addition to these services, they can set up and troubleshoot instructional technology
equipment in classrooms, etc.

The Technology Support Center also provides a technical orientation to University
computing accounts for new faculty. Visit

THE HARRY & JEANETTE WEINBERG MEMORIAL LIBRARY

The 80,000-square-foot, five-story building, named for Harry and Jeanette Weinberg, opened in 1992. The facility includes a variety of learning environments, including 45 computer workstations, large tables, soft seating, study carrels, group study rooms, quiet study areas, and the Charles Kratz Scranton Heritage Room, a large reading room on the fifth floor overlooking the campus. Four areas are available by card swipe 24/7:

- The Reilly Learning Commons, which includes lecture capture access, podcasting space, high-end computing, 7 Macs, a Writing Center Satellite, and reservable group study rooms.
- The Pro Deo Room, which includes a computer lab and café seating. The room also houses the Scranton Market, with self-service access to food and coffee.
- The Second Floor, which includes a computer lab, reservable group study rooms, quiet study space, large tables, study carrels, and soft seating. Some Reference Books, Periodicals, and Microform materials are shelved here.
- The Third Floor, which includes large tables, study carrels, and group study rooms.

The Library Services Desk has 15 laptops available for loan to students. Wireless access to the Internet, including wireless printing, is available throughout the building.

In 2023, Library holdings of 1,171,221 volumes included 325,289 print books, 742,833 electronic books, 76,500 bound journal volumes, and 26,599 volume-equivalent microforms. The Library has 79,726 unique journal titles in print and electronic subscriptions. The Media Resources Collection on the third floor holds 25,320 non-print items and provides access to 129,991 streaming media programs. The University of Scranton Archives and McHugh Family Special Collections houses the University's historical records, rare books, faculty publications, and other special collections. The library's Digital Collections are available at <https://digitalservices.scranton.edu>. In addition to the Library's collection, books are available for direct borrowing through PALCI (Partnership for Academic Library Collaboration & Innovation) EZBorrow, and journal articles may be requested through Interlibrary Loan. Special services for delivery of materials are available for students enrolled in online programs.

remote access to databases and full-text documents for those who are off campus. Research & Scholarly Services Librarians are available in-person on the second floor and can also be reached by calling 570-941-4000, by emailing askalibrarian@scranton.edu, or online via the Ask a Librarian chat box located on the Library homepage. The online Ask a Librarian chat box is staffed 24/7 and is conducted live. The Library also has a robust Information Literacy Program that instructs students in information discovery, evaluation, and use. Faculty are encouraged to schedule information literacy instruction sessions for their classes by going to <https://www.scranton.edu/academics/wml/infolit/instruction.shtml>.

Library hours are posted on campus and on the Library's website. The building is staffed 88 hours per week, with extended hours during exam periods. For information about the Library, including its services and resources, see the Weinberg Memorial Library homepage at <https://www.scranton.edu/library>. To find out what's new in the Library, visit <https://sites.scranton.edu/library>

you receive a confirmation. The Library pays a copyright fee for the use of any item that does not fall within the fair use exemption of copyright regulation. If the Library is unable to get permission for using an article or chapter, that item cannot be placed on reserve. If you have any questions about Reserves, call 570-941-7524 for print and electronic reserves, and 570-941-6330 for Media Resources.

Interlibrary Loan and EZ-Borrow

The Library provides two [Interlibrary Loan services](#) both of which are accessible from the

ILLiad is used for other types of materials. EZ Borrow books are loaned for 16 weeks and may not be renewed. If the book is unavailable through EZ Borrow, then borrowers can request through ILLiad.

EZ-Borrow books and Interlibrary Loan materials are picked up and returned at the Library Services Desk.

For questions concerning Interlibrary Loan call 570-941-4003.

Acquisitions and Collection Development

Each academic department approaches collection development differently, so you should

-941-7811

to ask the Collections & Resources Management Librarian questions about books, serials, and standing orders. If you need video, DVD, streaming media, or sound materials not in the collection, contact Media Resources at 570-941-6330.

University of Scranton Archives and McHugh Family Special Collections

The Archives maintains a collection of faculty publications, which are displayed during Scholarship Month in May. Faculty are encouraged to donate a copy of their publication(s) for preservation.

Faculty Study Room

To accommodate faculty use of the Library for extended research projects, WML 419 may be reserved by current University of Scranton faculty. Up to three faculty members may reserve the room per semester. Faculty must vacate the room during the months December and May, when it is opened for student use. Any Library materials used in the room must be

the room is controlled by the Office of the Dean of the Library, 4th Floor. Faculty members sign out a key to the room at the time of the reservation and must return the key at the end of the semester. During the semester

Room -

To inquire about reserving the Faculty Study Room,
941-7816.

