University of the Incarnate Word  
College of Humanities, Arts, & Social Sciences (CHASS) 

HANDBOOK  
FOR  
PART-TIME FACULTY  
AUGUST 2014 

The latest editions of the  
UIW Faculty Handbook, UIW Administrative & Staff Guidelines,  
UIW Undergraduate Bulletin, and UIW Graduate Bulletin  
may supersede the contents of this Handbook.
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On behalf of the Department Chairs and the staff of the Office of the Dean of CHASS, I welcome you and hope that together we can make your teaching experience with UIW rewarding and productive. Effective facilitation of student learning in a fostering environment helps us meet the goal of educating students and serving our community. As a faculty member, you play a significant role in reaching this goal. Helping you understand classroom management processes, as well as the expectations that UIW places on you as a faculty member, are the main purposes of this CHASS Handbook for Part-Time Faculty. Our entire faculty and administrative staff are interested in your success, so please acquaint yourself with the faculty and staff and ask them for assistance.

*John F. Healy, Ph.D., Dean*
EMPLOYMENT AND COMPENSATION

Part-time faculty (also referred to as adjunct faculty) are hired on an “as needed” basis and receive contracts one semester at a time.

Hiring Process for Part-Time Faculty

Advertising an opening: In all cases, the process by which we hire part-time faculty is started when the Department Chair and/or Dean post an open position description for a discipline-related position on the UIW Human Resources website (http://www.uiw.edu). A posted description invites applications. Interested candidates must submit formal applications through the Human Resources online system. Along with the formal application, CHASS applicants generally are asked to submit electronic copies of a cover letter, a current curriculum vitae, and unofficial copies of all transcripts; if the Department Chair wishes to interview a candidate, he or she at that time may request letters of reference, and if the candidate eventually is hired, only then will official transcripts be requested by the Office of the Dean.

Interviews

1. If the Department Chair is interested in a candidate, he or she will contact the candidate and set up a face-to-face interview. After that interview, the Department Chair may wish to recommend the candidate to the Office of the CHASS Dean. Candidates should bring to the interview a current driver’s license (or other government-issued identification) and their Social Security card; copies are not acceptable.

2. If recommended to the Office of the Dean, the candidate will be asked to set up a face-to-face interview with the Associate Dean and/or the Dean. Candidates should bring to the interview a current driver’s license (or other government-issued identification) and their Social Security card; copies are not acceptable. Upon completion of that interview, the Office of the Dean may extend a job offer.

Hiring Process

1. PAPERWORK: Before a newly hired part-time faculty member may begin work, he or she must complete all required paperwork (W-4, I-9, and Personal Data Form) at the Human Resources Office located in the Kathleen Watson Building, Rm. 220. By federal law, proper identification (Passport or Driver’s License and official Social Security Card) is necessary for completion of the I-9 form. If you do not have these items, please call Human Resources (829-6019) for acceptable substitutions.

2. BACKGROUND CHECK: When a candidate begins completing the forms outlined above, he or she will be asked to authorize a background check. The hiring process is allowed to proceed only after a candidate has passed a background check.

3. PAYROLL AUTHORIZATION: For part-time faculty, when the Dean agrees to hire them to teach, a Payroll Authorization form is prepared in the Dean’s Office and forwarded to the Provost for further processing. The Payroll Authorization Form is prepared at the beginning of each term and forwarded when it has been verified that the assigned classes have sufficient enrollment. The Payroll Authorization Form has the name of the instructor, the course(s), the amount of salary to be paid, and the payment schedule. When the Payroll Authorization form has been processed, a copy of the form will be sent to faculty members for their records.

Pay scale
The CHASS Dean determines the pay for all CHASS disciplines. Pay is determined by one’s credentials as well as the type of courses assigned. Please check with the Office of the Dean for further details.
Paycheck
Part-time faculty are paid at the end of each month in which they teach. The Human Resources Office staff will assist you with the paperwork required for the processing of direct deposit. For further information, call 829-6019.

Personnel Information (Contact Information Sheet)
To better serve you and our students, complete a Contact Information Sheet (available in the CHASS Office). During the course of the semester, if contact information changes, please notify the CHASS Office as soon as possible.

Part-Time Faculty Workload Policy
UIW’s Part-Time Faculty Workload Policy, which was approved by the Provost in May 2014 (and became effective in August 2014), is detailed in the current Faculty Handbook on pages 102-104. Included therein are details of the part-time faculty workload calculation.
ADMINISTRATION AND COMMUNICATION

Faculty ID
You will need your ID card to borrow library materials and to have access to the university Wellness Center/Natatorium. Your ID card allows for one free ticket to all theatre performances and UIW athletic events. An additional ticket may be purchased at a discount. Faculty Identification Cards are made in Student Center (Marian Hall) at the Office of Campus Life.

The Office of the CHASS Dean provides each faculty an official UIW name tag; please wear yours prominently.

Faculty Email (Cardinal Mail)
Email addresses are issued after your Payroll Authorization Form has been processed. Once the email address is issued, you may access Blackboard. Use ONLY your UIW email to conduct university business. Remind students that this UIW email address is the only one that you will use for all university communication.

Office Space
Office space is at a premium, but we make every effort to provide appropriate on-campus work space.

Keys
See Estella Zamora, CHASS Secretary (AD 163, 829-3879) for an office key. You will need to sign a Key Record Form for your key, and you are responsible for returning your key promptly at the end of each semester; otherwise, there is a $20 fee for each unreturned key.

Distribution Folders
We provide each faculty member a hanging folder in the CHASS Office for mail and messages. The CHASS office is open from 8 a.m. to noon and then from 1 p.m. to 5 p.m. daily, so if you are unable to retrieve mail during those hours, consider requesting a Campus Mail Box; the Campus Mailroom is in the Basement of the Administration Building. Please check your folder/campus mail daily when you are on campus. If you obtain a mailbox, please inform the CHASS main office of the number.

Parking Fee and Decal
UIW offers online ordering of parking decals through Bannerweb Self-Service; Enter the secure self-service at https://my.uiwtx.edu. Cardinal Cars will allow employees to complete their vehicle information online. Once completed, the Business Office will mail a designated decal to your permanent off-campus mailing address. Please verify your permanent address while in Self-Service, under the Personal Information Menu. Contact the Human Resource Office if an address change is necessary. Direct questions to the Business Office at 210-829-6043.

1. Completed Payroll Deduction Applications may be dropped off, faxed, or scanned via email to the Business Office.
2. If you prefer to pick up your decal after you have ordered it on-line, bring your printed Temporary Permit to the Business Office to receive the parking permit.
3. Problems with access? Contact Lorraine Ewers (AD 163; 829-6070).

Copying
Help conserve paper and reduce costs: post student materials on Blackboard and duplicate only when absolutely necessary.
Copying expenses are charged to your respective department via an assigned copier code. For the copier code, please contact the designated staff member:

- Estella Zamora (AD 163),
- Roland Sul (Art/Music), or
- Chrissie Young (Theatre Arts, HIT 200).

NOTE: Off-campus duplication is considered your personal expense; for any reimbursement, you must supply a receipt of the expense and have written approval from your Department Chair.

Copying is available at three campus locations:

1. the CHASS Dean’s office (AD 163): this is not a heavy-duty copier; for large printing jobs, visit Printing Services (see below);
2. Printing Services (AD 48; http://www.uiw.edu/printshop/). The Copy Center will not accept any copying job without proper authorization; and
3. Basement Copier: A copier is available in the basement of the Administration Building.

Copyright laws prohibit extensive copying of textbooks and other protected materials. We cannot provide copies of these materials for your students. If intending to supplement course materials with large numbers of articles or sections from textbooks, please discuss this with the Department Chair.

Classroom Needs
Nearly all classrooms contain an instructor’s computer station and projector for internet use. The campus has wireless service.

If you require teaching supplies, please contact your Department Chair.

For problems with classroom space, heating or lighting, or technical support, please notify Lorraine Ewers, 829-6070 (AD 163).
CONTACT INFORMATION

If you are calling from on-campus, dial only the last four digits.

A full directory of CHASS faculty and staff is available on the CHASS website (http://www.uiw.edu/hass/).

