

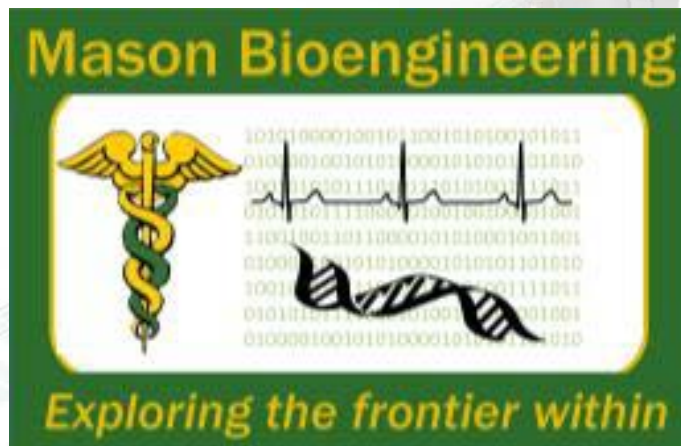
# ADJUNCT FACULTY HANDBOOK

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## I. Introduction

Thank you for teaching as a Lecturer or Adjunct Faculty for the Department of Bioengineering in the Volgenau School of Engineering. We started as a Department in July 2011 and are excited to have you as part of our team. This handbook serves all new Adjunct Faculty as a guide to acquire essential information and ensures their effectiveness as a teaching faculty.

Your point of contact is **Dr. Laurence Bray** – [lbray2@gmu.edu](mailto:lbray2@gmu.edu), (703) 993-2218. It is your responsibility to set up regular meetings with your POC.

The handbook is structured logically into different sections:

- *Getting Started* provides websites and procedures to be able to function immediately after the hiring process.
- *Academic Guidelines* focuses on the instruction process itself and its regulations
- *Administrative Information* helps to setup your class before teaching
- *University Resources* lists helpful resource links for planning your course(s), finding answers to questions and points out adjunct faculty rights.

Thank you for being with us!

## II. Getting Started

### a. GMU Email Account

Activate your GMU email account ASAP. According to GMU policy, in response to Federal Privacy Regulations, all academic communications with students need to be conducted via GMU email accounts. To activate your email account, go to [tsd.gmu.edu/services/strongpassword/](http://tsd.gmu.edu/services/strongpassword/) and pick the choice that applies to you under “I want to sign up for Patriot Pass and get my NetID and password.”

Follow directions using your GMU User ID number (G-number) and your new PIN which is usually a default to your birth date entered *mmdyy* without slashes. Please send us ([bioeng@gmu.edu](mailto:bioeng@gmu.edu)) an email from your GMU account for ease of communication.

### b. GMU ID

Get your Mason ID card as soon as you are given your GMU User ID (G-number). Your ID card is your key to the Adjunct Faculty Office (Engineering Building, rooms 3707), the Bioengineering office 3300 and to labs associated with your course. You may obtain your GMU ID at ID Services in Sub 1, room 1203, (703)993-1004. Try your swipe card on the Adjunct Faculty Office **before you need to access them** and let us know if it does not work!

<http://www.gmu.edu/univserv/allunivcard/photoid/>

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### **c. Mailbox**

A mailbox will be set up in room 3707 for you. All notes, papers, etc. will be left in this box. Students may leave papers for you (with your name on them!) in the Bioengineering Department office. These will be put in your box in room 3707.

Papers for students can be left in the Bioengineering office as well. Note, any paper that shows the Student G number must be enclosed in an envelope to protect the privacy of the student data.

### **d. Keys and Swipe card access**

Contact the Department Staff to get (card swipe) access to the Adjunct Faculty Office, room 3707 and to the Bioengineering office. If you need keys for specific rooms, please let us know.

### **e. Parking**

For purchasing a parking decal go to [parking.gmu.edu](http://parking.gmu.edu).

### **f. Direct Deposit**

Your semester pay will be direct deposited into your chosen bank account on a semimonthly basis. To set up your direct deposit go to Patriot Web (<https://patriotweb.gmu.edu/>) and click on the "Employee Services" Tab. Choose "Pay Information" and you will be able to set up your account information under "Direct Deposit Allocation".

