

# Adjunct Orientation

Fall 2022

# Department Chairs

- \* **Dr. Sue Brown**, Dept. Chair, Department of Curriculum & Instruction: ECED, EDCI & TCED
- \* **Dr. Michelle Peters**, Dept. Chair, Department of Leadership & Policy Analysis: ADSU, EDLS & EDUC
- \* **Dr. Lisa Jones**, Dept. Chair, Department of Counseling, Special Education & Diversity: COUN, SILC & SPED
- \* **Dr. Jana Willis**, Dept. Chair, Department of Literacy, Library & Learning Technologies: INST, LLLS, and SLIS

# Program Coordinators

- \* ADSU – John Decman
- \* COUN – R.J. Davis
- \* ECED – Amber Brown
- \* EDCI – Kent Divoll
- \* EDLS – Antonio Corrales
- \* EDUC – Renee Lastrapes
- \* INST – Michelle Giles
- \* LLLS – Roberta Raymond
- \* SILC – Laurie Weaver
- \* SLIS – Sheila Baker
- \* SPED – Randy Seevers
- \* TCED – Debra Shulsky

# Important Contacts

- \* Dr. Kelly Moore, CPDT Director
- \* Michelle Lane, Director of Planning and Assessments
- \* Laura Guzman, COE Business Administrator
- \* Jennifer Holland, Research & Instruction Librarian

# Jennifer Holland

Research & Instruction Librarian  
Alfred R. Neumann Library  
University of Houston-Clear Lake  
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# Overview

- \* Web Mail & Faculty Center
- \* Business Procedures
- \* House Bill 2504
- \* Student Evaluations
- \* Taskstream Learning Achievement Tools (LAT)
- \* Dispositions
- \* Field Experience Diversity Form

# Overview

- \* Blackboard Course Shells
- \* FERPA
- \* Academic Honesty
- \* Disability Services
- \* ASR (Academic Student Referral)
- \* Incomplete Grade Contracts
- \* Texas Educator's Code of Ethics Training

# Web Mail and Faculty Center

- \* Access your UHCL mail through Web Mail on the [UHCL home page](#).
- \* Access your Faculty Center through e-Services on the UHCL home page.

# Business Procedures

- \* Getting Paid
- \* Clerical Support
- \* Parking
- \* ID Cards
- \* Copiers
- \* Keys
- \* Travel
- \* Other

# House Bill 2504

- \* Impact is only undergraduate courses.
- \* Course syllabi and faculty vita
- \* Undergraduate course syllabi are due to your suite secretary 2 weeks before the start of classes.
- \* Graduate course syllabi are due to your suite secretary by the end of the Friday before classes start.

# Student Evaluations

- \* 100% online classes complete them online.
- \* Hybrid (online plus face-to-face components) online.
- \* Must be completed prior to the last week of class.

# Field Experience Diversity Form

- \* Every course that has a field experience component will have a Field Experience Diversity Form students must complete in LAT.
- \* Please complete the meets/did not meets requirement evaluation for each student in LAT.
- \* Please check with your program coordinator for addressing situations impacting field experience.

# FERPA

- \* **Reference Request & Family Members**
- \* Reference Request must be signed before you can write a reference letter for a student.
- \* Family Members form must be signed before you can discuss students' grades and course work with family members present.
- \* Send signed forms to Associate Dean's office in Bayou 1231.

# Blackboard Course Shells

Beginning with the Summer 2020 semester, faculty will receive a blank Blackboard shell for every course that they have in the schedule for that term. Faculty will be able to use the Course Copy feature in Blackboard to copy content from whichever previous semester offering or existing master course they desire into the new blank shell.

# Blackboard Support/Resources

- \* Online Blackboard Training – contact the Support Center for enrollment
- \* Instructional Design and Technology (IDT) Team Resources
  - \* Weekly Online Newsletter – email Jenni Willis-Opalenik to be added to the distribution list
  - \* [IDT Blog](#)
  - \* Designated Instructional Designer (ID) – Izaak Diefenbach, [diefenbach@uhcl.edu](mailto:diefenbach@uhcl.edu), 281-283-2922

# Academic Honesty

- \* [Academic Honesty Code Violation Form](#)
- \* [Faculty Checklist](https://www.uhcl.edu/dean-of-students/faculty-staff/academic-honesty-checklist.aspx) (<https://www.uhcl.edu/dean-of-students/faculty-staff/academic-honesty-checklist.aspx>)
- \* The Academic Honesty Policy must be included in syllabi.

