TO: University Full-Time Faculty
FROM: Irma Becerra, Ph.D.
        Provost and Chief Academic Officer
DATE: August 15, 2017
RE: Adjunct Faculty Handbook 2017-2018

The Adjunct Faculty Handbook for 2017-2018 includes many updates as listed below. Throughout the year changes, additions, deletions have been made. These changes have gone through appropriate administrative departments and committees, e.g., Provost Executive Committee, Academic Policy Council, Faculty Forum, Academic Affairs Committee of the Board and Board of Trustees.

Please Note: As of July 1, 2007 there is a new academic structure. Policies and procedures are currently being formulated. Throughout this coming academic year, updates will be forwarded to each faculty member, dean, associate/assistant dean and other administrators after going through appropriate administrative departments and councils/committees, e.g., Provost Executive Committee, Academic Policy Council, Faculty Forum, Academic Affairs Committee of the Board and the full Board.

I hope this information will be of help, as you review your handbook.

IB: sms.
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MESSAGE FROM THE
PROVOST OF THE UNIVERSITY AND CHIEF ACADEMIC OFFICER

TO: University Full-Time Faculty
FROM: Irma Becerra, Ph.D.
Provisit and Chief Academic Officer
DATE: August 15, 2017
RE: Adjunct Faculty Handbook 2017-2018

Dear Colleagues:

Welcome to St. Thomas University, a Catholic institution for diversity sponsored by the Archdiocese of Miami. We pride ourselves in offering quality undergraduate, graduate, doctorate, professional, and continuing education programs rooted in a rich liberal arts curriculum. Our community of scholars welcomes men and women of all ages, races, nationalities, religious traditions, and beliefs. We consider adjunct faculty part of the St. Thomas University family and want you to feel at home. Your involvement in the wider community provides a necessary linkage between South Florida and St. Thomas University. As practitioners, you complement our full-time faculty in providing the best educational opportunities for our students.

You are reminded that this Adjunct Faculty Handbook is to be considered part of your adjunct contract.

Recognizing the need to provide information for adjunct faculty in an easily accessible form, this handbook has been designed to answer questions often asked by adjuncts. Your Dean of the College or School, or designee, or Department Chairperson and others in your department will supplement the information in this handbook as they answer questions relative to your specific unit.

Sincerely,

Irma Becerra, Ph.D.
Provost of the University and Chief Academic Officer

IB: sms
MISSION STATEMENT
December 1, 2009
Passed Board of Trustees

St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

CORE VALUES

• Catholic identity
• Global diversity
• Student success
• Leadership development

VISION STATEMENT
St. Thomas will build upon its position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social and scientific universe of the global community.

THE MISSION STATEMENT OF ST. THOMAS UNIVERSITY

Rev. Msgr. Franklyn M. Casale
We began the fall 2009 semester with a focus on updating and re-drafting the St. Thomas University mission statement, after previous mission statements had been drafted and approved in 1999 and 2004. Throughout this past fall, we conducted a series of "mission listening sessions" in which many of you - our faculty, administrators and staff - took part and discussed the present and future state of St. Thomas University. I also held listening sessions with our students, our trustees and members of the President's Board of Advisors. From those sessions, the members of the Cabinet and I gathered and studied all the comments and suggestions and, after much analysis and dialogue, we believe that we have created a mission statement, vision statement and core values that not only reflect your feedback, but also reflect our University as it stands today, supporting its continued development in the future. In early December 2009, the Board of Trustees approved the following revised mission statement for STU, as well as its new core values and vision statement, all of which were subsequently ratified by Archbishop Favalora.
STATEMENT
The Saint Thomas University Adjunct Faculty Handbook should be used in conjunction with and considered part of the adjunct faculty appointment for adjunct faculty teaching in undergraduate, graduate and doctoral programs. The information herein is subject to change, amendment, or deletion by the University as deemed appropriate.

POLICY STATEMENT
All materials published in this handbook have been approved by the appropriate person or body for specific information in the area of Academic Policy; please consult the Academic Policy and Procedures Manual, section 1.4. The Academic Policy and Procedures Manual is updated on a quarterly basis. A written copy may be found in each academic department.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT
Equal Employment Opportunity has been, and will continue to be, a fundamental principle at STU, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The University acts affirmatively in recruiting minority group applicants and will continually evaluate its minority recruitment program and take additional affirmative actions, as needed.

