



Adjunct Faculty Handbook

A Message from the Provost and Senior Vice President for Academic Affairs

Welcome to the adjunct teaching faculty at Utica University! Many of you have taught for us before, and we are very pleased that you will be continuing with us again this year. Whether you are a new or returning faculty member, I hope you will look this handbook over carefully and ask questions about what may not be clear to you.

In addition to this handbook, there is a web page of resources available for adjunct faculty members. It contains a wealth of useful information, such as what to do if you encounter plagiarism, tips for using Bannerweb, as well as other useful resources. You will find the web page at: <https://www.utica.edu/academic/facultyinfo/adjunct.cfm>

Adjunct faculty members are critical to our ability to offer courses and programs at times and locations that our students need and deserve. Your work brings new ideas to augment the instruction provided by our full-time faculty members. Close individual attention is a hallmark of Utica University, and we depend on you to help us maintain that reputation. We also depend on you to create a comfortable, welcoming, and challenging learning environment that will lead to student success. We want to support you whenever we can so that you have what you need to make that a reality.

This handbook is meant to provide you with concise information on university policies, practices, resources, and services. It should answer many of your questions about the University. Other resources and information, including all academic policies, can be found in the University's [catalogs](#).

The students you have in class will come from many backgrounds, ethnicities, nationalities, ages, and walks of life. They will have multiple reasons for being there, from wanting to earn a degree to wanting to know more about the subject you are teaching. Their experiences can enliven the learning environment for all—including yourself! So, you will need to stay on your toes, and by all means, enjoy yourself. The joys of learning are not reserved solely for the students!

If you have questions that are not addressed here, please do not hesitate to call or stop by the school offices or the Office of Academic Affairs. We want to make your experience teaching with us as successful as we can.

Have a great year!

Sincerely,

A handwritten signature in cursive script that reads "Stephanie R. Nesbitt".

Stephanie R. Nesbitt, J.D., M.B.A.
Provost and Senior Vice President for Academic Affairs

***Please note that Utica University reserves the right to amend the Adjunct Faculty Handbook from time to time and will furnish the current and controlling version on the Information for Adjunct Faculty web page.*

- About Utica University -

Utica University is a comprehensive institution that offers a wide range of academic programs, excellent faculty members, and the diversity of a large university while at the same time providing students with the low faculty-to-student ratio and the individual attention of a small university. A combination of liberal arts and professional studies gives students opportunities to gain broad-based exposure to major areas of knowledge while developing career-specific skills designed to ensure success in the workforce.

The student body represents a wide variety of socio-economic and cultural backgrounds and includes non-traditional students, veterans, and students with disabilities. Non-traditional students are particularly well-served by Utica University.

While slightly more than one-third of the student body is from Utica and other Mohawk Valley communities, many students come from throughout New York, New England, and the Middle Atlantic States. Still, others come from other parts of the United States or other countries.

Utica University Mission Statement

We empower learners to achieve their career and life goals through personally enriching experiences and outstanding educational pathways.

Values

Our mission rests upon a foundation of values that guide our decisions and actions:

- Individual attention
- Intellectual growth, creativity, and scholarship in the pursuit of knowledge
- Innovative and relevant approaches to teaching and learning
- Diversity of perspective, background, and experience in an equitable, respectful, and inclusive environment
- Freedom of expression and civil discourse
- Community engagement and service
- Ethical behavior and integrity
- Continuous pursuit of excellence

Non-Discrimination Policy

Utica University is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This nondiscrimination policy covers admissions, employment, and access to and treatment in Utica University programs, services, and activities.

Utica University has designated the Office of Human Resources as responsible for inquiries, complaints, and the coordination of compliance under the Americans with Disabilities Act of 1990 (as amended).

Members of Utica University who have complaints of sexual harassment or any form of sex or gender-based misconduct by anyone at this University, including any students, staff, administrators or faculty members, as well as vendors, contingent employees, clients and consultants are encouraged to report such conduct to the Title IX Coordinator so that (s)he may initiate an investigation. Individuals who feel subjected to sexual harassment or sexual misconduct should report the circumstances in writing as soon as possible to the Title IX Coordinator. A delay in reporting may affect an investigator's ability to gather information relevant to the case. To file a complaint, "Title IX Coordinator" refers to the Title IX Coordinator and any Deputy Title IX Coordinators. For more information, please refer to Utica University's Sexual Harassment and Sexual Misconduct policy, which can be accessed at <https://www.utica.edu/policies/policies.cfm?id=145>

The Title IX Coordinator is Kyle Wilson, 315-792-3063 or klwilson@utica.edu

Utica University has designated Military/Veterans Liaisons to direct the University's efforts to comply with the applicable laws and regulations on behalf of veterans. The Veterans' Liaisons are Dr. Austen Givens, Associate Professor of Cybersecurity (315-792-3753), and Ms. Susan Boucher, Director of Student Accounts (315-792-3013).