# Accessibility Support Center

- \* Students may present a letter listing their accommodations.
- \* If you have any questions, contact the [Accessibility Support Center](https://www.uhcl.edu/disability-services/) (<https://www.uhcl.edu/disability-services/>).

# ASR (Academic Student Referral)

- \* Click the button next to the student's name in your class roster.
- \* State your concerns.
- \* The [Student Success Center](http://prtl.uhcl.edu/student-success-center) (<http://prtl.uhcl.edu/student-success-center>) will contact the student.

# ASR (Academic Student Referral)

The screenshot shows the Faculty Center interface for Kathryn Matthew. The main navigation includes Faculty Center, Advisor Center, and Search. The Class Roster section is active, displaying details for the Summer 2011 Regular Academic Session. The class EDLS 8939-08 (18468) is selected, showing it is a Dissertation (Dissert) class with Kathryn Matthew as the instructor. The enrollment status is set to 'Enrolled' with a capacity of 5 and 1 enrolled student. The 'Enrolled Students' table is currently empty, and the 'ASR' option is highlighted in a red circle. The interface also includes options to 'Link to Photos' and 'Include photos in list', along with 'Select All', 'Clear All', and 'Printer Friendly Version' buttons.

Faculty Center - Mozilla Firefox  
Faculty Center  
University of Houston US https://my.uh.edu/psp/paprd/UHC\_SITE/HRMS/c/SA\_LEARNING\_MANAGEMENT.SS\_FACULTY.GRL?PORTALPARAM\_PTCNAV=HC\_SS\_FACULTY\_GRL&OPP.SCNode=ENTP&EOPP.SCP... Google

Most Visited Getting Started Latest Headlines  
University of Houston Clear Lake Home | Sign Out  
Wed Jul 13, 11:54 PM Kathryn Matthew

Kathryn Matthew  
Faculty Center Advisor Center Search  
my schedule class roster grade roster

Class Roster

Summer 2011 | Regular Academic Session | UH-Clear Lake | Graduate

EDLS 8939 - 08 (18468) change class  
Dissertation (Dissert)

Days and Times	Room	Instructor	Dates
TBA	TBA	Kathryn Matthew	06/06/2011 - 08/06/2011

\*Enrollment Status: Enrolled  
Enrollment Capacity: 5 Enrolled: 1  
Select display options:  Link to Photos  Include photos in list

Enrolled Students  
ASR  
ASR  
Select All Clear All Printer Friendly Version

notify all students

Faculty Center Advisor Center Search  
My Schedule Class Roster Grade Roster

5:53 PM 7/13/2011

# Incomplete Grade Policy

A grade of Incomplete (“I”) may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incompletes are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements.

# Texas Educator's Code of Ethics Training

Texas Education Agency (TEA) now requires that all individuals involved in preparing educator candidates and the candidates themselves, must annually be formally trained in and adhere to the Texas Educators' Code of Ethics. This is different from the UH System Code of Ethics training taken each fall by faculty and staff. Failure to comply may affect our accreditation. You can access the training on our website at [Texas Educators Code of Ethics Training](https://apps.uhcl.edu/TEAEthicsTraining) (<https://apps.uhcl.edu/TEAEthicsTraining>). The office of Certification will send an email about completing the training for new adjuncts during the fall semester each year.

# Adjunct Faculty Handbook

Answers to many of your questions can be found in this online [adjunct handbook](#).

# Texas Examinations of Educator Standards

- \* For information about the Texas Examinations of Educator Standards Education Agency (TExES Exams) visit the [State Assessments for Educator Certification website](#).

# Title IX, Title VII & Conduct & Mandatory Reporting

\*Title IX -prohibits discrimination on the basis of sex or gender

\*Title VII- Civil rights act of 1964- equal rights to employment

\*Conduct & Mandatory Reporting

Questions?