### **g. Bioengineering Website**

Our Department has an informative website ([bioengineering.gmu.edu](http://bioengineering.gmu.edu)). We update our faculty every semester and ask you to submit a portrait and biosketch, so we can post it for our students. In case you have a personal website, please provide us with the URL and we can establish a hyperlink from your picture. Any news you would like to share pertaining to your class (field trips, awards, etc.) or new opportunities you might be aware of (Jobs and Internships), let us know and we can post it.

## **III. Academic Guidelines**

### **a. Patriot Web**

Make contact with Patriot Web as soon as you have activated your GMU email account. Your Mason Username (NetID) and password are used to access Patriot Web. At Patriot Web you will be able to see your roster. You will access email addresses for your class students. You will enter mid-term grades (for 1xx and 2xx level courses) and final grades for all courses. Login at <https://patriotweb.gmu.edu/>.

#### **aa. Class Roster**

Enrollment Rosters are available on-line at <https://patriotweb.gmu.edu>. You are encouraged to access these and make copies (a) before your class meets, (b) after the *Add Date* at the end of first week of classes, and (c) after the *Drop Date* at the end of the fifth week of classes (the Final Official Class Roster). You will not be able to access this information until the Department Staff have you entered in the Mason Human Resources system. Please help them with any data needed - ASAP. To access your class

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roster you will need your George Mason NetID (email username) and password. Click on *Faculty and Advisor Services*. Your class(es) should be in the *CRN* pull-down menu. Click *Submit*.

### ab. Email addresses

A list of student email addresses can be displayed at the bottom of the roster. These can be highlighted, copied and pasted into an email to contact all (or selected) students in your class.

In order to protect student data, it is department policy to use the BCC: (Blind Carbon Copy) line when sending to all students in your class.

### ac. Mid-Term and Final Grades

You will be able to enter your course grades via [PatriotWeb.gmu.edu](http://PatriotWeb.gmu.edu). Note that grades entered on your Blackboard grade book do NOT populate the patriot web/Banner system. All mid-term and final grades must be entered through PatriotWeb.

All 1xx and 2xx level classes must have mid-term evaluations (grades) submitted. See <http://registrar.gmu.edu> "Calendars" for the due dates. While the procedure for entering the grades in PatriotWeb is self-explanatory, the HELP button leads to useful Quick Guides. The mid-term grades are intended to help alert the freshman and sophomore students to possible academic problems before the end of the semester. The mid-term grades do not stay on any permanent record. So the mid-term grades you report should be based on good information, but do not need to include every single assignment.

### b. Lab sections

All Lab Sections meet the first week of classes. This is to allow lab administrative and safety issues to be completed. Also, students are required to show up at the first meeting of a lab or they may be dropped from the course. This is to allow us to get an accurate count of the number of students actually taking each lab and, perhaps more importantly, to allow us to move students from Waitlists into the limited number of seats in the labs.

### c. Recitation sections

All Recitation Sections meet the first week of classes unless the lecture instructor has contacted both the students and the course TA prior to the recitation and has agreement from the TA that a meeting is not needed.

### d. Final Grade submission

Final Grades are submitted via the web at <https://patriotweb.gmu.edu>. A manual on how to enter final grades can be found at: <http://registrar.gmu.edu/topics/submit-final-grades/>. **It is very important that your grades be submitted in a timely manner. The Mason requirement is within 48 hours of the final exam.** Please consult the section of the GMU Catalog that outlines academic regulations related to final examination policies: <http://catalog.gmu.edu/content.php?catoid=25&navoid=4879#finalexams>. The weight given to examinations in computing final grades and decisions about the kinds of examinations used may differ according to the preferences of individual instructors. Such grading information should be communicated in detail to students in the syllabus on the first day of classes.