Returning Books

There is a book return in the Library foyer for the after-hours return of books. If you receive a recall notice, please return books other users need. Return all books if leaving employment at the University of Scranton.

Computers, Microfilm, and Scanning

Computer access is password-protected. At the login screen, enter your R-number and my.scranton password.

Scanners are in the Pro Deo Room, Reilly Learning Commons, and the second-floor computer lab. These scanners can directly email documents to users.

The Library has two microfilm machines on the second floor. Scanned digital copies of microfilm can be emailed to users.

Seeking Assistance

Please get in touch with the Library Services Desk at 570-941-4000 with any Library-related questions.

RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS

The University of Scranton (University) is committed to safeguarding the rights and welfare of human participants and animal subjects in all research under its sponsorship and to serving as their protector on behalf of the community of persons that comprise the University. Research activities are guided by the obligations of federal regulation and University policy, among other regulatory requirements.

Misconduct Policy.

gender equity and inclusion. To do so, the Center facilitates meaningful dialogue, co-curricular learning, and skills development in the areas of feminism, advocacy, leadership, and empowerment so that students may become catalysts for a more just world.

The JKWC hosts programs, workshops, presentations, dialogues, and other opportunities focused on educating students about topics of gender equity, including representation, gender-based violence, body image integrity, intersecting identities, and more. The JKWC offers a resource library and gathering space for continued learning and personal development.

You may contact the JKWC by calling (570) 941-6194 or visiting 205F of the DeNaples

Grant, training and programming. The Office of Equity and Diversity is located in Institute of Molecular Biology and Medicine (IMBM) Building, Suite 315 and can be reached at Tel: 941-6645.

ACADEMIC SERVICE/COMMUNITY BASED LEARNING

Community Based Learning (CBL) Statement: This course or program has a CBL component/requirement. Faculty work in partnership with community organizations to determine the best fit for student learning outcomes (SLOs) and course/curricular requirements. The University defines Community Based Learning as an academic experience that involves students working with individuals, groups, or organizations in ways structured to meet community-defined needs. Students learn to understand common challenges facing humanity, identify systemic problems, and develop a commitment to their communities.

For this course or program, students will (faculty will fill in the details of the project assignment(s) and partnership(s) that will be required for the course SLOs or program learning outcomes to be met).

www.scranton.edu/academics/provost/cbl/index.shtml

THE LEAHY COMMUNITY HEALTH AND FAMILY CENTER

The Leahy Community Health and Family Center (LCHFC) provides resources to support theoretical and applied research, faculty development, community based learning and service opportunities and support for programs that advance the cause of disabled and underserved persons and vulnerable populations who need assistance. Integral to the Panuska College of Professional Studies' mission is the belief that all disciplines should be taught and understood through a balance of theory and practice in the context of a Jesuit tradition and spirit. The Leahy Community Health and Family Center is designed with this focus in mind. The Center is dedicated to the dual purpose of identifying and meeting the health and wellness needs of underserved individuals in the greater Scranton community while providing a place where faculty guide students in a practical educational experience.

Leahy Center programs include:

The Edward R. Leahy Jr. Center Clinic for the Uninsured provides free "non-emergency" health care to uninsured Lackawanna County residents who may otherwise forego health care due to cost or seek care in hospital emergency rooms. The Clinic strives to provide high quality care in a welcoming, respectful and compassionate environment. The Clinic offers opportunities for teaching, research, learning, and service to University of Scranton faculty, students, and volunteers. Health care services include Medical, Physical Therapy, Low Vision and Counseling

play therapy provides additional services to the most vulnerable in our community. Nutrition and Exercise classes promoting healthy lifestyle are offered twice weekly

in the evening. Every effort is made to provide culturally competent and linguistically correct services to our community members with limited English proficiency. Services are offered by University of Scranton faculty, professional staff, and students, and community health care providers including nurses, nurse practitioners, physicians and pharmacist.

The Alice V. Leahy Food Pantry is operated and maintained by the LCHFC staff and University of Scranton students who regularly conduct drives, along with generosity of local churches and organizations to stock the shelves with items supporting the needs of hundreds of Scranton area families.

Peacemakers is a 6-week after school program held in the Leahy Community Health and Family Center on Friday afternoons, from 3:30 p.m. to 5:30 p.m. during the Fall and Spring semesters. The program is facilitated by University of Scranton students, mentors, and faculty of the Counseling Department and is for children between the ages of 9 and 13. The goal is for students to experience and explore the meaning, history, and vision of peacemaking and develop the skills necessary to carry their experiences and learning into the future.