- Adjunct Faculty -

The term “adjunct faculty” is a general name applied to those persons teaching at Utica University on a part-time basis. Appointments are normally on a term-by-term basis.

Appointment to the adjunct faculty does not carry with it any provision for tenure or any privilege other than those enumerated in the benefits section of this document. Courses to which adjunct faculty members are appointed are subject to cancellation by the University due to low enrollment or other unforeseen exigencies. There will be no remuneration for canceled courses.

In the event that an under-enrolled course section must run, it will be compensated at the lesser of the tutorial/headcount rate or the full adjunct rate.

Academic Freedom

Faculty members are entitled to freedom in research and publication, subject to the adequate performance of their other academic duties.

Faculty members are entitled to freedom in the classroom to discuss a subject, but care should be taken not to introduce the teaching of controversial matters that have no relationship to the subject of the course. As persons of learning, faculty members should remember that the public may judge the profession and the University by their utterances. Hence, they should always be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not institutional spokespersons.

Employee Code of Conduct

Utica University employees are expected to conduct themselves ethically, honestly, and with integrity in all dealings. They need to be fair and principled in their official interactions both within and outside the Utica University community. They must act with due recognition of their position of trust and loyalty concerning the University, its students, fellow employees, research sponsors, and donors. When in doubt about the propriety of a proposed course of action, they must seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course of conduct. Please refer to the complete Employee Code of Conduct policy found at: www.utica.edu/policies.

- Appointment Criteria -

Adjunct Instructor: The minimum qualifications for appointment as adjunct instructor are a master’s degree or equivalent professional certification in a field relevant to the teaching area, some teaching experience, and approval by the appropriate academic dean or designee. However, in special circumstances, an initial hire exception may be made by the Provost and Senior Vice President for Academic Affairs upon the recommendation of the appropriate school dean.

- Benefits -

First five semesters of employment: (1) Issuance of adjunct faculty identification card; (2) use of library facilities and services; (3) bookstore discount privileges (does not include books and computer software); (4) Clark Athletic Center privileges for self; (5) faculty rates for all social-cultural events and athletic activities; (6) invitations to University-sponsored receptions, dinners, and other events

Starting in the sixth semester: All benefits given in the first five semesters plus the following: (1) individual listing in the University directory; (2) invitation to participate in academic procession at Commencement with appropriate academic regalia furnished; (3) remitted tuition benefits for Utica University undergraduate credit courses for self, spouse/domestic partner, and dependent children, as described below. For additional benefits information, call the office of Human Resources at (315) 792-3276.

Tuition Benefits and Restrictions: Adjunct instructors may be eligible for tuition benefits. To receive these benefits, the faculty member must utilize the remission during the same term in which they are teaching. The recipient must be in at least their sixth semester of teaching at Utica University (waiting period waived for clinical instructors); semesters do not need to be consecutive. Tuition benefits are restricted to three undergraduate credit hours per family, per semester, and are subject to space availability in the course. Clinical Instructors may instead opt to utilize the benefit for three graduate

credit hours during the same semester they are teaching, although graduate credit remission may not be transferred to a family member. Remitted tuition benefit forms may be found at: www.utica.edu/hr/tuitionbenefitsapp.cfm

Payment of Salary

Faculty members are paid on a semi-monthly basis. Payment is made three business days before the 15th of the month, and three business days before the last day of the month. Adjuncts with active contracts can view their exact pay dates anytime by visiting www.utica.edu/hr/payroll/index.cfm.

Direct deposit of pay is encouraged. Direct Deposit Authorization Forms are available online and in the Office of Human Resources. Paychecks for on-campus adjuncts are distributed through the school office. Paychecks for online adjuncts will be mailed to the home address on file in Human Resources.

Salary for clinical instructors is based on the number of contact hours assigned to the course; it is not an hourly pay rate. The total salary amount is divided over a pre-determined number of semi-monthly pay dates, and it includes eight (8) hours of orientation and one make-up day. Please note that your first pay date for each term could be a couple of weeks after classes start. This is based on the need to wait until after the drop/add period for students. Applicable employment taxes will be withheld.

Pay increases are not automatic. An increase may be considered after 6 semesters based on the adjunct's performance and recommendation by the Dean, with final approval by the Provost. Increases may also be considered if an adjunct obtains a higher degree. Approved increases go into effect at the start of the subsequent teaching term.

Retirement Benefits

TIAA provides retirement services to Utica University employees. Adjunct faculty members may open a voluntary 403(b) Tax-Deferred Annuity Plan through online enrollment at www.tiaa.org/utica. You must print and submit a Salary Reduction Form, found at www.tiaa.org/utica, to the Office of Human Resources indicating the amount to be withheld from your pay. No contributions will be sent to TIAA without this form being remitted to the Office of Human Resources. You may change your contribution up to four (4) times in a calendar year.