<table>
<thead>
<tr>
<th>OFFICE OF THE CHASS DEAN</th>
<th>PHONE</th>
<th>OFFICE</th>
<th>EMAIL (@uiwtx.edu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jack Healy, Dean</td>
<td>829-2700</td>
<td>AD 163</td>
<td>jhealy@</td>
</tr>
<tr>
<td>Dr. Jeff Crane, Associate Dean</td>
<td>829-3886</td>
<td>AD 163</td>
<td>jcrane@</td>
</tr>
<tr>
<td>Lorraine Ewers, Admin, Secretary to the Dean</td>
<td>829-6070</td>
<td>AD 163</td>
<td>lewers@</td>
</tr>
<tr>
<td>Estella Zamora, Secretary</td>
<td>829-3879</td>
<td>AD 163</td>
<td>eszamora@</td>
</tr>
<tr>
<td>Roland Sul, Secretary for Art / Music, Dir. of the Semmes Gallery</td>
<td>829-3855</td>
<td>TBD</td>
<td>sul@</td>
</tr>
<tr>
<td>Chrissie Young, Secretary for Theatre Arts, Box Office Manager</td>
<td>829-3810</td>
<td>HIT 200</td>
<td>young@</td>
</tr>
</tbody>
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<th>DEPARTMENT CHAIRS</th>
<th>PHONE</th>
<th>OFFICE</th>
<th>EMAIL (@uiwtx.edu)</th>
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</thead>
<tbody>
<tr>
<td>ART / ART HISTORY: Prof. Miguel Cortinas</td>
<td>TBD</td>
<td>TBD</td>
<td>cortinas@</td>
</tr>
<tr>
<td>ENGLISH: Dr. Matthias Schubnell</td>
<td>829-3892</td>
<td>AD 351</td>
<td>schubnell@</td>
</tr>
<tr>
<td>GOVERNMENT: Dr. Lydia Andrade</td>
<td>829-3877</td>
<td>AD 369</td>
<td>andrade@</td>
</tr>
<tr>
<td>HISTORY: Dr. Lopita Nath</td>
<td>832-2187</td>
<td>AD 357</td>
<td>nath@</td>
</tr>
<tr>
<td>MODERN LANGUAGES: Dr. Michael Tallon</td>
<td>805-5891</td>
<td>AD340B</td>
<td>tallon@</td>
</tr>
<tr>
<td>MUSIC: Prof. William Gokelman</td>
<td>829-3848</td>
<td>TBD</td>
<td>gokelman@</td>
</tr>
<tr>
<td>PASTORAL MINISTRY/PASTORAL INSTITUTE: Sr. Eilish Ryan</td>
<td>829-3871</td>
<td>AD 256</td>
<td>eryan@</td>
</tr>
<tr>
<td>PHILOSOPHY: Dr. Paul Lewis</td>
<td>829-6062</td>
<td>AD 209</td>
<td>pmlewis@</td>
</tr>
<tr>
<td>PSYCHOLOGY: Dr. Lisa Lockhart</td>
<td>829-3961</td>
<td>AD 394</td>
<td>lockhart@</td>
</tr>
<tr>
<td>RELIGIOUS STUDIES: Dr. Julie Miller</td>
<td>283-5062</td>
<td>AD 252</td>
<td>miller@</td>
</tr>
<tr>
<td>SOCIOLOGY/CRIMINAL JUSTICE: Dr. Roger Barnes</td>
<td>829-3976</td>
<td>AD 390</td>
<td>barnes@</td>
</tr>
<tr>
<td>THEATRE ARTS: Dr. Robert Ball</td>
<td>829-3804</td>
<td>HIT200B</td>
<td>ball@</td>
</tr>
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<th>OTHER CONTACTS</th>
<th>PHONE</th>
<th>OFFICE</th>
<th>EMAIL (@uiwtx.edu)</th>
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<tbody>
<tr>
<td>Bookstore</td>
<td>829-6056</td>
<td>ICC II Bldg., 4th Floor</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>829-6043</td>
<td>AD 190</td>
<td></td>
</tr>
<tr>
<td>Dean of Student Success (Sandy McMakin)</td>
<td>805-3005</td>
<td>CH 16</td>
<td>mcmakin@</td>
</tr>
<tr>
<td>J.E. &amp; L.E. Mabee Library</td>
<td>829-6010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Office</td>
<td>805-5860</td>
<td>AD 186 &amp; 188</td>
<td></td>
</tr>
<tr>
<td>Printing Services</td>
<td>829-3957</td>
<td>AD 48</td>
<td></td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>829-3928</td>
<td>AD 105</td>
<td>beasley@</td>
</tr>
<tr>
<td>Technology Help Desk</td>
<td>829-2721</td>
<td>helpdesk@</td>
<td></td>
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<th>PHONE</th>
<th>OFFICE</th>
<th>EMAIL (@uiwtx.edu)</th>
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<tr>
<td>Ambulance, EMS, Fire</td>
<td>911</td>
<td></td>
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<tr>
<td>Incarnate Word Police Dept.</td>
<td>829-6030</td>
<td>Clement Hall</td>
<td></td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-899-222-1222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Services</td>
<td>829-6017</td>
<td>First floor of Parking Garage</td>
<td></td>
</tr>
<tr>
<td>Risk and Safety (Sam McDani)</td>
<td>829-6035</td>
<td>AD 175</td>
<td>sgmcdan@</td>
</tr>
<tr>
<td>Human Resources</td>
<td>829-6019</td>
<td>Watson 2nd floor</td>
<td></td>
</tr>
<tr>
<td>WEBSITES</td>
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<td>UIW website: <a href="http://www.uiw.edu">www.uiw.edu</a></td>
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<td>Faculty Handbook: <a href="http://www.uiw.edu/provost/">http://www.uiw.edu/provost/</a></td>
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<td>Grading: <a href="http://www.uiw.edu/registrar/catalogs.htm">http://www.uiw.edu/registrar/catalogs.htm</a></td>
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TEACHING REQUIREMENTS

Office Hours
University policy requires that you hold one office hour weekly for each three-hour course taught.

Class Schedules
The Registrar’s Office publishes online a Schedule of Classes (http://www.uiw.edu/) each term. This document contains information for each course offered during the semester. Additionally, this publication contains a calendar of significant dates during the semester, including holidays and the Final Exam schedule. Finals may be held only during final exam week. For any other arrangement, approval by your Department Chair is required.

The usual semester in our traditional, undergraduate, on-campus program lasts sixteen weeks, including finals week. Classes meet twice per week (on Monday and Wednesday, or Tuesday and Thursday), or three times a week on Monday, Wednesday, and Friday mornings; on occasion, Saturday morning classes also are offered. Daytime class periods are shown in Figure 1; night class periods are shown in Figure 2. Usually, graduate courses are eight weeks in duration with class sessions lasting 4 hours. There are two mini-semesters taught at the graduate level each fall and spring.

Twice weekly daytime classes meet for 1 hour and 15 minutes; day-time classes that meet three times a week meet for 50 minutes each class session. Classes longer than 75 minutes (75 minutes) normally include a short break after the first hour. Instructors have the discretion of setting break times and may decide with the students when breaks will take place or whether the class will end a few minutes early in lieu of a break.

Fig. 1. Morning and Afternoon Classes

<table>
<thead>
<tr>
<th>M – W – F</th>
<th>M – W</th>
<th>T – R</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–8:50</td>
<td>7:30–8:45</td>
<td>7:30–8:45</td>
<td>9 am—noon</td>
<td>9 am—noon</td>
</tr>
<tr>
<td>9–9:50</td>
<td>9:00–10:15</td>
<td>9:00–10:15</td>
<td>1–4 pm</td>
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<tr>
<td>10:30–11:45</td>
<td>10:30–11:45</td>
<td>12–1:15</td>
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<tr>
<td>1:30–2:45</td>
<td>1:30–2:45</td>
<td>3–4:15</td>
<td>3–4:15</td>
<td></td>
</tr>
<tr>
<td>4:30–5:45</td>
<td>4:30–5:45</td>
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Fig. 2. Evening Classes

<table>
<thead>
<tr>
<th>Undergraduate Evenings</th>
<th>2 x week: MW or TR</th>
<th>6:30–7:45</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1 x week: M, T, W, or R</td>
<td>6:30–9:15</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Graduate Evenings</th>
<th>Long Term (16 weeks)</th>
<th>1 x week: M, T, W, or R</th>
<th>6:30–9:15 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term (eight weeks)</td>
<td>1 x week: M, T, W, or R</td>
<td>6:30–10:30</td>
<td></td>
</tr>
<tr>
<td>Short Term (eight weeks)</td>
<td>Friday</td>
<td>9—noon</td>
<td></td>
</tr>
</tbody>
</table>
**Faculty Absence**
The Dean’s staff will neither cancel classes nor notify students in the event of a faculty absence; the individual faculty is responsible for cancelling classes and notifying students in such an event.