Although St. Thomas has overall responsibility for this policy, and questions or concerns should be directed to management, the University calls upon personnel to effectively pursue the policy as stated. Any employees involved in discriminatory practices will be subject to discharge (Employee Handbook 2008-2009).
AMERICANS WITH DISABILITIES ACT POLICY STATEMENT
The University is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the University's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the University aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the University.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Office. STU encourages individuals with disabilities to come forward and request reasonable accommodation (Employee Handbook 2002-2003).

ACCREDITATION
St. Thomas University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Bachelor, Master, Juris Doctor and Doctoral Degrees.
ADMINISTRATION

Rev. Monsignor Franklyn M. Casale, M.Div., President
Irma Becerra, Ph.D., Provost and Chief Academic Officer
Gregory S. Chan, Ed.D. Provost Emeritus, Distinguished Chair Professor of Global Development, Sr. VP, Global Development
Terrence O’Connor, B.S., Vice President for Administration and Chief Financial Officer
Alfredo Garcia, J.D., Dean, St. Thomas Law School
Maria Abdel, M.S.M., Executive Associate Registrar
Burcu Ayrim, B.S., M.S., Director of University Marketing
Somnath Bhattacharya, Ph.D., Dean, School of Business
Monique Brijbasi, B.S., M.B.A., Associate Director, Risk Management, Environmental Compliance and Emergency Management
Carmen A. Brown, M.S., Vice President for Enrollment Services
Pamela Cingel, Ph.D., Dean, Biscayne College
Laura Coultley-Todd, M.S., Director of Athletics
Adline Dormeus, D.N.P., NP-C Director of Nursing
Gary Z. Feinberg, Ph.D., Chairperson, Department of Social Sciences and Counseling
Msgr. Terence E. Hogan, S.L.D., Dean, School of Theology and Ministry & Vice President for Mission
Rudy Ibarra, M.S., VP and Chief Information Officer
Gary Jackson, B.S., Administrative Technology Manager
Janine Laudisio, Associate Vice President University Advancement
Cristina Lopez, M.B.A., Associate Director, Career Planning and Placement
Lloyd A. Mitchell, M.B.A., Associate Dean, School of Business
Anthony Noriega, Associate Director Admissions
Gloria Pelaez, Ed.D., Dean, School of Arts and Education
Lenore Prado, M.S.M., Associate Director of Human Resources
Maribel Ramirez, B.S., Controller
Craig E. Reese, Ph.D., Chairperson, Dept. of Accounting, Business Administration and Finance
Maritza Rivera, M.A.E., Director, Academic Enhancement and Dual Enrollment Program
Angela Rodriguez, M.S. Chief of Staff, Office of the Provost
Sylvia Rodriguez, M.B.A., Director of Administration
Seok-Ho Song, Ph.D., Chairperson, Department of Management, Marketing, and Sports Administration and Tourism/Hospitality
Adrienne Vynne, Ed.D., Interim Dean School of Science, Technology and Engineering Management
Lawrence Treadwell IV, M.S.M., M.L.I.S., Director University Library and Director for Student Success Center
Juan Zamora, B.S., Director of Physical Plant
LOCATIONS
MAIN CAMPUS - St. Thomas University
16401 NW 37th Avenue
Miami Gardens, Florida 33054
305.625.6000
Campus Map
http://web.stu.edu/MapDirections/CampusMap/tabid/189/Default.aspx

OFFICE OF THE PROVOST OF THE UNIVERSITY AND CHIEF ACADEMIC OFFICER
Dr. Irma Becerra, Provost
305.474.6027
Ms. Angela Rodriguez, M.S., Chief of Staff, Office of the Provost
305.474.6918

BISCAYNE COLLEGE
Pamela Cingel, Ph.D., Dean
16401 NW 37th Avenue
Miami Gardens, Florida 33054
Grace Bernard, Adm. Assistant
305.628.6568

SCHOOL OF BUSINESS
Somnath Bhattacharya, Ph.D., Dean
Gus Machado School of Business
16401 NW 37th Avenue
Miami Gardens, Florida 33054
Carmen Barberis, M.S.M., Adm. Assistant
305.628.6674

SCHOOL OF ARTS & EDUCATION
Gloria M. Pelaez, Ed.D., Dean
16401 NW 37th Avenue
Miami Gardens, Florida 33054
Cary Trujillo Adm. Assistant
305.628.6756