Accrual of Sick Time

In accordance with New York State's Paid Family Leave law, adjunct faculty members are eligible to accrue sick time. Sick leave may be used when an employee's illness, medical disability (*e.g.* maternity, post-surgical recuperation), or injury prevents the employee from working. Absences due to incidents of domestic violence are also eligible for sick leave usage.

The following chart outlines accruals based on contact hours:

Per Course Contact Hour	Sick Accrual per Semester	ACCRUAL PER SEMESTER
0.375	0.63	0.75
1	1.67	1.75
1.5	2.5	2.5
2	3.33	3.25
2.5	4.16	4.25
3	5	5
3.5	5.83	6
4	6.67	6.75
4.5	7.5	7.5
5	8.33	8.5
5.5	9.16	9.25
6	10	10
6.5	10.83	11
7	11.67	11.75

For contact hour amounts per course that are not covered by this chart:

* 0.375 contact hours or less will result in an accrual of .75 for the semester.

* For all other odd amounts, round to the nearest amount on the chart; for example, contact hour per course of 1.3 would result in a semester accrual of 2.5 hours of sick time

Note - if you are a full-time employee who happens to hold a secondary adjunct position, this does not apply to you as you already accrue sick time at the full-time rate (see Utica University Employee Handbook for the full-time rate).

Any adjunct faculty member seeking information about their accrual balance may contact the Office of Human Resources at (315) 792-3276 or hr@utica.edu. The information will be provided within three days of the request, as required by law.

Adjunct faculty members who wish to use accrued sick time must contact the school office. The school office will communicate usage to the Office of Human Resources, and the available balance will be decreased by the usage amount.

New York State Paid Prenatal Leave

Effective January 1, 2025, all covered employees working in New York State have the ability to take up to 20 hours of paid leave for pregnancy-related health care services in a 52-week period.

Pregnancy-related health care includes:

- Physical examinations
- Medical procedures
- Monitoring
- Testing
- Discussions with a healthcare provider needed to ensure a healthy pregnancy
- Fertility treatment
- End-of-pregnancy care

Only the employee directly receiving prenatal health care may use Paid Prenatal Leave. A spouse, partner, or another support person attending prenatal appointments with a pregnant person is not entitled to Paid Prenatal Leave. Healthcare appointments after pregnancy are not covered by Paid Prenatal Leave.

Personal Information

It is the responsibility of the individual faculty member to keep the Office of Human Resources apprised of changes in address (home/business), phone number(s), degrees, etc. The University will not be responsible for any difficulties resulting from the faculty member's failure to report a change of address or phone number. You can check your personal information on Banner Web to see if any changes are necessary. If you need to make changes, please complete a Personal Information Change Form, which can be found on the Human Resources website at www.utica.edu/hr/forms.cfm.

- Services -

Academic School Offices

Each school is responsible for the content of its courses. Academic questions should be directed to the appropriate school dean. The school office is open from 8:00 a.m.- 5:00 p.m., located in Hubbard 117. The current academic deans, administrative assistants, and telephone numbers are:

Natural Sciences and Mathematics, (315) 792-3028

Sharon Wise, Ph.D.

Mary Dobek, Administrative Assistant

Humanities and Social Sciences, (315) 792-3028

Jason Denman, Ph.D.

Yangchun Ma, Administrative Assistant

Business and Justice Studies, (315) 792-3060

Patricia Swann, M.S. (interim)

Sue Cox, Administrative Assistant

Health Professions and Education, (315) 792-3075
Polly Smith, Ph.D.
Patrice Hallock, Ph.D., M.P.H., Associate Dean
Hailey Emmett, Administrative Assistant

Campus Store

Located on the first floor of the Strebel Student Center, the Utica University campus store is operated by Follett Higher Education Group. Regular business hours are Monday–Friday, 9:00 am to 5:00 pm. The campus store also offers a wide selection of academic supplies, apparel, gifts, and convenience items. For more information, please call (315) 792-3197 or visit their website at www.utica.edu/bookstore.

Book Orders

Course Adoptions: By federal law (HEOA), all book orders need to be submitted prior to when the school publishes the course list. Placing your book order early not only satisfies this requirement, but it allows the store adequate time to order the required materials and to address any issues that may arise (ex., backorders, new editions, out-of-print, etc.).