If you must miss class, inform the CHASS Office (829-6022) as soon as possible and complete the required Faculty Absence Form (see Appendix J). If you know ahead of time that you will be absent, you must complete a Faculty Absence Form (Appendix J), notify your Department Chair, and, if possible, arrange for a colleague to meet with your class. Most importantly, use Blackboard to notify students of the impending absence and what work they should complete in lieu of meeting at the regularly scheduled time.

The university expects you to use all sixteen weeks of the class schedule (except holidays and breaks). Finals must be held during final exam week and not earlier. Any other arrangement must be approved by your Department Chair and by the CHASS Dean. Even if you do not require a final exam, you must meet during the sixteenth week. The integrity of the College of Humanities, Arts, and Social Sciences is diminished when faculty take liberties with the limited time available.

**Student Field Trips**
Due to liability issues, each student must complete—prior to each event—the Waiver of Liability/Hold Harmless Agreement. Ask Estella Zamora (AD 163) for the blank form; return signed forms to her.

**Cancellation of Course Offerings**
Any scheduled course may be canceled by the CHASS Dean because of insufficient enrollment. “Sufficient enrollment” shall be determined by the Dean and Provost prior to the time the course is scheduled to commence; generally, “sufficient enrollment” during the Fall and Spring semesters is considered to be 8 enrolled undergraduate students (or 6 students for graduate courses). Summer classes may have different enrollment requirements. If enrollment is less than “sufficient,” the Dean may choose to keep the course on the schedule if the Dean and the faculty agree to an arrangement in which the faculty’s pay for the particular course is pro-rated.

**Faculty Observation and Assessment**
The Associate Dean, your Department Chair, and/or another faculty member in your department will observe your teaching at least once annually. In consultation with that observer, you will decide on the class to be observed and the process. In addition to observing your teaching, the observer generally requests to meet with the class alone at the end of the period to talk directly with students. Peer Review forms are available in the CHASS main office and on the CHASS Blackboard site.
ACADEMIC ISSUES

Academic issues should be addressed first with your Department Chair and then, if necessary, with the CHASS Dean.

Blackboard (http://blackboard.uiwtx.edu/webapps/portal/frameset.jsp)

We recognize the value of technology in the classroom. Integrating Blackboard into the classroom is an important first-step to assuring that UIW meets one fundamental responsibility to students: providing opportunity to strengthen technological literacy. We use Blackboard for posting class syllabi, class descriptions, and class assignment schedules and for creating a discussion forum in which students can give and receive feedback.

Therefore, incorporate Blackboard into courses to the maximum extent possible. Doing so enhances the educational experience by engaging students in coursework that promotes information literacy through sophisticated and extensive technological activity. The use of Blackboard also supplements the face-to-face classroom interaction. However, do not use Blackboard to substitute for classroom attendance; instead, use Blackboard to supplement classroom activities.

Blackboard Training

Faculty Blackboard training is available from

- staff in the Information Resources Division (http://www.uiw.edu/technology/for-employees/), and
- online video tutorials and handouts (http://www.uiw.edu/technology/training-tutorials/)

Syllabus and Course Outline

Every instructor must distribute a Course Syllabus and a Course Outline; samples are provided in Appendix C (Syllabus) and Appendix D (Course Outline). To reduce paper use, refrain from printing and distributing printed copies to students; instead, post electronic copies of these documents at the course site on Blackboard. When discussing the syllabus and outline during the first class meeting, please project an electronic image on the classroom screen so that students may follow along. Please refrain from printing and distributing paper copies to students.

The Course Syllabus and Course Outline are not contracts unless you call them such.

By the close of the second week of classes, please submit electronic copies of each Course Syllabus and Course Outline to Estella Zamora (eszamora@uiwtx.edu).

The Course Syllabus and Course Outline are inextricably linked documents. When we create a course, we produce a Course Syllabus, which then influences each individual instructor’s Course Outline in any given semester:

- The Course Syllabus contains the course description (which includes the official course number, course title and the official course description) and a list of course outcomes, the topics covered, along with any other regular and constant elements of the course. The Department Chair provides you the standard Master Syllabus for your course. Department Chairs revise master syllabi as needed and process those changes through the CHASS Curriculum Committee.
- The Course Outline—which must be available the first day of class and must be discussed with students—contains specific details of the semester’s required coursework, your policies, your expectations of students, among other details. Once you have distributed the course outline, you must follow that outline.
The Outline is a plan of instruction for the offering of a course for a given semester: (1) The topics to be covered in the semester (including, but not limited to, the topics listed in the course outline); (2) Due dates for assignments; (3) Student activities and outcomes expected; (4) Means of assessment; (5) Method of determining the final grade; (6) Required texts; (7) Attendance policy and any other regulations the instructor has chosen to promulgate; (8) Other relevant material at the discretion of the instructor.

When you are preparing a course outline, follow the sample provided in Appendix C. If the Department Chair has not already done so, Estella Zamora (AD 163) can provide a copy of a syllabus/outline from a previous class for you; obtain a UIW course outline template by going to https://my.uiwtx.edu or by accessing the CHASS Blackboard site.

Outlines may be changed at the discretion of the instructor. If you have any questions about your course outline or if you would like to discuss how to approach time constraints and assignments, contact your Department Chair. Remember that students tend to focus on grades, and often they will dispute changes in requirements that they don’t understand or that they consider unfair. Therefore, once the semester has begun, be very cautious about changing requirements or policies; if you find yourself with questions or a problem, immediately consult your Department Chair before a problem escalates. For student complaints, see Appendix H.

- When you change a requirement, redo the part of the course outline that deals with assignments, tests, and grades and then re-issue the emended materials to students so that each student has the new expectations in writing. Any change must be clearly discussed with the class. An oral presentation of new assignments, grading policy, or percentage distribution is important, but these must be in writing. Posting changes to Blackboard alone is insufficient.

- While it is acceptable to change expectations, it is unacceptable to add work or reduce the value of previously completed assignments or tests—unless this is clearly to the advantage of every student. Consult your Department Chair before implementing such changes.

**Grading Policy (see Appendix G)**

The UIW grading policy directs that mid-term and final grades are given in letters, not in numbers. The following grades are used: A, A-, B+, B, B-, C+, C, D+, D, D-, F. Please note the following: There is no A+ or C-.

A student must earn at least a C in every course in the major, in the two first core writing classes, and in college algebra; otherwise, he or she will be required to repeat the course. In addition, students must earn at least a C in all elective courses that “supplement” the major.

The numerical equivalent of the above grades are normally the following:

<table>
<thead>
<tr>
<th>G&gt;93 (4.0 Grade Point)</th>
<th>80-82 B- (2.7)</th>
<th>63-66 D (1.0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-93 A- (3.7)</td>
<td>76-79 C+ (2.3)</td>
<td>60-62 D- (.7)</td>
</tr>
<tr>
<td>87-89 B+ (3.3)</td>
<td>70-75 C (2.0)</td>
<td>G&lt;60 F</td>
</tr>
<tr>
<td>83-86 B (3.0)</td>
<td>67-69 D+ (1.3)</td>
<td></td>
</tr>
</tbody>
</table>

Instructors manually enter all midterm and final course grades via the internet. Doing so allows faculty to enter grades directly into our computer system and to eliminate time lost in paper procedures. The Registrar’s Office will assist you with this process.

Once grades are recorded, grades other than “IP” cannot be changed except in the case of instructor error. In no case may a grade be changed without the permission of the CHASS Dean. University policy dis-
courages the use of “IP” (In Progress). Students must initiate the “IP” process with forms available in the Registrar’s Office. A grade of “IP” may be awarded at the discretion of the instructor if a serious reason has prevented the student from completing the requirements of a course. The deficiency must be removed within six months for undergraduate students and one year for graduate students. After six months, the grade of “IP” will automatically be converted to a grade of “F” unless the instructor submits a “Change of Grade” form. Part-time faculty must receive approval from the Department Chair before assigning an “IP.”

Entered grades are presumed to be correct when entered on the student’s record. Any question regarding the accuracy of a grade must be raised within one calendar year. Grades are not subject to challenge after one year and will not be changed. If a student wishes to dispute a grade, the student must contact the instructor concerning a disputed grade. In the event that the instructor no longer works at UIW, the student must initiate the appeals process by contacting the Department Chair.