SCHOOL OF THEOLOGY & MINISTRY
Msgr. Terence E. Hogan, S.L.D., Dean and V.P for Mission
16401 NW 37th Avenue
Miami Gardens, Florida 33054
Cynthia M. Rose-McIntyre, M.B.A. Adm. Assistant
305.628.6641

SCHOOL OF SCIENCE, TECHNOLOGY & ENGINEERING MANAGEMENT
Luis Fernandez-Torres, Ph.D., Interim Dean
16401 NW 37th Avenue
Miami Gardens, Florida 33054
Pia Marsh, M.I.B., Adm. Assistant
305.628.6760

UNIVERSITY LIBRARY
Lawrence Treadwell IV, M.A.L.I.S., Director, University Library
16401 NW 37th Avenue
Miami Gardens, Florida 33054
305.474.6860
2017-2018 Faculty List By Department

***New Faculty***  Updated As of January 25, 2017

BISCAYNE COLLEGE
Dean, Pamela Ann Cingel, Ph.D.
(Administrator with Faculty Rank)
Grace Bernard, Administrative Assistant

Department of English & Humanities
James W. Conley, Ph.D.
Rafael Miguel Montes, Ph.D.
Richard Raleigh, M.A.
Philip Reckford, Ph.D.

Department of History, Philosophy And Global Studies
Darrell P. Arnold, Ph.D.
Elisabeth Maria Ferrero, Ph.D.
Michael Joseph Mulvey, Ph.D.
Francis J. Sicius, Ph.D.

Department of Social Sciences, Counseling and Economics
Judith Bachay, Ph.D.
Thomas F. Brezenski, Ph.D.
Pamela Ann Cingel, Ph.D. (Administrator with Faculty Rank)
Maria Dolores (Loly) Espino, Ph.D.
Gary Feinberg, Ph.D. – Chairperson
Debbie J. Goodman, M.S.
Jodi L. Grace, Ph.D.
Srabaana Gupta, Ph.D.
Giselle D. Jamison, Ph.D.
Abolrahim (Abdy)Javadvzadeh, Ph.D.
Robin L. Lovett, J.D.
Jeffrey N. Pickens, Ph.D.
Lawrence C. Rubin, Ph.D.
Cindy Silitsky, Ph.D.

Institute for World Languages – TBA

Institute for Community Engagement – Anthony Vinciguerra, M.A., Coordinator
Department of Communication, Entertainment, and Media**
Andrea Ann Campbell, Ph.D.
Olivier Luc Casse, M.F.A.
Gloria P. Ruiz, Ph.D.
Eugenia Treadwell, Ph.D., J.D.

Department of Education**
Katsia M. Cadeau, Ed.D.
Walter J. Cegelka, Ed.D.
Gregory S. Chan, Ed.D.,
Distinguished Chair Professor for Global Development
(Administrator with Faculty Rank)
Scott E. Gillig, Ph.D.
Xuan Jiang, Ph.D.
Susan Massey, Ph.D.
Zuvarashe Judith Mushipe, Ph.D.
Gloria M. Pelaez, Ed.D. **
(Administrator with Faculty Rank)
Vernon Czelusniak, Ph.D. (Online Faculty – 12 month)**
Eduardo Rivas, Ed.D. (Online Faculty – 12 month)**

Department of Professional Studies**
Arthur L. Holmes, Sr., Ed.D.
Hilroy A. Thomas, Ed.D.

**Change from Institute to Department – Approved PEC 11.17.2016 Meeting
GUS MACHADO SCHOOL OF BUSINESS
Dean, Somnath Bhattacharya, Ph.D.
(Administrator with Faculty Rank)
Associate Dean, Lloyd Mitchell, M.B.A.
(Administrator with Faculty Rank)
Carmen Barberis, M.S.M., Administrative Assistant

Department of Accounting, Business Administration and Finance
Irma Becerra, Ph.D.
(Administrator with Faculty Rank)
Somnath Bhattacharya, Ph.D.
(Administrator with Faculty Rank)
Raul J. Carrillo, D.A.
Gregory S. Chan, Ed.D.,
Distinguished Chair Professor for Global Development
(Administrator with Faculty Rank)
Leslee N. Higgins, Ph.D.
Lloyd A. Mitchell, M.B.A
(Administrator with Faculty Rank)
Craig E. Reese, Ph.D., Chairperson
José Rocha, Ph.D.
Robert Brady, Ph.D. (visiting professor)
Gurvirender P. S. Tejay, Ph.D.
Gary Goldbloom Endowed Distinguished Chair in Cyber Security Management