Instructors can place their orders through Follett Faculty Discover, which is located in your learning management system (LMS), over the phone, or via email at bookst@utica.edu. To access Follett Discover, follow these steps:

1. Sign in to Engage with your Utica username and password. NOTE: You do NOT need to have a shell for the course to place an order. The link for Engage is: <https://engage.utica.edu/learn/>
2. At the top of the page click on Site Resources and in the drop-down box select "View/Order Textbooks". NOTE: The first time you will need to enable pop-ups and allow cookies if you don't currently.
3. Make sure you are in the desired term. Click at the top of the course (you can ignore the Select discipline drop-down unless you are unsure of your book). If you have previously taught this course you can scroll to the bottom of the page and click "My library". This will bring up titles that you have previously adopted in all your courses.
4. Select a title and then select the adopt button. You then choose all the courses that you want this text for. If you have multiple sections, you only need to place one order per course! Be sure to also choose if the title is required, recommended, or choice.
5. From there you can add more texts from your library, search for texts, add a title, or put in information to find a book. We recommend searching the ISBN using the magnifying glass if you have that information available. As always, feel free to email bookst@utica.edu with any questions or special course materials needs. You must also notify the bookstore if you do not plan to use any course materials.

Communicating with Students

Adjunct instructors should be contacted via their utica.edu outside of class, unless they wish to share their personal phone number. Correspondence should not be directed to the Academic School Office.

Desk Copies

Instructors requiring desk copies must make their requests directly with the publisher. The bookstore will gladly provide the necessary contact information but does not request desk copies on behalf of instructors. Faculty should consult the publisher's website for directions on ordering desk copies.

Computing and Technical Resources

Adjunct faculty members receive an account for using e-mail, campus computers, the learning management system, and other electronic resources. Faculty members are **required** to use their Utica e-mail account to communicate with students. You must also use the approved online course shell (required for online classes). You should check your Utica e-mail account frequently as the Office of Academic Affairs, Human Resources, and other University offices communicate information through this system.

Faculty members who have a class requiring a computer lab should reserve the lab well ahead of time (at least two weeks' notice). Computer labs can be reserved online at ems.utica.edu or by contacting the Office of the Registrar. The main campus also has many technology-enhanced classrooms, which include, at minimum, a projector and computer; training is available upon request. For classes held on the main campus, additional multimedia equipment can be requested on an as-needed basis using the online Classroom and Event Support request form at www.utica.edu/request at least two weeks in advance.

Technology assistance is provided by the Integrated Information Technology Services (IITS) office. Call (315)792-3115, email helpdesk@utica.edu.

Teaching Resources

The Center for Faculty Excellence promotes faculty development, success, and innovation in teaching, scholarship, and service. It also houses the Instructional Design and Technology team, supporting design and technology needs in online and on-ground courses.

Utica University's instructional technologists provide a supportive environment for continuous learning. Whether faculty have specific questions or want to learn what is available. Support is provided for all aspects of the Learning Management System (LMS), web conferencing, VoiceThread (audio-video discussions), and Panopto (video creation).

Utica University's instructional designers support faculty with course development, ranging from the design of assignments, assessments, and other instructional materials to the full design of either an online or on-ground course.

The Center for Faculty Excellence is located in 126 White Hall or can be contacted at facultyexcellence@utica.edu.

Duplicating

Duplicating services are also available through the Copy Center. Using the Center reduces copy costs on your school budget significantly. You may drop off your duplicating requests to the Copy Center at any time during their regular hours, but you are encouraged to submit your duplicating jobs through the Digital Storefront. To get information on how to use the Digital Storefront, contact Lisa Rabideau at ccenter@utica.edu or (315)792-3145. Materials can be picked up directly from the Copy Center. A 24-hour lead time is requested whenever possible, but the Copy Center will accept rush orders occasionally upon request. For small print jobs (less than 10 pages), faculty may print to the Papercut server and release their job using their ID card at a central printer (located throughout the academic buildings).

Identification Cards

Adjunct faculty identification cards must be obtained in the Office of Campus Safety, which is located around the back corner of Strebel Student Center, kitty-corner to the Clark Athletic Center. For adjunct faculty who are located too far from campus to obtain an identification card in person, please contact Human Resources at (315) 792-3276.

Keys

Some faculty members may be teaching in classrooms or labs that are kept locked. If that is the case, these faculty members will receive a memo asking that they come to the appropriate school office to obtain a key or gain access with their ID badge. The key must be signed out and then signed in upon the conclusion of the course.

If a classroom is locked, contact Campus Safety at 315-792-3046.

Mailboxes

Mailboxes are located in the Gordon Science Center. Faculty members teaching on the main campus receive a mailbox number and combination prior to the beginning of classes from their school administrative assistant. Faculty members should check their mailboxes before the start of each class. If no mailbox has been assigned, see the appropriate school office. Off-site faculty members' mail will be delivered to the appropriate School office and routed to the individual as needed.

Library

The Frank E. Gannett Memorial Library's resources include print and electronic books, several thousand print and electronic journal subscriptions, media collection, streaming videos, and over 100 research databases, accessible from the main library web page.