**Student Outcomes Assessment**

Specific courses designated by the Dean are used to measure student outcomes. As a faculty member, you may be asked to administer designated exams, papers, surveys, or other instruments to help us in this assessment effort. This will be an ongoing assessment in which you will play a major role. Your Department Chair will be aware of these courses and should alert you to them when you accept the course. Students are expected to participate in the assessment process.
TEXTBOOKS

Students are responsible for purchasing their own textbooks. Supplies of student course textbooks are ordered through the university bookstore.

Often, an instructor’s edition (desk copy) of a course text and any instructional materials provided by the publisher will be ordered by the Department Chair in advance of the class, especially in multi-section offerings. Consult with the Department Chair to determine whether textbooks were ordered for any course assigned to you. An instructor’s copy of a course textbook must be ordered through the Department Chair.

LIBRARY RESOURCES (SEE APPENDIX I)
STUDENT ISSUES

Student Privacy Guidance (see Appendix G)

According to Family Educational Rights and Privacy Act (FERPA), personally identifiable information in an education record may not be released without prior written consent from the student. Some examples of information that MAY NOT BE RELEASED without prior written consent of the student are:

- birth date
- religious affiliation
- citizenship
- disciplinary status
- ethnicity
- gender
- progress reports, e.g., STARS
- grade point average (GPA)
- marital status
- SSN/PIDM/student I.D.
- grades/exam scores
- test scores (e.g., SAT, GRE, etc.)

UIW will not release personally identifiable information from a student’s education record without the student’s prior written consent. **Even parents are not permitted access to their son or daughter’s education records unless the student has provided written authorization permitting the parents’ access.** Exceptions are noted in the university’s policy concerning the privacy of student education records and includes access by “school officials” whom the institution has determined to have a “legitimate educational interest”; access by school officials at other schools where the student seeks to enroll; access for the purpose of awarding financial aid; and subpoenas. Additional information and the FERPA forms are available on the CHASS Blackboard site. FERPA, though, permits instructor to provide student progress reports to the appropriate UIW administrative staff in the form or various required attendance or progress reports (and follow-ups to those reports).

Student Attendance and Absences

Take class attendance daily: in the event of a student grade dispute, for example, documented attendance will help resolve grades affected by frequent absences.

- At the start of each semester, a class roster is available on Bannerweb.
- You will receive a notification shortly after the beginning of the semester to “confirm attendance.” Please follow those instructions to provide the required attendance information.
- Remember that students must formally withdraw from a course, so even if a student no longer attends, you should consider that student enrolled until further official notice. Continue marking that student absent; late in the semester, when you enter student grades, assigning a grade of “F” requires including the last date of attendance, so careful documentation of attendance will provide you that information.
- Use Blackboard to record attendance in addition to any other method required for various reports compiled early in the semester.

Present your attendance requirements in your course outline. While many students will never miss a class, it is unrealistic to demand perfect attendance from students. It is likewise unrealistic for a student to miss excessive classes and still expect to complete the course. In the end, the decision is yours. Legitimate excuses for absences do occur, but these must be balanced with your availability to spend extra hours with the student in an attempt to make-up missed learning and assignments. If you cannot resolve an attendance problem, speak to your Department Chair.

The 2013-2015 Undergraduate Bulletin (pages 92-93) describes some university-approved absences:

1. Those absences incurred when a student participates in an activity as a condition of his or her
University-sponsored scholarship;
2. absences incurred by a college dean-approved event;
3. absences incurred by participation in a University-sponsored athletic competition; or
4. absences incurred by activities that are a condition of satisfactorily completing the requirements of the student’s major.

Such students shall not be charged with a specific penalty for missing a class and should be given the opportunity to make up any work missed (or given the opportunity to complete the work in advance of an expected absence).

Here are some important components of a student absence policy which you should consider including in your course outline. You may wish to modify these statements to suit your purpose. Instructors may require students to withdraw who miss more than 15% of the scheduled classes (pg. 93, 2013-2015 UIW Undergraduate Bulletin).

- “As you are well aware, regular attendance is essential to academic success. You should arrive promptly and be prepared to participate fully in each class.”
- “Classes will begin on time. If for any reason you must arrive late, you should come into the classroom quietly and catch-up as quickly as possible without disturbing the rest of the students. You should speak to me in advance if you know that you will miss a class.”
- “Should you miss a class, you are responsible for the material or assignments covered during that time.”
- “If you miss more than two classes, your grade will be lowered by - (possibilities: a certain percentage, or the total of the participation grade, or one increment of the letter grade).”
- “If you miss more than three classes you will be asked to withdraw from the course or receive a failing grade.”
- “The implementation of this Policy is at the discretion of the faculty (it is not implemented by the Dean).”

Students with Disabilities
UIW is committed to providing a supportive, challenging, diverse, and integrated environment for all students. In the classroom, that means that students who have registered with our Student Disability Service (SDS) office may bring you an approved “Accommodations Letter” with which you must comply in your classroom. You can contact the SDS office any time to ask for help in “how” to provide accommodations. In contrast, it is equally important that we not make accommodations for any student who has not provided you with an approved letter from SDS. While it is not appropriate to ask a student if they have a disability, or if they are registered, it may be a good idea to encourage students to visit either the office of Student Success, or the SDS to discuss any ways the university may be able to help them succeed. For more useful information, please visit:  http://www.uiw.edu/sds

Academic Integrity (see Appendix E)
The Student Handbook discusses university policy in detail, and all course syllabi must include a brief statement on Academic Integrity. Should a situation of academic integrity arise, consult the CHASS Blackboard site for all relevant forms and a variety of helpful resources.

Student Complaints (see Appendix H)
Should a student wish to file a formal complaint regarding work in your class, consult your Department Chair about following the guidelines found in Appendix H. You will find these guidelines and forms available on the CHASS Blackboard site.
**Student Course Evaluations**
Late in the semester, the Provost will invite students to complete an online Student Course Evaluation Form for each course in which they are enrolled. The Dean or Associate Dean will review completed student evaluations of part-time faculty. In the case of problematic evaluations, the Department Chair will be consulted. Compiled results from the Student Course Evaluation Forms are available to each faculty member only after the faculty member has submitted final grades for the course.

**Faculty Concerns about Students**
Should you have any concern about student academic success—repeated absences, failure to complete assignments, bad grades—complete a Student Intervention Notice (an online form) at the Academic Advising website (http://www.uiw.edu/advising/forms.html) OR contact Kedra Grant-Brinkley, Academic Counselor, at kegrant@uiwtx.edu or 210-805-5814. This is a simple initial contact and Advising Center advisors conduct all the follow-up and provide appropriate support.

If you observe student behavior that you perceive to be a possible threat to the student or others, share your concerns or observations first with your Department Chair and then decide whether to report the incident to the Behavioral Intervention Team on campus. Use the report form at http://www.uiw.edu/campuslife/ReportanIncident.html.
Preface

Part-time faculty provide an invaluable service to UIW. As with all faculty, the challenge is to relate to students in ways that evidence understanding of the Mission of the Sisters of Charity of the Incarnate Word and the University of the Incarnate Word. We work together to create a faith-filled learning environment that promotes individual self-realization and respect for the common good.

This Appendix identifies rights and responsibilities of part-time faculty with instructional duties. This refers to those part-time faculty with the title of Lecturer or Senior Lecturer. The rights and responsibilities of other part-time faculty who mentor UIW students at clinical and practice sites in the community are identified in policies and procedures maintained in various Deans’ offices.

Types of Part-Time Faculty

a. Senior Part-Time Faculty (with the title of Senior Lecturer): those individuals appointed by the Dean to teach and carry out additional academic duties on a contractual basis (usually for one year). They are not eligible for promotion or tenure, but may retain rank if already obtained. Academic freedom is protected and employment-related decisions may be appealed through a subcommittee of the Grievance Committee of the Faculty Senate. Other rights and responsibilities of part-time faculty are designated in this Appendix.

b. Part-Time Faculty (with the title of Lecturer): those individuals who teach one or more courses on a term-to-term basis and are paid by course or by the hour. They are not eligible for promotion or tenure. Academic freedom is protected and employment-related decisions may be appealed through a subcommittee of the Grievance Committee of the Faculty Senate. Other rights and responsibilities of Part-Time faculty are designated in this Appendix.

c. Part-Time Faculty (with the title of Clinical Adjunct or other relevant titles): those individuals, paid or volunteers, who serve as mentors of UIW students at clinical and practice sites in the community. Mentor rights and responsibilities are identified in policies and procedures maintained in various Deans’ offices.