The University of Success is a pre-college program designed to provide academic, social, and cultural enrichment to high school students. The ultimate goal of this program is to assist participating students to successfully complete high school and gain entrance into a college or university. The University of Success helps students achieve this goal through a variety of activities and services from the ninth grade until they graduate from high school. Many Success students choose to apply and continue their education at The University of Scranton.

The LCHFC is available to faculty, staff and student as a service opportunity or for academic programming consistent with the mission of The University of Scranton. View webpage <http://www.scranton.edu/academics/pcps/leahy/index.shtml> or schedule an appointment by calling (570) 941-6112.

UNIVERSITY PARKING

at parkingservices@scranton.edu Please include your name and Royal ID number.

The receipt of a completed application and fee offers the faculty member a parking permit that must be displayed on the outside of the vehicle (see back of permit for display locations.) Parking is authorized in any non-reserved space (see the campus-parking map). Adjunct Faculty permits are not valid in Faculty parking spaces. It is recommended that vehicles be kept locked to prevent theft of valuables while parking in University parking lots. Only the current permit should be displayed on your vehicle. Vehicle insurance and/or appropriate financial responsibility as required by law is the

In order to preclude difficulties for visitors to campus, faculty members should contact the Parking Services Office (570-941-7876) to make the necessary arrangements. Any unauthorized motor vehicle (not having a current parking permit) parked on the

City police also indicate that motor vehicles illegally parked on streets surrounding the University will be ticketed.

The annual fee for an Adjunct Faculty permit is \$55.00. If you only require a permit for one semester the fee is \$30 and you must email the parking office (before accessing the parking portal) with your name, Royal Id number and indicate what semester you are applying for a permit. The parking office will send a follow-up email. If you have any questions or need assistance with this process, please contact the, Parking Services Coordinator at 570-941-7876 or parkingservices@scranton.edu. (Note: Adjunct Faculty members are not authorized to use faculty reserved spaces/areas. Vehicles displaying an adjunct faculty permit must be parked in non-reserved spaces.)

OFFICES FOR ADJUNCT FACULTY

Individual offices are not available for adjunct faculty, although a few departmental offices may be used by adjunct instructors on a space available basis. Department chairpersons should be contacted in this regard. It should be noted that adjunct faculty offices do have phones but not voicemail services.

PRINTING SERVICES 0 Gve 4hicle 46 be 3 (ke 4pt 1) 36c 4k) 04 dnv 8 [00018.0]TJETQq0.00000

Printing Services hours are: Monday - Friday 8:00 a.m. to 4:30 p.m.

UNIVERSITY ID CARDS

The Royal Card is the University of Scranton's campus-wide identification card and will be used to identify you as a faculty member at the University. It is also used to access academic and administrative buildings.

If you deposit funds into a Royal Card account, the card can be used instead of cash for on-campus spending in the following locations: all University dining facilities, the Bookstore, campus vending machines, Weinberg Library Uniprint, vending and copy machines, microfiche machines, printing services and Parking Services Office.

ID cards may be obtained at the Royal Card Office, located at the TSC in the Alumni Memorial Hall, Rm 102. Lost cards should be reported immediately to prevent unauthorized use of your card. To report a lost card or for information regarding the Royal Card, call 941-4357 or after hours contact Public Safety at 941

- b. Use of athletic facilities in the Fitness Center (Pilarz Hall), Byron Recreation Center and the Long Center is permitted with University ID.
- c. Eating Areas:

DeNaples Center: Food Court and Convenience Store, 1st floor

DeNaples Center: Fresh Food Company, 3rd floor

Montrone Hall: Convenience Store and Mulberry Café

Leahy Hall: Einstein Bagel

Snack and Beverage Machines: Hyland Hall, McGurrin Hall, Leahy Hall, St.

Thomas Hall, Weinberg Memorial Library, Brennan Hall, Long Center, Byron Center.

Quite a number of vending machines are located on campus. At times these machines malfunction and refunds are required. A receipt for the amount of the refund including the date of loss and the machine involved is required by the vending company and must be complete in order for a refund to be issued. Refunds are made between the hours of 2:00 p.m. and 4:00 p.m. by contacting the Facilities Operations Department, Nevils Hall, at 570-941-7650. For vending machines in a food court area please see the ARA manager.

RECREATION MEMBERSHIP RATES

Yearly membership rates for adjunct faculty are as follows:

Byron Center Only: single \$50, spouse included \$125, family \$150.

Fitness Center (includes Byron): single \$125, spouse included \$250, family \$300.

Hours of operation:

LOST AND FOUND

All articles found on campus should be turned over to Campus Police located on the ground floor of the Parking Pavilion on the Mulberry Street side. These articles may be claimed Monday - Friday from 8:30AM to 4:30PM.

UNIVERSITY OF SCRANTON ACADEMIC CALENDAR

<http://www.scranton.edu/academics/registrar/academic-calendar.shtml>