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You can submit a subset of the grades, completing the submission at a later time/date. Grades are rolled over into the permanent database several times a day, so it is unlikely that you can change a grade online once you have hit the *Submit* button. After that time grade changes must be done via paper forms through the Department and Dean's Office. See the Department staff for the necessary forms. After you submit all grades for your course you must **print a copy of the Final Grade Roster (which will then show grades) to be turned in to the Department.**

### e. Grading

GMU allows, but does not require, the use of some + and - grades. I.e. A+,A, A-, B+, B, B-,C+, C, C-, D, F for undergraduate classes and A+, A, A-, B+, B, B-, C, F for graduate classes.

Note the grade scale is associated with the class, not the student. An undergrad taking a graduate class cannot be awarded a C- or C+. If you *normally* would not use the + or - grades, a statement to this effect should be included in your syllabus and mentioned in class. Many undergraduate Bioengineering courses have a "Grade of C or better in..." as a prerequisite requirement. A grade of C- does not satisfy this requirement. A student can repeat any undergraduate course for a new grade regardless of the original grade earned. A graduate course can be repeated for a new grade only if a grade of C or less had been earned and the student must get permission from the offering department first.

The **incomplete grades (coded as IN)** are given only when the student has missed a minor part of the course, can comfortably provide the missing work to the instructor before the 9th week of the next full semester and whose reason for missing the work is solidly based on an unforeseen and unavoidable situation/circumstance. The student does not have to be given the full 9 weeks if the instructor feels a shorter period is appropriate. There are forms in the Department office for documenting the conditions of an IN grade (material to be accomplished and period of time allotted), both student and instructor sign the form - this is strongly encouraged. This protects both the instructor and the student.

Bioengineering Department policy for IN grades:

- All IN grade requests or IN extension requests directed to adjunct professors should *get the approval of the Chair or Associate Chair. Students should justify their requests in writing. Once the request is approved, there is a form specifying the conditions and deadlines.*

The reason for this change is that here in the Bioengineering office we can more easily check the student's history and evaluate the individual situation.

A **change of letter grade** requires a stated reason. The only accepted reasons include (a) Computational Error, and (b) Recording Error. The change is submitted via paper form through the department and then the Academic Dean's Office. Please ask for the respective forms in the Bioengineering office.

### f. Exams

- During a couple class meetings before exams are administered, the students should be reminded that late arrivals (more than 10-20 minutes) may not be allowed into the exam.

- **All exams** are to be continuously monitored/proctored/etc by the instructor or another faculty member.

### fa. Honor Code

The George Mason University Honor Code requires that “all alleged violations of the Honor Code” (unauthorized copying, cheating, plagiarizing, lying) be reported to the GMU Honor Committee. To read the honor code, refer to [http://ulife.gmu.edu/faculty-and-staff/honor-code-violations/?\\_ga=1.187320296.1385745489.1440006503](http://ulife.gmu.edu/faculty-and-staff/honor-code-violations/?_ga=1.187320296.1385745489.1440006503).

### fb. Final Exams

Final Exams are not returned to students, but are kept by the Department for at least a semester in order to have material in case of a grade appeal. Adjunct professors can drop them off with the Department Administrator Claudia Borke ([cborke@gmu.edu](mailto:cborke@gmu.edu)).

Final Exams are graded by the instructor, not a TA.

Absence from a Final Exam is only allowed for sickness or reasons approved by the Dean (Dr. Caraballo). If a student is given a “delayed” final exam, it must be accomplished within 10 days. Please contact Dr. Pancrazio to discuss if the situation arises. **All Exams must be proctored by faculty**, the student must not be allowed to take the exam without faculty supervision.

Adjunct professors assigning a **take-home final examination** should communicate this fact to the students at the beginning of the semester. Such examinations should be distributed at least by the beginning of the last week of classes so that students can coordinate them with their preparation of other examinations. In no case should the students be required to submit the examination prior to the date of the regularly scheduled examination for that class.

### g. Cancelling Class

In case you need to cancel a class you must inform the department chair in advance, while also making every effort on their own to find a substitute. It is not acceptable, save in cases of sudden illness, simply to miss or cancel class without coordination.