The library website includes a faculty guide with information on how to contact a librarian, schedule library instruction for classes, place items on reserve (including electronic reserve), request resources through interlibrary loan, place a hold on media for classroom use, and more. Information for faculty can be found under "Services" on the main library web page, www.utica.edu/directory/library.

Library Liaisons: All librarians are available to answer your library questions and for consultations in any subject area. If you prefer, you can directly contact the liaison for your subject area. A list of liaisons by subject may be found on the library's webpage.

Library Instruction: Request research instruction for your class using the convenient online form, found on our webpage, or contact your library liaison.

Learning Commons: Located in Gannett Library and consists of the Writing Center and Tutoring Services.

Interlibrary Loan: The library provides document delivery and interlibrary loan services via ILLiad.

Reserves and Electronic Reserves

Materials for course reserves may be sent by e-mail (reserves@utica.edu), by campus mail, or delivered in person to the Circulation Desk. Please allow 3 days for processing. Guidelines for what can be placed on reserve can be found on the Copyright, Fair Use, and Electronic Reserves Guide for Faculty on our webpage.

- Academic Policies -

A full list of Utica University's Academic Policies and Procedures can be found on our website in the current catalog. Any questions regarding academic policies and procedures should be directed to your department chair or program director.

Academic Calendars

Because Utica University continues to expand course delivery modes and specific start/stop dates for the various programs, familiarize yourself with the detailed Academic Calendar as well as important deadline dates posted under "Academics" on Utica University's website: <https://www.utica.edu/directory/registrar/academic-calendar-and-deadlines>

Please Note: Utica University recognizes the right of each student to religious commitments. Although religious holidays are not reflected in the academic calendar, students wishing to observe such holidays should notify their professors so special arrangements can be made if necessary.

Attendance

While it is not required that faculty members have an attendance policy, it is required that an accurate daily attendance record be maintained. Students who stop attending class may be eligible for tuition reimbursement depending on their last day of attendance. When submitting mid-semester and final grades, faculty members will be asked to indicate the last date of attendance for those students who have stopped attending.

Instructors establish the attendance requirements for each of the courses they teach but may be asked to do this in conjunction with departmental policy. Instructor expectations regarding absences (for any reason) and parameters for making up late or missed work may differ and should be outlined in the syllabus for each class. If a student incurs excessive absences in a course, their grade may be lowered or may receive an F for the course. Only the instructor can excuse a student from class.

If a student has been/will be absent from class due to illness, injury, or family emergency, students are responsible for notifying their instructors and for consulting with each of them to explore whether and how they may be able to make up the missed work. Courtesy absence notices may be sent to instructors from the Office of Student Life if the student has been or will be absent for three or more consecutive class days. Similarly, with the student's consent, the Student Health Center may verify to an instructor that the student was seen on a specific date for medical reasons. Absence notifications from these offices do not constitute an official excuse for missing class.

Auditing

A full-time matriculated student in good standing may, with the permission of the instructor, attend a course as an auditor, without charge. Registration is required. Part-time or non-matriculated students who wish to audit a course may do so with the permission of the instructor, provided they register for the course and pay the tuition charge. An auditor receives a grade of AU and does not participate in course examinations or other work except at the option of the instructor. A student may change from audit to credit status no later than the second week of classes.

Best Practices for Online Teaching Overview

As part of our dedication to academic excellence, Utica University endorses the series of standards for teaching online listed below. Review these practices carefully, as it is expected that you uphold these standards in your course.

Top 10 Best Practices

1. Make adequate preparations so that you feel comfortable using and navigating your way around Utica University's learning management system (LMS).
2. Ensure that your course design considers the differing abilities of students in the class and conforms to the guidelines in the "Accessibility Design for Online Content" section of the Best Practices.
3. Be sure that your online class is ready for student access with content and clear instructions.
4. Communicate with your students at least twenty-four (24) hours before the start of a course with introductions, course expectations, and guidelines.
5. Log into your course frequently to respond to all course mail and threaded discussion postings.
6. Provide at least 37.5 hours of student instruction per credit hour. Active instruction is defined as dynamic interaction with students through the course shell as well as other technologies.
7. Provide a twenty-four (24) to forty-eight (48) hour response time to all emailed communications from your students.
8. Grade and return all student work within one week after assignment and exam submission due dates.
9. Inform students, in advance when possible, if you will be away or unavailable for any period of time.
10. Ensure that you make a backup of your course and regularly save important course data.

***Reminder:** As an online faculty member you are the face of Utica University to your online students. They are looking for your active presence in the course, timely feedback on their assignments, discussion postings, and emailed communications, and guidance in defining and creating an online environment that nurtures teaching and learning.

Class Breaks

Instructors are reminded that they should plan a short break for any classes scheduled for more than two hours. Instructors may not forego breaks to shorten class schedules.