Department of Management, Marketing, and Sports Administration & Tourism/Hospitality
Ted Abernethy, Ph.D.
Robert Epling, Ph.D.
Hagai Gringarten, Ph.D.
Paul-Michael Klein, M.P.S.
Lisa J. Knowles, Ph.D.
Stephanie Maynard-Patrick, Ph.D.
Justin Peart, Ph.D.
Seok-Ho Song, Ph.D. - Chairperson

Institute for Global Entrepreneurship
Justin Peart, Ph.D., Director

Institute for Sports & Tourism/Hospitality Management
Ted Abernethy, Ph.D. and Seok-Ho Song, Ph.D., Co-Chairs
SCHOOL OF SCIENCE, TECHNOLOGY & ENGINEERING MANAGEMENT  
Interim Dean, Adrienne L. Vynne, Ed.D.  
(Administrator with Faculty Rank)  
Estela C. SanMiguel, Administrative Assistant

Department of Natural Sciences, Mathematics and Computer Sciences  
John Abdirkin, M.D.  
Reverend Alfred Cioffi, STh.D., Ph.D.  
Blue Cross Blue Shield Endowed Chair in Bioethics for STEM  
Luis C. Fernández-Torres, Ph.D.  
Dora Pilar Maul, Ph.D.  
Maria Del Carmen Pina, Ph.D.  
Jeffery Alan Plunkett, Ph.D.  
David Quesada, Ph.D.  
Reinaldo Sanchez-Arias, Ph.D.**  
Alexis Tapanes-Castillo, Ph.D. **  
Adrienne L. Vynne, Ed.D.  
(Administrator with Faculty Rank)

Nursing Program  
Adline Dormeus, D.N.P., Director, Family Nurse Practitioner Program (Administrator)  
Rosa Rousseau, M.S.N., Simulation Lab Coordinator

Institute for Applied Computer Applications and Engineering Management  
Rudy Ibarra, Director, (Administrator)

SCHOOL OF THEOLOGY AND MINISTRY  
Dean, Msgr. Terence E. Hogan, S.L.D. and  
Vice President for Mission  
(Administrator with Faculty Rank)  
Cynthia M. Rose-McIntyre, M.B.A., Administrative Assistant

Department of Religious Studies  
(Administrator with Faculty Rank)  
Sr. Ondina Cortés, rmi, Ph.D.  
Bryan Froehle, Ph.D.  
Msgr. Terence E. Hogan, S.L.D.  
(Administrator with Faculty Rank)  
Jennifer Ellen Kryszak, Ph.D.  
Nathaniel Girard Samuel, Ph.D.  
Mary Carter-Waren, D. Min.

Institute for Pastoral Ministries
ACADEMIC ENHANCEMENT CENTER
Maritza Rivera, M.A.E. – Director
(Administrator)

Steven Díaz, M.S.

DUAL ENROLLMENT
Tatiana Pullen, Dual Enrollment Coordinator and Lead Now Program

UNIVERSITY LIBRARY
Lawrence Treadwell, IV, M.A.L.I.S. M.S.M., Director, University Library
(Administrator with Faculty Rank)

Administrators with Faculty Rank

Rev. Msgr. Franklyn M. Casale, M.Div., President

Irma Becerra, Ph.D.
Provost and Chief Academic Officer

Gregory S. Chan, Ed.D.
Senior Vice President and Provost Emeritus

Pamela Cingel, Ph.D.
Dean, Biscayne College

Somnath Bhattacharya, Ph.D.
Dean, School of Business

Msgr. Terence E. Hogan, S.L.D.
Dean, School of Theology and Ministry and
Vice President for Mission

Gloria M. Pelaez, Ed.D.
Dean, School of Arts and Education

Lawrence Treadwell, IV, M.A.L.I.S.
Director, University Library

Luis Fernandez-Torres, Ph.D.
Interim Dean, School of Science, Technology & Engineering Management

Professional Staff
Carmen Barberis, Administrative Assistant, Office of the Provost