Academic freedom is guaranteed. (See Faculty Handbook, p. 26)

The following is a list of basic instructional duties that apply to part-time faculty (adapted from the Handbook, p. 56):

1. Prepare course outlines based on approved departmental syllabi.
2. Work collaboratively with departmental faculty to ensure standard curriculum outcomes are met.
3. Apply the necessary knowledge, skills, resources, and understanding of current scholarship in order to achieve the course objectives.
4. Employ methods appropriate to course objectives and be able to modify procedures in response to unforeseen change when necessary.
5. Utilize a suitable style and effective organization to communicate the course information with clarity and integrity.
6. Create an environment that will enable the student to achieve the course objectives.
7. Critique his/her own work, using student and faculty evaluations to improve the quality of future work.
8. Prepare, correct and return tests and assignments within a reasonable time.
9. Properly evaluate student achievement according to criteria communicated to students at the beginning of each course.
10. Be available outside of class to help students learn and to answer their questions (1 hour per 3-hr. class, physically and/or electronically).
11. Conduct respectful relationships with faculty, staff, and students both in and outside the classroom.

Also see Ch. 7 of the Handbook, pp. 91-98, on Policies and Procedures Related to Instruction that apply to part-time faculty.

All part-time faculty with instructional duties are subject to the following policies in the Handbook:

Chapters
Ch. 8: Health-Related Policies, 99-101
Ch. 9: Harassment-Free Policy, 102-7
Ch. 10: Computer Use, 108-12
Ch. 11: Intellectual Property Policy, 113-26
Ch. 13: Academic Services, 129-34

Appendices
A. 4: Copyright Policy and Guidelines, 145-52
A. 8: Policy Statement Relating to Misconduct in Science, 167-69
A. 12: Declaration of Affiliation Policy, 173
A. 14: Gifts and Gratuities Policy, 185
A. 16: Student Complaints, 187-93

Employment Offer

Actual employment (first time and reappointment) is contingent upon successful completion of a required background check, course availability as determined by the dean in relation to other staffing needs, and adequate class enrollment. The employment offer is not a guarantee of employment.

Reappointment

Reappointment of part-time faculty is contingent upon acceptable teaching performance. The dean makes this judgment based on a number of factors including end-of-term Student Assessment of Teaching data, class observations as appropriate and other input from students if available, and consultation with the department head. Previous part-time employment does not create an obligation on the part of the university to offer continued employment.

When possible, written notice of reappointment or non-reappointment will be issued to Senior Lecturers no later than one month before the end of the existing appointment.

Dismissal Before End of Term

UIW reserves the right to dismiss part-time faculty before the end of the period of appointment based on the dean’s determination of unsatisfactory performance that is not in the best interests of the students. Prior to making this decision, the dean will consult with the department head and may request a class observation with feedback from students. The dean will notify the part-time faculty in writing of the reasons for dismissal and the date of this notice is used to calculate the amount of salary to be paid as proportionate to the time actually taught.
The dean’s decision may be appealed by the faculty to the Provost. Within 3 working days of the dean’s notice of dismissal, the part-time faculty must initiate the appeal with a written statement of complaint forwarded through the dean to the Provost. The Provost will appoint a 3-member subcommittee of the Grievance Committee to conduct a hearing and make a recommendation to the Provost within 7 working days of the date of the part-time faculty’s letter of appeal. Within 2 more days, the Provost makes a decision and notifies the part-time faculty in writing. The Provost’s decision is final and no further appeal is possible.
APPENDIX B: CHASS DEAN’S EXPECTATIONS OF FACULTY

A. Uphold the Core Values of UIW’s Mission: FAITH, TRUTH, INNOVATION, EDUCATION, & SERVICE.

B. Serve students in every reasonable way.

C. Maintain the highest professional ethics.

D. Be available and be responsive—via phone, email, and in person—throughout the contract period for academic duties (instruction, meetings with students, advising, and meetings with colleagues).
   1. CHASS full-time faculty are required to attend the monthly CHASS faculty meetings on the last Thursday of each month, at 10:30 a.m.: 
   2. The Provost will have an opening workshop (required for all full-time faculty) for Fall and for Spring (the week before classes begin). Details TBA.
   3. CHASS full-time faculty have an opening workshop for Fall and Spring. Details TBA.
   4. CHASS chairs generally meet every other Thursday morning.
   5. Be on time for each scheduled class, and meet for the whole period; if the need arises, handle your own class cancellations, rearrangements, and assignments AND report to the Dean’s office your own absence(s) from campus for all reasons.
   6. Participate in Commencement exercises, faculty workshops, and other official academic convocations (applies to full-time faculty).

E. Effectively manage time, resources, and information for the benefit of all.
   1. Follow the syllabus guidelines distributed via email and posted in Blackboard.
   2. Post course assignments, materials, and grades in a timely manner.
   3. File required reports, book orders, etc., fully and on time.
   4. Use extensively and effectively our resources (e.g., Blackboard, Outlook email, Outlook calendar)—if you need assistance or training, ask.
   5. Post and hold your office hours.
   6. Be familiar with the 2013-14 academic calendar (http://www.uiw.edu/registrar/deadlines.htm).

F. Work well with others.
   1. No one has a monopoly on any piece of the budget, curriculum, program, students, or classroom. Our collective efforts sometimes require sacrifice and flexibility.
   2. Promote all CHASS programs fairly and respectfully. Each program has unique value in contributing to each student’s intellectual and personal growth.
APPENDIX C: SAMPLE COURSE SYLLABUS

UNIVERSITY OF THE INCARNATE WORD  
College of the Humanities, Arts & Social Sciences  
DISC XXXX  
Course title  
Syllabus

Catalog description:
Catalog description

Context:
Prerequisites, Degree plan for which the course is appropriate. Audience for which the course is appropriate. The course may (may not) be repeated for credit.

Course overview:
The purpose of this course is to prepare . . . Technology to be used . . . Topics to be included . . . Assessment and/or teaching strategies ... Other pertinent information...

Course outcomes:  
Assessment:  
Upon completion of the course, students will be able to

By

By

By

By

Disability Statement
The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E and Title III of the Americans with Disabilities Act, the University ensures accessibility to its programs, services, and activities for qualified students with documented disabilities.

For more information, Contact the Student Disability Services Office

Academic Honesty Statement
The highest standards of academic honesty are expected in the course. Forms of academic dishonesty include, but are not limited to cheating, plagiarism, counterfeit work, falsification of academic record, unauthorized reuse of work, theft, collusion. See the Policy on Academic Integrity in the Student Handbook for definitions and procedures for investigation of claims of academic dishonesty.

Approval date: Month, year (TEMPLATE, italics are included as examples to be replaced for your course.)
APPENDIX D: SAMPLE COURSE OUTLINE

University of the Incarnate Word
COURSE OUTLINE
Suggested Format, Sequence, and Content

A. Logistics
   Name of Institution
   Number and Name of Course /Prerequisites
   Term and Year
   Name of Instructor
   Office Location and Number
   Phone Number and/or E-mail Address
   Office Hours

B. * Overview of the Course (must incorporate the content of the syllabus for the course)
   1. Brief description of the course including requirements and /or research tools essential to the course
   2. Outcomes of the Course
   3. Assessments for EACH Outcome of the course
   4. Course Audience

C. Course Texts/Supplies/Materials

D. Class Meeting Schedule/Matrix includes the topics, readings, and/or assignments for each date the class meets:

<table>
<thead>
<tr>
<th>Session #</th>
<th>Date</th>
<th>Topics</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>

E. Grading Activities, Criteria and Guidelines
   1. Lists of all tests, papers, and exams, projects or other components that are included in grading
   2. State the criteria for determining the grade for each activity listed above
   3. Describe the proportion of the total grade each of the graded activities is worth

F. Participation, Punctuality and Attendance: Requirements and Expectations
G. Academic Honesty Statement
H. Student Disabilities Statement

It is suggested that professors distribute sample formats or guidelines for papers, presentations, projects at some point after the first week of class

Bibliography
   Books, journals, films, etc., that enhance the students’ understanding of the course material.