Class Cancellation

All faculty members are required to meet their classes for all scheduled meetings. Faculty members who are unable to make a class meeting may, with the prior approval of the appropriate school dean, either arrange for a qualified substitute (at the faculty member's expense) or arrange to make up the missed class meeting. To inconvenience as few people as possible, if a class must be canceled, please follow the procedures outlined below:

1. Notify the appropriate school office and your students of the cancellation as soon as possible. To email all the students in your class using Banner Web, see the "Tips for Using Banner Web" website at <https://www.utica.edu/academic/facultyinfo/bannerweb.cfm>. As many students travel some distance to class, notice should be given at least six hours in advance.
 - Notification to the school office should include:
 - Class prefix, number, and name
 - Time of class
 - Reason for faculty absence
 - Way in which the class material will be made up
2. Discuss with the class the most convenient time to have the class made up. Although it may not be possible to accommodate all students, faculty members should endeavor to accommodate as many as possible.
3. Clear all potential make-up dates and times with the appropriate school office to determine room availability before finalizing the date and time with the class.
4. In addition, online faculty members should refer to the Best Practices Document.

The University reserves the right to cancel any course if necessary and to make changes in regulations, curricula, and fees at any time.

Class Lists

Class lists are available on Banner Web.

- Go to www.bannerweb.utica.edu
- Click on "Enter Secure area"

- Click on “Faculty and Advisors”
- Click “Summary Class List”
- Select Term and submit
- Enter CRN of course you wish to access

Class Times

Classes are scheduled for the minimum amount of time required for accreditation by the New York State Education Department. In a standard 16-week semester (14 weeks of instruction, one week for final exams, one week for break), three-credit courses meet three times each week for 50 minutes during each session. If they meet twice each week they meet for 75 minutes each session.

Faculty members are expected to conduct classes for the full allotted time each session. Faculty members who choose not to administer an in-class final examination must schedule a regular class for that period.

Faculty members are obliged to adhere to class meeting times as published in the Schedule of Courses.

Credit Hours

Instructional courses must offer a minimum of 12 1/2 hours of active instruction for each credit hour with twice that time allotted for student work outside the classroom, as required by New York State. Accordingly, a three-credit course consists of a minimum of 37 1/2 hours of active instruction with the expectation that the student will spend twice that time on outside assignments such as homework, research, and review. This definition is consistent throughout all modes of instruction - on-ground, hybrid, and online - for both undergraduate and graduate classes. This definition applies equally to courses of any length, including 8-week courses.

Supervised courses (courses that offer students immersion experiences in another culture without formal lectures, presentations, and laboratory work) offer one academic credit per five days in situ of the course.

Laboratory courses offer one credit hour for each 37 1/2 hours of laboratory work.

Full-term clinicals include 84 hours of work, while specialty clinicals include 42 hours of work.

The Office of the Provost, in consultation with the Curriculum Committee, will review and determine the credit hours for courses that do not fall into the categories above.

Course Requirements

Faculty members are required to give students written notification of course requirements and review the requirements in class. These are normally contained within the course syllabus (see [syllabus requirements](#) for details). It is important to clarify at the beginning of the term all course objectives and requirements—for example, the number of quizzes, exams, papers, reading assignments, projects, etc., and how they relate to the final grade—by providing a course outline. To comply with New York State Education Department requirements, a copy of your syllabus for each semester must be on file in the appropriate school office. New or revised syllabi for each course should be sent to the appropriate school office.

Academic Alert System

Throughout the early part of the semester, Utica e-mails will be sent to faculty members describing the Academic Alert System. In this Utica e-mail, faculty members will be asked to identify any students who are in academic trouble and forward their names to the Office of Student Success. Personnel from the Office of Student Success will contact those students and provide services as appropriate to optimize student success.

Class Visitation

To provide feedback to new faculty members and to obtain information on their classroom techniques, faculty members from the appropriate academic school will observe adjunct faculty in class. Adjunct faculty members will receive a written evaluation after the observation. New adjunct faculty members are welcome to consult with and seek assistance from full-time faculty by contacting the appropriate school office.

Closing due to Inclement Weather

Utica University rarely cancels classes or closes offices, but any cancellations, closings, or delays at the start of the day can be obtained through the campus alert system. In the event of a cancellation or closing during the workday, announcements will be sent out as soon as the decision is made via campus e-mail and the Utica Alert system.

E-mail

Faculty members, adjunct and full-time, are **required** to use their Utica e-mail account for all official e-mail communications with the University, other faculty members, and students. All adjunct faculty members are issued an official Utica e-mail account. Instructions on how to use your account are provided upon hire. Information on using your Utica e-mail account can also be found on the Web at www.utica.edu/helpsheets.