### h. Posting Student Grades

GMU policy does not allow posting grades by Student G number, not even by just the last four digits of the Student G number. Final grades and midterm grades do not have to be posted since students can access them from the official GMU data base via the web “instantaneously”. Posting graphical representations of overall class performance (histograms, etc), so students keeping track of their own grades can see how they are doing compared to the whole class, is allowed since there would be no linking of any specific piece of data to a specific student.

### i. Course Evaluations

Toward the end of the semester an envelope of Course/Instructor Evaluation forms will be put in your box in room 3707. Instructions will be included. The students have to be given (an instructor-free) time, 15-20 minutes during the last week of classes to fill out the forms. The forms should be distributed (one per student) and then one student should be given the empty envelope and asked to collect the filled

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out forms and deliver them to a “collection point” as detailed in the instructions. The numerical data from these forms is provided to the Chair during the subsequent semester. The actual forms with any student comments are available for you during the subsequent semester. Let the Department Staff know if you want to be informed when they are available and how to contact you.

### **j. ABET Accreditation**

**Very Important!** For undergraduate courses, copies of High score, Medium score and Low score "midterm exams" (as many as you give) and Final exams and Projects are to be made and kept in a separate folder for accreditation purposes. Copy assistance during the semester is available for adjunct professors from the Department Office so that you can get copies made before returning mid-term exams or projects to the students. Additionally, as part of our engineering accreditation process, there is a Course Student Outcomes Assessment that needs to be made for selected courses after final exams are completed and added to the Copies Folder. Adjunct professors should drop the folder off with Amanda Moon at the end of the semester.

## **IV. Administrative Information**

### **a. Textbooks**

Orders for textbooks to be used need to be submitted to Amanda Moon. She will email the deadlines for receiving textbook orders prior to each semester. Typically, the GMU bookstore needs two months advance notice to place textbook orders. If you wish to receive a “review copy” of a textbook you are considering for a course in the future or a “desktop copy” for a course you are teaching when a textbook has been adopted, just let Amanda Moon know.

### **b. Copies**

With advance notice the office staff can prepare small amounts of copies.

Large quantity of copies should be made in the Copy Center in the Johnson Center, room 135. You can pick up copy request forms in the Bioengineering Department office and turn in your printing yourself, or you can fill out the forms and leave the material for us, and we will turn it in for you. All exams are handled only by non-students in the Copy Center. The copies are made and sealed in an envelope and locked up until they are picked up. Please try to give us as much time as possible to obtain copies for you. Plan on the machine breaking down, or the Copy Center having a major backlog on the day you need copies. Please do not wait until the last minute.

### **c. Projector and Conference Room**

The Bioengineering Office owns a projector that can be signed out for classes. The projector reservation sheet and sign out log is on our cabinet. Please make sure that the projector has not been reserved for the same time.

Our conference room can be booked for seminars or any classes/ events within Bioengineering. Let the staff know when you need a reservation and we will book it for you.

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#### d. Syllabus and Office Hours

You need to provide a syllabus, your regular office hours and your GMU email address that you will use to communicate to students on the first day of class. You can use rooms 3707 to meet with students during your office hours. Note, your syllabus must include your name, the semester/year, course pre/co-requisites, week-by-week listing of topics (not just \*text chapters\*) to be covered, final grade “recipe” i.e. material to be considered and percent of final grade for each.

#### e. Confidential Documents

There is a paper shredder in the Bioengineering office in order to dispose of papers and documents with student G numbers or compilations of email addresses or phone numbers. **Protection of student personal data is very important.**

### IV. University Resources

#### a. Academic Calendar

You will find GMU’s academic calendar that specifies deadlines and important dates, holidays observed and the final exam schedule each semester as follows: <http://registrar.gmu.edu/calendars/>

#### b. Computer Support

The ITU Support Center is available online at <http://itusupport.gmu.edu/>, by email at [support@gmu.edu](mailto:support@gmu.edu), or by phone at 703-993-8870. When you call they will ask for your GMU email address in order to begin the call. If you experience problems on a computer within the Volgenau School of Engineering you can either email [system@vse.gmu.edu](mailto:system@vse.gmu.edu) or call 703-993-1515.

