

# Adjunct Faculty Handbook

## Humanities



Communication, English,  
Honors, Languages, MFA,  
Philosophy, Writing Program

227 Marston Hall  
Seattle Pacific University  
(206) 281-2617

Latest Revision: Jan 2021

## *Humanities*

### *Adjunct Faculty Handbook*

#### Administrative Staff:

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### Getting Started: *Personal Resources*

#### CONTRACTING AND PAYMENTS

Marcy Walden is the CAS Program and Budget Coordinator and issues all contracts. Contracts are issued approximately 30 days prior to the start of the quarter. Contracts must be signed and returned as soon as possible so you are able to gain access to campus resources prior to the course beginning date.

Receipt of your first paycheck is dependent upon the timely return of your contract. All campus payroll is processed through direct deposit. Please follow [the linked instructions](#) to set that up in Banner.

**I-9 and W-4 documents:** A paycheck cannot be issued without a current I-9 form (including verification of documentation) and W-4 form. Your I-9 form can be completed in person, in the Office of Human Resources ([see linked campus map](#), building #19). Your W-4 form can be completed online in Banner. Go to the Employee Menu > Tax Forms Menu > W-4 Tax Exemptions/Allowances. If this form does not appear for you, please contact the Payroll office at 206-281-2533.

#### IDENTIFICATION CARDS (SEA PAC PASS)

SPU photo ID cards (your SEA PAC pass) may be obtained from Campus Card Services, located in University Services Office at 3220 Sixth Ave. W (Bldg. #29 on [campus map](#)). University Services hours are Monday-Friday 9:00 a.m. – 4:30 p.m., and can also be reached at (206)281-2188 or [campuscards@spu.edu](mailto:campuscards@spu.edu).

The SEA PAC Pass serves as identification, a library card, may be used for food purchases on campus through [Falcon Funds](#), and *most importantly allows building access*. Please carry your ID card with you, whenever you are on campus. The identification card is valid for the length of your contract.

With the SEA PAC Pass, adjunct faculty can also receive admission discounts at various SPU athletic events. For more information, please call the Athletic Office at (206) 281-2085 or visit their website, [spufalcons.com](http://spufalcons.com).

### MAIL/MAILBOX

Your mailbox is located in the Humanities Office. You will receive mail, announcements, and student assignments there, so please check it frequently. Please direct students to turn papers or other items for you to the Humanities reception desk or the Drop Box located outside the Humanities Office, and they will be placed in your mailbox.

### E-MAIL

An SPU email account is automatically generated for you upon completion of your contract and the data entry by Human Resources into Banner. For information on how to set up your SPU email account, please [click here](#).

### KITCHEN FACILITIES - the kitchen is closed except for use of the sink due to COVID restrictions.

There is one kitchen area available for your use located in Marston 237. A refrigerator, microwave, and coffee maker are available. Coffee, tea, and other miscellaneous supplies are also available.

### PARKING

Parking in any campus lot is free after 4:00 p.m. and during the summer. Please be careful however, not to park in spots specifically reserved for Plant Services or other vehicles. These spaces are clearly marked "Reserved."

All vehicles must be registered with the Office of Safety and Security, in case of an emergency. This may be done through Banner. Go to the Personal Menu > Parking and Commuting Menu > Vehicle Registration.

If your class meets during the middle of the day, parking can be difficult. You may also purchase a parking pass in Banner. Go to the Personal Menu > Parking and Commuting Menu > Apply for a Parking Permit.

## Getting Started: *Faculty and Classroom Resources*

### FACULTY RESOURCES IN BANNER (CLASS ROSTERS, GRADING, ETC)

Adjunct faculty at Seattle Pacific University may gain online access to the "Faculty and Advisor Menu" via the Web's Banner Information System ("Banner"). The Faculty and Advisor Menu enable faculty members to perform various functions. Some functions are exclusive to campus courses and faculty. Please [click here for instructions](#) on looking up student information, viewing rosters and entering grades.

## CANVAS

The "[Canvas](#)" system is a web-based course management system. Its primary uses include:

- a location to distribute course documents, PowerPoint presentations, and other files via the web, yet restricted to your students alone.
- a communication tool for one-way email or online group discussions.
- grading management tools...and more...

You may find only a few of the Canvas features useful for your class at first, but our students are very familiar with this resource and often expect it. Complete details about Canvas are [available online](#).

Your students are automatically given access to your Canvas site. Only students who appear on your class roster in Banner should have access to your course materials in Canvas.