Emergency Assistance

Emergency assistance may be obtained from the Campus Safety Office at (315) 792-3046. Emergency phones are located at most of the entrances to main campus buildings, as well as around campus. These phones are blue and have a direct call button to reach campus safety. Once the button has been pushed, Campus Safety is notified and a blue light illuminates from the top of the call box, signaling the location where assistance is needed.

Evaluations

Student evaluations (SOOTs) of faculty members take place near the end of each term. Faculty members and students will receive a Utica e-mail indicating the dates that the evaluation link will be available. Faculty members are to announce these dates to their students. Further emails are sent as reminders until the link is closed. Student evaluations may be reviewed by the Chair of the Department and the Dean, and may be used in rehiring decisions. The questions on the SOOTs include:

A	B	C	D	E	F
The instructor organizes subject matter clearly and in a manner that contributes to effective learning.	The instructor communicates effectively.	The instructor displays genuine interest in the subject matter and in teaching.	The instructor displays positive attitudes toward students (approachability, availability, concern for students as individuals).	The instructor challenges students to strive toward excellence.	The instructor is fair in examinations and grading practices.

Grade Reporting

Final grades are submitted online through Banner Web. Specific deadlines for when final grades are due can be found on the Registrar's Office website at www.utica.edu/registrar.

Faculty members must submit grades on time. Failure to do so may result in students not being certified for financial aid or graduation, may hinder academic disciplinary actions from being taken in a timely manner, and may delay the process of posting grades to students. If a faculty member is working with a student due to exceptional circumstances to extend final assignment due dates, a grade of "I" (Incomplete) can be given (see Grading System below). Assistance with submitting grades, including the logistics of submitting a grade of "I", can be obtained by contacting the Registrar's Office at (315)792-3393.

Grading System – Undergraduate Students

The undergraduate grading system at Utica University is a letter system: A, A-, B+, B, B-, C+, C, C-, D+, D, and P, which are passing grades, and F (Failing).

A grade of Incomplete may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. Refer to the Undergraduate Catalog for the complete and most up-to-date Incomplete Policy.

Grading System – Graduate Students

The graduate grading system used at Utica University is a letter system, A, A-, B+, B, B-, C+, C, and P, which are passing grades, AU (Audit), and F (Failing). Only courses designated as such in the graduate catalog may be taken on a pass/fail basis.

A grade of Incomplete may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. Refer to the Graduate Catalog for the complete and most up-to-date Incomplete Policy.

Human Subjects

Utica University policy states that no research with human subjects will be conducted until the Institutional Review Board has approved the research protocol.

Further information on the use of human subjects in research may be found on the Utica University Institutional Review Board's website at www.utica.edu/irb.

Academic Honesty

Academic honesty is necessary for the free exchange of ideas. Utica University expects academic honesty from all students. Academic dishonesty can include plagiarism or cheating. Utica University faculty are authorized to assign academic penalties for academic dishonesty, such as a reduced grade on the assignment or course or the grade of F for the assignment or course.

If academic dishonesty is suspected, the first step should be to meet with the student to discuss the incident. If a penalty will be imposed, faculty **must** provide the student with a completed Academic Dishonesty Form letter, found at <https://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm>. This letter informs the student of the sanction imposed and of the right to an appeal to the Academic Standards Committee. A copy of the completed form **must** be sent to the Office of Academic Affairs for the record. The Office of Academic Affairs must receive a copy, no matter how minor the instance of the sanction, and will refer any repeat offense, or any particular egregious first offense, to the Academic Standards Committee, which may recommend a more severe penalty than that imposed by the faculty member.

Students who receive a penalty for academic dishonesty forfeit the right to withdraw from the class or the University without penalty unless the faculty member allows it.

In addition, instances of academic dishonesty may be referred to the Office of Student Life for possible action through the student conduct process. See the Code of Student Conduct at www.utica.edu/student/conduct for definitions, policies, and procedures concerning academic misconduct.

Artificial Intelligence (AI)

It is suggested that faculty include their stance on the use of artificial intelligence tools. These guidelines should be clear and in writing. For example,

Artificial Intelligence (AI) tools and technologies, such as Chat GPT, DALL-E, and others, can enhance learning and productivity. Their use must align with academic integrity, course learning goals, and ethical considerations. Used responsibly, AI can be a supplement to, not a substitute for, your own work. It may be used for brainstorming or editing, but it should not write the essay for you. It must be used transparently. Include a note and citation indicating which tools were used and how they contributed to your work. Work must be your own; AI-generated content should be treated as a secondary source and properly integrated into and cited in your work. The primary goal of this course is your own skill development and learning; over-reliance on AI will hinder your ability to develop critical thinking and writing skills. Your use of AI tools must comply with university policy regarding academic integrity and technology use. This policy applies to all assignments, discussions, presentations, and other activities in this course.