* Many faculty members staple the Course Syllabus to the Course Outline and omit this step.
APPENDIX E: POLICY ON ACADEMIC INTEGRITY

(Approved by the Board, 6/94; revised by VPASA, 9/07)

The University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

I. Forms of Academic (these include, but are not limited to:)

A. Cheating on tests, examinations, or other class or laboratory work.
B. Involvement in Plagiarism (appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit).
C. Counterfeit work - including turning in as one’s own, work that was created, researched, or produced by someone else.
D. Falsification of Academic Records - knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.
E. Unauthorized Reuse of Work - the turning in of the same work to more than one class without consent of the instructor involved constitutes academic dishonesty.
F. Theft - unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
G. Collusion - unauthorized collaboration with another person in preparing course work.
H. Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate a provision of the code of academic integrity. Instructors who are concerned that some form of academic dishonesty has occurred shall confront the student directly and may take the matter to the Dean of their College/School. Any member on the student body or the staff of the University of the Incarnate Word who is concerned that a student has engaged in some form of academic dishonesty should report the incident to the Dean of the College/School which oversees the course in question. The College/School Dean will then convene the College/School’s Academic Honor Board and initiate the process of investigation outlined in II.B. below.

II. Procedures for Investigating Claims of Academic Dishonesty and Assessing Sanctions

A. Sanctions Assessed by Faculty

Before any sanction by a faculty member is assigned, the instructor must meet with the student about the violation. Sanctions must be confirmed in writing to the student, copied to the Dean of the College/School which the instructor is a member and to the Vice President for Academic and Student Affairs. These records are NOT placed in the student’s permanent academic file and will be destroyed when the student graduates or otherwise ceases his/her relationship with the University.

1. When Guilt Is Admitted: If a student who is confronted by a faculty member for engaging in academic dishonesty openly admits to wrongdoing, the instructor will:
   1. give the student an F for the assignment in question, and may
   2. forward the case to the Academic Honor Board of the College/School to consider additional sanctions.
2. When Guilt Is Not Admitted: If a student accused by a faculty member of academic dishonesty does not admit wrongdoing, his or her appeal should be made directly to the Dean of the College/School with course responsibility so that the Academic Honor Board can formally investigate the allegation and decide which appropriate action should be taken.

B. Sanctions Assessed by the Academic Honor Board

When cases alleging academic dishonesty are forwarded to a College/School Dean, he or she will convene an Academic Honor Board. The Board will be comprised of two faculty from the College/School selected by the Academic Dean and two students selected from a list of students previously identified by the College/School faculty. The College/School Dean will serve as chairperson of the Board; however, he/she will only vote in cases where the Board is split on any given decision.

The accused may request that a student or faculty member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim may be required, and the final decision shall rest with the College/School Dean.

The College/School Dean is responsible for any substitution to the Board in order to obtain a quorum of five members.

A student is presumed innocent until proven guilty by the preponderance of evidence, or until guilt is admitted or a simple majority vote of the Board members is reached.

Sanctions such as receiving an F for the assignment in question, receiving an F for the course, academic suspension, and dismissal from the University or other action deemed appropriate, will be assessed by the Academic Honor Board presiding over the case. The decision of the Board will be communicated in writing to the student, as described in II. A.

In order to assure a student’s right to due-process, the procedure of formal inquiry by the Academic Honor Board will include:

1. securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or staff member making the allegation,
2. securing a written statement describing the incident from the accused student,
3. interviewing separately the accused student, and the faculty/staff member alleging the dishonesty in order to clarify and to expand the written statements,
4. interviewing any witnesses or other persons claiming knowledge of the incident,
5. securing, examining, and retaining any physical evidence related to the incident.

Using written statements, interviews, and available physical evidence, the Academic Honor Board will decide the validity of the alleged incident of academic dishonesty.

If the academic dishonesty has been verified, the Academic Honor Board will make a determination of appropriate sanctions to be imposed and, in a written statement, inform the student in question of the decision.

Pending the final action of the Academic Honor Board, the status of the student shall not be altered, nor his/her right to be present on campus, to attend classes, and to participate in University-sponsored activities.
III. Appeals of Disciplinary Sanctions Assessed by the Academic Honor Board

Any student who feels he/she has not been accorded justice by the Academic Honor Board may appeal to the Provost for review of the decision. If the Provost determines that there should be a review, he/she convenes a Committee on Academic Integrity which is comprised of two senior tenured faculty members and an elected member of the Student Government Association. The Committee shall determine whether the process followed by the Academic Honor Board was fair and impartial and that adequate consideration was given to evidence and information presented.

A. Timetable - Appeals to Academic Honor Board decisions must be submitted in writing to the Committee on Academic Integrity within ten working days of the Board’s decision.

B. Following a review of the appeal, the Committee on Academic Integrity will determine whether to uphold or modify the decision of the Academic Honor Board.

C. The decisions of the Committee on Academic Integrity shall be considered FINAL. A written statement shall be sent to the student in question no later than three days after the committee’s final decision is reached.

The form used for Faculty reporting of student infringement of UIW’s Integrity policy is available on the CHASS Blackboard site.
# Appenidix F: Valid Grade Assignments

Numeric Grading Scale approved by UIW Faculty, Effective Fall 1997

## Valid Grade Assignments

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Numeric Value</th>
<th>Course Level*</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Achievement</td>
<td>93-100</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>Better than average grasp of the subject matter</td>
<td>90-92</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>None</td>
<td>UG</td>
<td>• Student must have registered for this grade mode.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Cannot assign standard grade if student registered for AU.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Student cannot subsequently change the grade mode to a standard grade.</td>
</tr>
<tr>
<td>B+</td>
<td>Good Scholarship</td>
<td>87-89</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Better than average grasp of the subject matter</td>
<td>83-86</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>Better than average grasp of the subject matter</td>
<td>80-82</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Average achievement</td>
<td>77-79</td>
<td>UG</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average achievement</td>
<td>70-76</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>NOT A VALID GRADE</td>
<td>NONE</td>
<td>NO LONGER USED AT UIW</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Less than average achievement</td>
<td>67-69</td>
<td>UG</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Less than average achievement</td>
<td>63-66</td>
<td>UG</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>Less than average achievement</td>
<td>60-62</td>
<td>UG</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0-59</td>
<td>All</td>
<td>Requires faculty to post last date of attendance.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
<td>All</td>
<td>• Requires IP application from student.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Reserved for family/medical emergency</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Student must have completed the majority of the work required for the class.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Deadline is six months for UG, one year for all others. Faculty may specify a shorter deadline.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Automatically converts to an F if grade not changed by the deadline.</td>
</tr>
<tr>
<td>N</td>
<td>Not Report Grade</td>
<td>0</td>
<td>NONE</td>
<td>• Faculty may not use this grade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Used by Registrar to produce report for the dean indicating those grades not reported by faculty.</td>
</tr>
<tr>
<td>NG</td>
<td>Satisfactory completion; course not graded</td>
<td>0</td>
<td>GR/PD</td>
<td>• Grade indicates that student successfully completed some of the work but did not complete all course requirements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Reserved for thesis and dissertation</td>
</tr>
</tbody>
</table>
- Faculty may not subsequently change grade to a standard grade

<table>
<thead>
<tr>
<th></th>
<th>Courses only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passing; course offered on Pass/Fail basis</td>
</tr>
<tr>
<td></td>
<td>Must be a 70 or higher</td>
</tr>
<tr>
<td>UG</td>
<td>Student must have registered as Pass/Fail.</td>
</tr>
<tr>
<td></td>
<td>If the student registered as P/F, you may not assign a standard grade.</td>
</tr>
<tr>
<td></td>
<td>P/F grade option posted online if student registered in this format.</td>
</tr>
</tbody>
</table>
“Grade Privacy 10-08” in Handbook

Our long-standing practice at UIW regarding the posting of final grades outside offices is that this is to be strictly anonymous. That is, a created identifier may be used but actual names and social security numbers must not be used. In general, however, with resources such as Blackboard that can assure anonymity, faculty are cautioned against posting grades outside offices. The underlying assumption about anonymity is that grades are a matter of information shared solely between the instructor and the individual student. In this way we show our commitment to protecting the student’s privacy as it relates to grades. It also follows that instructors should not post in-progress grades that are associated with individuals or read such information to the class. And students should not be asked to grade one another’s quizzes or other assignments in class. Instructors may share the class profile of grades or make other general comments about how the class is doing as long as individuals are not mentioned or otherwise identifiable. Good judgment in keeping with the spirit of respect expressed above should be used in situations in which there are group projects or assignments required in a class.