## TEXTBOOK ORDERS

Textbooks may be ordered through the SPU Bookstore. Here is a [link to the "Faculty Resources" section](#) of the Bookstore website. This section will walk you through how to order books for your course. Feel free to call the SPU Bookstore at (206) 281-2137, with any questions. In some cases, textbooks may have already been ordered based on materials used in previous quarters.

## SYLLABI

A complete course syllabus is essential. The purpose of the syllabus is to provide clear communication about the goals and direction of the course and to formalize communication between the instructor and students in regard to academic and logistical expectations. This essential component to the academic experience, if clearly and carefully written, will enable the University to support the adjunct faculty if a concern or dispute arises from the participants.

Copies and samples of previous course syllabus are available, if needed. Please contact Marilyn Hancock for more information.

Please see the [Academic Policy Manual](#) for the required content in a syllabus.

## COPY MACHINE (MULTI-FUNCTION PRINTERS)

An MFP machine is located in the Humanities Office, Marston 227, and next to Marston 210. These machines are programmed for use with your SPU ID card. You may make copies of materials there for your course, although as much as possible, please help us conserve paper and distribute things electronically when possible.

Please plan ahead for any special requests or large print projects. They must be copied through our Fed Ex Office Full Service Copying and require a 24-hour turnaround time. Your completed copy requests will be returned to your mailbox.

Copies being made for personal use are available and will be charged using your ID card when accessing the copy machine.

**Copyrighted Materials:** You must verify that permission has been obtained to reproduce copyrighted materials. Your department's **Administrative Assistant** can assist you in obtaining copyright permissions. Details regarding copyright law can be found in the [Academic Policy Manual](#).

### **LIBRARY/ MATERIALS ON RESERVE/ VIDEO RESERVE**

SPU's Library offers collections, services and technology, as well as study/ research/ meeting space. Research assistance is provided by librarians with subject specialties in the sciences, humanities, religion, fine arts, social sciences, business, education, counseling and music.

The College of Arts and Sciences has a librarian specialist dedicated to our programs. Her name is Liz Gruchala-Gilbert, and she is a wonderful resource. You may contact her at [lgg@spu.edu](mailto:lgg@spu.edu) or at 206-281-2790.

Adjunct faculty currently teaching for the University have access to library services. The open computer lab is available for students, faculty and alumni use. Assigned class reading materials for students may be placed on reserve at the Circulation Desk. Forms are available at the library website.

Arrangements for videos are made with the staff member at the Reserves counter. Please allow 24 hours for processing your request. Please call the day supervisor at (206) 281-2415 or the evening supervisor at (206) 281-2786 for assistance.

#### Library Hours (Winter Quarter 2021):

Monday-Thursday 8 a.m.-8 p.m.

Friday 8 a.m.-5 p.m.

Saturday Closed

Sunday 1 p.m.-5 p.m.

For more information, call (206) 281-2228, or visit the [website](#).

### **OFFICE SUPPLIES**

Most supplies can be found in the supply cupboard behind the door in Marston 229. Please contact Marilyn Hancock ([mhancock@spu.edu](mailto:mhancock@spu.edu)) for purchasing any office supplies you may need.

### **BOOKSTORE**

Located across from the Student Union Building on West Berton, the SPU Bookstore supplies textbooks to support academic programs. A full array of supplies, general reading, books, gifts and personal items are available. Adjunct faculty or students with an SPU identification card receive a 10% discount on their purchases. Extended hours are available at the beginning of each quarter. Textbook buy-back is held the last three days of each academic quarter during finals week. SPU Bookstore phone (206) 281-2137, or visit the [SPU Bookstore website](#).

### **CLASSROOM TECHNOLOGY RESOURCES**

For assistance in using any classroom technology (computers, projectors, sound systems, etc.) contact Computer & Information Services located in Lower Marston Hall, (206) 281-2982.

Most media needs are handled out of our Computer and Information Systems department. Media equipment is available on a first-come, first-served basis. For more information about requesting

equipment please go to [this link](#). Please arrange by 3:00 pm the day before your equipment is needed.

### **EDUCATION TECHNOLOGY & MEDIA (ETM)**

[Education technology and media](#) is located on the lower level of the SPU Library and houses instructional development resource library and non-print materials, which can help give faculty new ideas and directions with their classroom teaching. In addition, ETM offers a range of creative production services, which give faculty new media options for their content delivery. If you need help working with the audio, video, multi-media and/or the Internet, ITS is ready to assist you. The ITS help desk can be reached at (206) 281-2211 and is open the same hours as the SPU Library.