Make-Up Examinations

If a student is unable to take a scheduled examination, a make-up examination may be given at the discretion of the faculty member. Such examinations must be taken during the same semester in which the examination was missed unless a grade of incomplete is given for sufficient reason.

Mid-Term Grade Reports

Adjunct faculty members must submit mid-semester grades. Grades are to be submitted online through Banner Web. The deadline for submission of mid-term grades depends on the term for which you are teaching. All relevant academic deadlines can be found on the Academic Calendar and Deadlines web page:

<https://www.utica.edu/directory/registrar/academic-calendar-and-deadlines>. Assistance with submitting grades can be obtained by contacting the Registrar's Office at (315)792-3393. When entering mid-term grades, also enter the last day of attendance if a student has stopped attending or is receiving a mid-term grade of F.

Appeals

The University recognizes that disputes about academic matters do arise. Academic Appeals are petitions to change a decision rendered about an academic matter, or requests to be exempt from an academic regulation. Grounds for appeal of an academic decision include a determination that an action by a faculty member was unfair, arbitrary, or capricious; or that the University's academic policies were applied incorrectly.

In order to resolve issues as efficiently as possible, the University requires the parties involved resolve the conflict informally whenever possible. Students should first address the issue with the relevant faculty member. If a student feels uncomfortable addressing the relevant faculty member, for whatever reason, students may choose to address the issue with another faculty member in the same department. If this does not resolve the issue, students should attempt to resolve the matter with the department chair and, if necessary, the school dean. If all of these fail to bring a conclusion to the matter, the student may appeal to the Academic Standards Committee, providing evidence that they followed the informal process and could not come to an agreement.

If a student has a question about what can be appealed to the Academic Standards Committee, or how to file an appeal, please direct the student to the Academic Appeals webpage: <https://www.utica.edu/academic/appeals.cfm>

Room Changes

Utica University has a limited number of classrooms available. Every effort will be made to assign faculty members to a room appropriate to their course. If the classroom assigned is inadequate, please contact the appropriate school office and indicate specifically how the assigned room is inadequate. No room change requests will be honored until the second week of classes.

Under no circumstances should faculty members change classrooms without requesting a change and receiving authorization to do so. Classrooms are heavily used and a range of activities will be scheduled in rooms that appear empty. Changing rooms without approval will result in inconvenience to many people.

On some occasions, rooms will be changed without a faculty member's request. This is only done to alleviate overcrowding or because another class needs some facility a particular room has that is not being used. Faculty member cooperation will be appreciated.

Syllabus Requirements

A syllabus is an outline of the work of the class. The purpose of the syllabus is to give students an outline of the course they are taking. For a complete list of syllabus requirements, visit this page:

https://www.utica.edu/academic/facultyinfo/media/Syllabus_Requirements.pdf

Withdrawal from Class

There are multiple parts of a term in every semester, and there are three distinct date ranges for each part of term:

1. The add/drop period - dropping a class during this period will result in the complete removal of the course from a student's record.
2. The withdrawal period - withdrawing from a class during this period will result in a grade of WD on a student's transcript. This grade will not affect GPA. On the "deadlines" page, this date is noted as "Last day to WD without academic penalty."
3. The withdraw/fail period - withdrawing from a class during this period will result in a grade of WF on a student's transcript. This grade calculates as an F in GPA. On the "deadlines" page, this period begins after the "Last day to WD without academic penalty."

Courses that run for part of the term have different add/drop/withdraw schedules from those that run the entire term. All academic deadlines are posted on the Academic Calendar and Deadlines page:

<https://www.utica.edu/directory/registrar/academic-calendar-and-deadlines>

You can find the procedures for the withdrawal process on the registrar's web page at:

<https://www.utica.edu/academic/registrar/withdraw.cfm>.

Note that withdrawing from a class may affect financial aid. Students should consult with Student Financial Services prior to withdrawing.

TELEPHONE NUMBERS:

Arts and Sciences School	(315)792-3028
Athletic Center	(315)792-3051
Bookstore	(315)792-3193
Business and Justice Studies School	(315)792-3060
Campus Safety	(315)792-3046
Center for Career Readiness	(315)792-3087
Center for Student Success	(315)223-2555
Copy Center	(315)792-3145
Counseling Services	(315)792-3094
Diversity, Equity, and Inclusion	(315)792-3101
Health Center	(315)792-3094
Health Professions and Education School	(315)792-3075
Human Resources Office	(315)792-3276
IITS Help Desk	(315)792-3115
Learning Services	(315)792-3032
Library	(315)792-3041
Payroll	(315)792-3063
President	(315)792-3222
Provost and SVP for Academic Affairs	(315)792-3122
Registrar	(315)792-3195
Student Life/Dean of Students	(315)792-3100
Student Living and Campus Engagement (SLCE)	(315)792-3285