With the same respect for privacy, faculty must not leave student papers and tests with student names in the hallway or other public places that cannot be monitored. If necessary, give such material to your Department Chair to hold.
APPENDIX H: STUDENT COMPLAINTS RELATED TO FACULTY DECISION ABOUT STUDENT COURSE WORK

Procedures Guidelines
(Approved by VPASA, 10/27/05 and Faculty Senate, 10/26/05)
This material is also available on the CHASS Blackboard site.

The University of the Incarnate Word (UIW) is committed to maintaining a learning environment which promotes academic excellence and personal development. The following procedure guidelines assure students the opportunity to register their complaints about what they believe to be unfair treatment involving their academic work and to receive prompt resolution of matters related to the complaint.

“Unfair treatment” applies to any act which may be perceived as either prejudiced or arbitrary in the evaluation of a student’s performance, or in the imposition of sanctions without regard for due process.

Students are to complete the following steps:

1. Informal Meeting with the Instructor to Resolve a Complaint

   The student should seek resolution of a complaint by talking to the instructor as soon as an incident of perceived unfair treatment occurs. After this step, the student may decide to initiate a Formal Conference for the record.

2. Formal Conference with the Instructor to Resolve a Complaint

   The student is responsible for initiating a Formal Conference by completing Part I of the Conference Documentation Form obtained from the office of the Dean in whose college/school the instructor resides.

   1. The student completes Part 1 of the Documentation Form (attached, page 3) and then meets with the instructor within 10 school days of the alleged unfair treatment, or in the case of a final grade, before the beginning of the semester following the alleged unfair treatment. The student explains the complaint and attempts to resolve the matter with the instructor.

   2. The instructor will sign the form acknowledging that there was discussion with the student about the complaint and indicate whether she/he is providing comments.

   3. The instructor may provide written comments as an attachment to the complaint form. The comments must be provided to the student within three days of meeting with the student.

   4. After the conference, the student completes Part 2 of the Documentation Form and signs the document.

   5. The student delivers this form, and any written comments provided by the instructor, in a sealed envelope to the Dean of the college/school in which the instructor resides.

3. Appeal to the Dean

   If the complaint is not resolved to the satisfaction of the student, the student shall have the right to appeal a decision in writing to the Dean or a person designated by the Dean. The student completes the form called the Appeal Form for Student Complaints about Faculty Decisions (attached, page 4), and delivers it in a sealed envelope to the appropriate Dean’s office within three school days of meeting with the instructor.
1. To begin the appeal process, the student completes the Appeal Form for Student Complaints about Faculty Decisions and attaches to the form a written statement a) of the complaint, b) the student’s perception of the results of the conference with the instructor, and c) reasons why the meeting did not resolve the matter of the alleged unfair treatment.

2. The Dean shall meet with the instructor, and others as appropriate, to clarify the relevant facts and perceptions in the matter.

3. The Dean shall meet with the student\(^1\) to clarify the relevant facts and perceptions in the matter as described in the student’s written statement.

4. The Dean then makes a decision on the matter.

As an alternative, the Dean has the option of deciding to convene a review committee.

6. The Dean creates a committee consisting of at least two faculty, and one of these, if possible, from the same department as the faculty being complained about, and a student (the SGA School Senator is one possibility), who is not in the same course as the complainant. The Dean shall appoint one of the faculty to chair the meeting.

7. The committee will meet with the student\(^2\) and the instructor.

8. The committee shall report its findings and recommendations to the Dean who makes a decision on the matter.

9. The Dean’s decision shall be communicated in writing to the student and the instructor within 10 school days of receipt of the student’s completed Appeal Form for Student Complaints about Faculty Decisions.

10. The Dean’s decision is final and there is no further appeal to another administrator or office.

If the complaint involves an individual assignment grade or a final grade, the Dean may ask the instructor to change the grade only in cases involving a procedural error in the conduct of the course or due to evidence of unfair treatment.

11. Records of the Dean’s decision shall be kept in a file separate from the faculty permanent file in the Dean’s Office.

---

\(^1\) The student may choose to bring an observer to the meeting. The role of observers is to provide support but they may not actively participate in the conversation. If an observer is present, the Dean may also choose an observer to be present. If the student’s observer is also a lawyer, the Dean shall postpone the meeting until university counsel can be present.

\(^2\) The student may choose to bring an observer to the meeting. The role of observers is to provide support but they may not actively participate in the conversation. If the student’s observer is also a lawyer, the faculty chair shall notify the Dean and postpone the meeting until university counsel can be present and the Dean will then chair the meeting.
Formal Conference Documentation Form  
(For a Student Complaint about an Instructor’s Decision)

**Part I**  
The student completes this part *prior to the meeting* with the instructor.

Student Name: ___________________________  ID #: __________________________

UIW email: _____________________________ Phone/cell: (____) ___________________

Address: _________________________________________________________________
                                                                                         _________________________________________________________________

Instructor’s Name: ____________________________  UIW extension #: ___________

Issue (completed by the student prior to the conference):

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

By signature I acknowledge that I have met with the above named student to discuss this issue. I am/am not (circle one) providing written comments. (Comments must be submitted to your dean within three days of this meeting.)

Signature of Instructor: ______________________________ Date: ________________
                                                                                         _________________________________________________________________

**Part 2**  
The student, *after the meeting*, describes whether resolution of the complaint was reached or not:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Signature of Student: ______________________________ Date: ________________

Whether there is resolution or not, the student delivers this form in a sealed envelope to the Dean of the college/school in which the instructor resides.

If resolution was not reached and the student wishes to appeal the instructor’s decision, then the student requests from the Dean’s Office the Appeal Form for Student Complaints about Faculty Decisions, completes it and returns to the Dean’s Office within three days.

cc: Student
cc: Instructor
Appeal Form for Student Complaints About Faculty Decisions*

Student Contact Information
Student’s (Complainant’s) Name:_____________________________________________________
ID #: ___________________________  UIW Email address: ________________________________
Address: _________________________________________________________________________
Home Phone Number:_____________  Cell: _______________  Work: ________________

Complaint Information
Date of the incident/complaint:_____________________
Time of the incident (if applicable): _________________
Place the incident occurred if (applicable):___________________________________________
Name(s) of the instructor who made a decision that directly affected you and is the subject of your com-
plaint: _________________________________________________________________________
____________________________________________________________________________
Date of last conversation with such person(s) when you tried to resolve your complaint:____________________

Please attach a letter explaining your complaint and the reasons why a decision or action that affected
you should be changed.

What happens next?
1) Your complaint will be investigated by the appropriate college/school dean who will seek a fair solu-
tion, and report back to you in writing within 10 school days.
2) The final decision may not be appealed to a higher level.
3) Your file will be kept in the office where the final decision was made.

*PLEASE NOTE: UIW explicitly prohibits any member of the University community from harass-
ing or retaliating against students who file complaints and appeal decisions.

Student Signature:________________________________ Date: ______________________

OFFICE USE ONLY
Date Appeal Received: ______________  Date Response Due: ______________
Dean’s Name: _________________________
Date Response Sent to Student: ______________
Comments:

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The University of the Incarnate Word (UIW) is committed to maintaining a learning environment which promotes academic excellence and personal development. Procedure guidelines assure students the opportunity to register their complaints about what they believe to be unfair treatment involving their academic work and to receive prompt resolution of matters related to the complaint.

Here is a summary of the Procedure Guidelines that explain the process a student must follow in registering a complaint:

1. **Hold an Informal Meeting with the Instructor to Resolve the Complaint.**
   
   If the complaint is not resolved, the student may decide to initiate a Formal Conference for the record.

2. **Hold a Formal Conference with the Instructor after filling out Part I of the Conference Documentation Form.**
   
   If the complaint is still not resolved to the satisfaction of the student, the student shall have the right to appeal a decision in writing to the Dean of the College/School in which the instructor resides.

3. **Initiate the process of appealing to the Dean by completing the form called the Appeal Form for Student Complaints about Faculty Decisions.**
   
   I understand the basic 3-step process for resolving a complaint related to faculty decisions about student course work and realize that for further details I must read the Procedure Guidelines and Forms I have received. I also understand that the Dean is the appropriate administrator for making a final decision on the appeal and that I am not entitled to appeal to another administrator or office.