ETM is also your “go to” department for [using technology in your teaching](#). They can help with questions about Canvas, Turnitin, Google Drive, Adobe, TechSmith Relay, YouTube, SPU iTunes U, and Poll Everywhere and other resources.

### **EXAMS**

Details of the exam schedule are listed in the [University Catalog & Time Schedule](#). Please follow this schedule. Please ask the **Humanities Administrative Assistant** if you need assistance in determining the final exam schedule for your class.

### **PROCEDURES FOR INSTRUCTOR EVALUATION**

An important tool used to evaluate the quality and effectiveness of all courses and events is the feedback we receive from course evaluations. The Center for Scholarship and Faculty Development manages the course evaluation process which is done through Banner each quarter. Instructions can be found [on this link](#).

## ***Important Campus Resources***

### **SAFETY & SECURITY/EMERGENCIES**

Open 24 hours seven days a week. For on-campus emergencies, contact the Safety and Security Office at (206) 281-2911. (Dial 2911 from any campus telephone.) For situations that are not emergencies but need Security's services, please dial 2922. During the weekend and evening hours, escort service can be provided for you and your students by dialing 2922. Instructors are responsible to determine how to report any accidents off campus to the agency upon whose premises they are teaching. In addition, instructors should send Safety and Security a report of any and all accidents or security incidents.

### **CENTER FOR LEARNING/ DISABILITY SUPPORT SERVICES**

The Center for Learning (located in lower Moyer Hall) offers class-strategy consultations, learning and reading consultations, writing tutors and other services for all students, and with special concern for students with disabilities who need special attention. Useful teaching tips for students with disabilities can be found by clicking here. Resources for faculty can be found at their [website](#).

### **SNOW CLOSURE HOTLINE**

The snow school closure hotline is (206) 281-2800. The recorded message gives information regarding delayed or canceled classes due to snow or severe weather conditions.

### **SPU CALENDAR**

All SPU activities are listed on the [calendar on the SPU website](#). These events include special meetings, colloquiums, etc.

### **CASH MACHINE**

There is a Bank of America ATM located in Weter Hall. A US Bank machine is located outside the US Bank adjacent to the SPU Bookstore. A BECU machine kiosk can be found outside the north side of the SPU Bookstore.

### **CAMPUS DINING SERVICES**

There are several on-campus options available for dining, including:

Gwinn Commons (cafeteria style)

Corner Place Market – Mini mart with some “to-go” meals and also Cucina del Sol (Mexican fare)

Falcon’s Landing (in the Student Union Bldg.) which includes Einstein’s Bagels, Bertona St. Pizza,

The Grill (hamburgers and sandwiches), and Academic Perks coffee

Subway (across from Tiffany Loop on Third Avenue)

Common Grounds coffee shop (located in the Weter lounge area)

For more information see: [Campus Dining Services](#)

### **WORKOUT FACILITY/ GYM**

Royal Brougham Pavilion provides a fitness room and weight lifting room located on the lower level, which is open to all students, faculty and staff. Click [here for current hours](#).

\*Hours are subject to change based on school closings and holidays and break schedules.

For more information on the gymnasium at Royal Brougham call (206) 281-2085.

## ***Important Campus Policies***

### **COPYRIGHT LAW**

Seattle Pacific University urges all adjunct faculty to adhere to the University's copyright requirements. Please see the [Academic Policy Manual](#) for the University's copyright guidelines.

### **STUDENT PRIVACY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Seattle Pacific University is committed to protecting the right of privacy of all individuals about whom it holds information. Adjunct faculty represents the University and has responsibilities regarding access to personal information. Certain information is considered "private" and cannot be disclosed without the written permission of the student. This information includes grades and student schedules. All adjunct faculty are required to successfully complete the SPU FERPA test

which is administered through Skillsoft through the Office of Human Resources. See the "New Adjunct Faculty: First Steps" page for a [link to instructions](#) on how to complete FERPA training.

### **NONDISCRIMINATION**

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age or disability in admissions and access to, or treatment or employment in its programs or activities. More details regarding the University's non-discrimination policies can be found at the [Human Resources website](#).

### **SEXUAL HARASSMENT**

Seattle Pacific University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study and communicate with one another in an atmosphere free from unsolicited and unwelcome communication of a sexual nature. The sexual harassment policy and procedures are intended to provide fair and equitable treatment for both the complainant and the alleged harasser. More details regarding the University's sexual harassment policy can be found at the [Human Resources website](#).

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