#### c. Teaching and Learning with Technology (DoIT)

A wide array of computer/technology related resources are also available to faculty and students alike. The Division of Instructional Technology (DoIT) supports the University community in the use of technology for research, teaching and learning. The Division of Instructional Technology is organized into the following departments: Classroom and Lab Technologies, Educational Media Services, and Learning Support Services. Technology acquisition, technology support, learning, trouble-shooting and technical resource management are managed by this division to support the work of faculty, staff and students. A description of resources and services available through each of its divisions follows:

##### Ca. Classroom and Lab Technologies (CaLT)

Classroom and Lab Technologies (CaLT) enhances the learning experience across Mason’s campuses by designing, supporting, and maintaining technology-enabled learning spaces and by providing access to well-maintained and up-to-date hardware and software in open computer labs. The units within CaLT are Fairfax Classroom Support and Regional Classroom Support (Arlington and Prince William). Classroom and Lab Technologies **provide support** for all university general-purpose and technology enhanced classroom facilities, computer classrooms, and audiovisual services at George Mason University. CaLT assists classroom faculty and students with technical issues via phone and in the

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classroom. For classrooms equipped with video conferencing, Classroom and Lab Technologies provides in-room support.

Classroom and Lab Technologies also **supports seven general access computer labs**. Labs are available to all students and have the technology resources needed for preparing assignments, conducting research, and pursuing other academically-related services. Lab consultants are available in the computer labs to assist students with computer-related issues and basic software help with University software packages, printer support and monitoring of the lab facility.

Information about available equipment and how to request it can be found at

[http://itservices.gmu.edu/services/view-service.cfm?custome1\\_dataPageID\\_4609=5611](http://itservices.gmu.edu/services/view-service.cfm?custome1_dataPageID_4609=5611)

### **Cb. Skillport**

SkillPort is an electronic learning resource available to all George Mason University faculty, staff, and students. SkillPort provides over 250 Course Based Training (CBT) classes in areas such as basic computing, advanced programming, and Internet concepts. CBT is designed as a convenient, self-paced learning alternative to the traditional classroom setting. Classes are available around the clock from any Internet accessible computer. Access to SkillPort (no cost) is available with a George Mason email address and a student G-number. A comprehensive course catalog is available within the site.

### **Cc. Computer Labs**

A variety of computer labs are available to students and faculty to support teaching and learning for a wide array of purposes. Many have 24/7 accessibility, but specific hours of operation are posted on the website. Active links to each computer lab, with a full description of technical and support resources are available as follows:

[Computer Lab Locations](#)

[Mason Virtual Computing Lab](#)

[STAR-Multimedia Computer Lab](#)

### **d. Library**

You may request items from the GMU Library with your GMU ID, as well as access its online database with your G#, <http://library.gmu.edu>. The library also offers regular information sessions.

### **e. Additional Teaching Resources**

- New Faculty Resource Page: <http://ctfe.gmu.edu/teaching/>
- Lyons, R. (2007). Deepening our understanding of adjunct faculty. In R Lyons (Ed.), *Best practices for supporting adjunct faculty*, Bolton, MA: Anker Publishing.

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## V. ADJUNCT FACULTY CHECKLIST

- Activate your GMU account ASAP.....
- As soon as your GMU account is activated do the following:**
- Send office courtesy email with new account and office hours...
- Send portrait picture and biosketch for website to BIOE office..
- Get your GMU ID/swipe card and keys.....
- Purchase parking pass.....
- Set up Direct Deposit.....
- Submit text book order (if different from previous).....
- Submit your syllabus to Bioengineering office by no later than one week before class begins.....
- Distribute your syllabus to students the first day of class.....
- Save Copies of High-Medium-Low Mid-term and Final Exams.....
- Enter Grades via PatriotWeb.gmu.edu.....
- If necessary, complete ABET requirements (III, j).....

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