Print Student Name: ________________________________

Student Signature: ________________________________ Date: _____________
APPENDIX I: LIBRARY SERVICES FOR FACULTY

The UIW Mabee Library provides a wide range of resources to support faculty teaching, research and professional development.

Our facility houses approximately 280,000 physical items, a computer research area with Internet access and Microsoft Office, inviting study spaces and meeting rooms, wireless Internet access and photocopy and scanning equipment. Our collection contains more than 120 databases, almost 29,000 electronic books and many of our 44,000 journals are available electronically. Using and EZProxy verification system, you can easily access our electronic resources from home or work by using your university network username (UIW email) and password. We are open seven days a week for 103 hours per week during the regular semesters. Hours of operation are listed on our Web site http://library.uiwtx.edu.

Here is what the Mabee Library has to offer you as a UIW faculty member:

Class and Curriculum Support

Reference & Research Support – Reference librarians are on duty to help you locate books, journals and search for articles in our databases. Contact them at reference@uiwtx.edu or by phone 210-829-3835. We can work with you to embed access to librarian assistance in Blackboard and we can create research guides (LibGuide) tailored to you classes. Contact your subject librarian (see table below) or call the library’s reference desk for details (210-829-3835).

Information Literacy & Library Instruction - Our information literacy program provides students with transferrable life-long critical thinking and evaluation skills and streamlines their information seeking behaviors. Schedule a class with our Information Literacy Librarian, Leslie Todd, at todd@uiwtx.edu or call 210-829-3841. Subject librarians can provide classes for upper-undergraduates and graduate students for higher level competencies in their research field.

Graduate Faculty and Student Support - The library has hired a Graduate Research Librarian to work specifically with graduate faculty and students to help build their research skills. This librarian, Polly McCord, is available during evening and weekend hours to do one-on-one consultations or to conduct group sessions in your classroom. Contact her at 210-805-5809 or pmccord@uiwtx.edu.

Course Reserves – This service provides controlled access to books, media, articles and other readings for a specific class at the request of faculty. Arrangements for reserves must be made each semester. In the online reserve module, items are listed by instructor, department or course number. Students obtain the reserve materials at the Circulation Desk.

Workshops for Students and Faculty – The library schedules regular workshops on a variety of topics from research basics to how to use tools such as RefWorks and PrimoSearch. The workshop schedule is accessible http://libguides.uiwtx.edu/library_training.

Collections

Recommendations for Purchase – Recommendations are welcome for purchase or subscription to library materials. The library’s new Collection Development Policy allows a more detailed accounting of funds spent toward each discipline. Our new collection focus is “e-preferred” due to the enhancements associ-
ated with simultaneous use and remote access. To make a recommendation, please contact your subject librarian or submit your request via our online request form on our Web site.

**Faculty Borrowing Privileges** – Faculty may check out books for a semester and AV circulation is for seven days. If you are unable to come to the library, you can designate a proxy borrower to check out materials on your behalf. The form is on our Web site.

**Audiovisual Collection** – The library has more than 14,000 audiovisual (AV) items, including DVDs, audio CDs and videotapes. The Audiovisual Librarian, Farhad Moshiri, can assist you in identifying AV that would be appropriate to use in your classroom teaching.

**Other Services**

**Interlibrary Loan** – If you cannot find an item in our library, you can borrow books or get copies of articles from other libraries through our ILLiad service. Log on to the library’s website http://library.uiwtx.edu and click on the ILLiad link to complete your user profile. You can request books and articles from your desktop, check the status of your request and obtain some items via e-mail. We have a Library Assistant, Taylor Fox, who handles all of the interlibrary loan transactions.

**TexShare** - Our library participates in a state-wide borrowing program called TexShare, sponsored by the Texas State Library and Archives Commission. Our library can distribute TexShare library cards to our faculty and students, which allow you to borrow items from any participating library in Texas. For a list of participating libraries, go to [www.TexShare.edu](http://www.TexShare.edu).

**Tools**

**RefWorks** – is a web-based research management tool designed to help gather, organize, store and share bibliographic resources. You can easily change the citation format of references using any one of 400 styles available to you in RefWorks. You can find the link to RefWorks on the library homepage.

**PrimoSearch** - The one-stop discovery tool that searches the library’s resources including the books, AV, the online journals and the databases through the use of one search box. Through the friendly user interface, you can limit a search to full text, scholarly resources published in a given time period.

**Facilities**

**Group Study Rooms** – The library’s group study rooms are the perfect location for students to network and share ideas and resources. Study rooms can be checked out through the Circulation Desk for two hours by two or more people. Four of these rooms have flat screens with laptop connections.

**Electronic Classroom** – Room 230 is equipped with 25 computers and one instructor’s computer for hands-on instruction. This classroom, primarily used for information literacy instruction, is available for single, non-repetitive class sessions. Contact Leslie Todd, at todd@uiwtx.edu or 210-829-3841 to reserve.

**Meeting Rooms** – The library has other rooms that are suitable for meetings. The Special Collections Room and the Sterling International Conference Room can be reserved by calling 210-829-3838. These two rooms are fully equipped with a projector, screen, DVD and BlueRay player, a computer with a wireless keyboard and a wireless mouse. There is also a 125 seat auditorium with a lecture capture system. Arrangements for the auditorium are made with Melissa Chavez at 210-829-3838.
## Subject Librarians and Professional Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Area of Specialization</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Anderson, Ph.D.</td>
<td>Dean, Library Services</td>
<td>829-3837</td>
<td><a href="mailto:cheryla@uiwtx.edu">cheryla@uiwtx.edu</a></td>
</tr>
<tr>
<td>Mary Jinks</td>
<td>Director of Technical Services: Subject Areas: Education, Juvenile &amp; Young Adult Literature</td>
<td>829-3839</td>
<td><a href="mailto:marydlg@uiwtx.edu">marydlg@uiwtx.edu</a></td>
</tr>
<tr>
<td>Polly McCord</td>
<td>Graduate Research Librarian</td>
<td>805-5809</td>
<td><a href="mailto:pmccord@uiwtx.edu">pmccord@uiwtx.edu</a></td>
</tr>
<tr>
<td>Farhad Moshiri</td>
<td>AV Librarian; Subject Areas: Dance, Music, Middle Eastern Studies,</td>
<td>829-3842</td>
<td><a href="mailto:moshiri@uiwtx.edu">moshiri@uiwtx.edu</a></td>
</tr>
<tr>
<td>Melissa Rucker</td>
<td>Cataloger; Subject Areas: History, Humanities, Fine Arts (except Dance and Music), Social Sciences, Theater, Cultural Studies (except Middle Eastern Studies)</td>
<td>829-6097</td>
<td><a href="mailto:melissa@uiwtx.edu">melissa@uiwtx.edu</a></td>
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## Other Staff and Numbers

<table>
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<tr>
<th>Name</th>
<th>Function</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Chavez</td>
<td>Admin. Secretary; Room Reservations</td>
<td>829-3838</td>
<td><a href="mailto:mychavez@uiwtx.edu">mychavez@uiwtx.edu</a></td>
</tr>
<tr>
<td>Taylor Fox</td>
<td>Library Assistant, Interlibrary Loan</td>
<td>805-5896</td>
<td><a href="mailto:tpfox@uiwtx.edu">tpfox@uiwtx.edu</a></td>
</tr>
<tr>
<td>Reference</td>
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<td><a href="mailto:reference@uiwtx.edu">reference@uiwtx.edu</a></td>
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<tr>
<td>Circulation</td>
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</table>
APPENDIX J: PERMIT FOR FACULTY ABSENCES
COLLEGE OF HUMANITIES, ARTS, AND SOCIAL SCIENCES

NAME: ________________________________________________________________

Reason for absence (if attending convention, state name of sponsoring organization and place):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Date(s) from which I will be absent: ______________________________________

Class(es) from which I will be absent:

<table>
<thead>
<tr>
<th>Course No. / Title</th>
<th>Day / Date</th>
<th>Time</th>
<th>Bldg. / Room</th>
<th>No. of previous absences from class</th>
</tr>
</thead>
</table>

Please indicate how these classes are being taken care of:

(Please indicate faculty who will lecturer or supervise class activities.)

_________________________________________  _____________________________
Dean, College of Humanities, Arts, & Social Sciences  Date

(Permit for Faculty Absences is to be submitted to the Dean for signature before you are absent, or as soon as possible.)