Administration
Angela C. Rodriguez, M.S., QEP Director and Chief of Staff for New Initiatives
<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL 2017 SEMESTER (16 weeks)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FL1 - Residence Hall Check-in</td>
<td>Aug. 23</td>
<td>FL - Term Residence Hall Check-in Returning Students Aug. 25-26</td>
</tr>
<tr>
<td>FL - Term Residence Hall Check-in</td>
<td>Aug. 23</td>
<td>Academic Advising &amp; Student Planning for Spring Terms: SP, SP1, SP2 Terms Sept 17- Oct. 19</td>
</tr>
<tr>
<td>New/Transfer Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The St. Thomas University Fall</td>
<td>Aug. 25</td>
<td>Registration for SP1, SP2 &amp; SP Terms Begins Oct. 23</td>
</tr>
<tr>
<td>Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1st FALL 8 weeks)</td>
<td></td>
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<tr>
<td><strong>FL1 - August 25 – October 19</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term FL1 Begins</td>
<td>Aug. 25</td>
<td>Term FL2 Begins Oct. 20</td>
</tr>
<tr>
<td>Last day to Add FL1 course - Instructor signature required for graduate classes</td>
<td>Aug. 31</td>
<td>Last day to Add FL2 course - Instructor signature required for graduate classes Oct. 26</td>
</tr>
<tr>
<td>Withdrawal Deadline 100% refund / FL1 - UG and GR</td>
<td>Sep. 6</td>
<td>Course Withdrawal Deadline w/ 100% refund if registered for FL2 (Only Undergraduate) and for all FL2 Graduate students Oct.</td>
</tr>
<tr>
<td>Labor Day / St. Thomas Closed/No Classes</td>
<td>Sep. 3</td>
<td>Life Experience Portfolio Deadline Nov. 5</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>Sep. 21</td>
<td></td>
</tr>
<tr>
<td>Application Deadline</td>
<td></td>
<td>Founder's Day/Thanksgiving Vacation - STU closed/No Classes Nov. 21-23</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>Sep. 29</td>
<td></td>
</tr>
<tr>
<td>FL1 withdrawal with &quot;W&quot; grade</td>
<td>Oct. 5</td>
<td>Term FL2 Ends Dec. 14</td>
</tr>
<tr>
<td>Deadline - All Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term FL1 Ends</td>
<td>Oct. 19</td>
<td>FL2 - Deadline for Faculty submission of Grades Dec. 17</td>
</tr>
<tr>
<td>FL1 - Deadline for Faculty submission of Grades</td>
<td>Oct. 22</td>
<td></td>
</tr>
<tr>
<td><strong>FL - 2018 August 27 - December 14</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FL - Fall Term Begins -First day of classes</td>
<td>Aug. 27</td>
<td>Life Experience Portfolio Deadline Nov. 5</td>
</tr>
<tr>
<td>Last day to Add w/out both Depart. Chair &amp; Instructor Sig./FL</td>
<td>Aug. 31</td>
<td>FL - Fall term withdrawal deadline ’ “W” grade - All Students Nov. 20</td>
</tr>
<tr>
<td>Labor Day / St. Thomas University Closed/No Classes</td>
<td>Sep. 3</td>
<td>Founder's Day/Thanksgiving Vacation - STU closed/No Classes Nov. 21-23</td>
</tr>
<tr>
<td>Course Withdrawal Deadline w/100% refund FL - GR and UG</td>
<td>Sep. 6</td>
<td>Final Exams - FL - Fall term Dec 10-14</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>Sep. 21</td>
<td>FL - Fall term ends Dec. 14</td>
</tr>
<tr>
<td>Application Deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>Sep. 29</td>
<td>FL Term - Deadline for Faculty submission of Grades Dec. 17</td>
</tr>
<tr>
<td>Last day to submit SP Incompletes, and Dissertation/Thesis to library</td>
<td>Oct. 5</td>
<td></td>
</tr>
<tr>
<td><strong>GRADUATION APPLICATION DEADLINES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Deadline for December (Degree/Certificate) Graduation September 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Deadline for May (Degree/Certificate) Commencement &amp; Ceremony February 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baccalaureate Mass – Thursday December 13, 2017 December Commencement – Friday December 14, 2017</td>
<td></td>
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</tr>
</tbody>
</table>
### SPRING 2018 SEMESTER (17 weeks)

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SP – Term Residence Hall Check-in</strong>&lt;br&gt;New/Transfer Students</td>
<td>Jan 5</td>
<td><strong>Academic Advising &amp; Student Planning for Summer and Fall Terms: SU, SU1, SU2 &amp; FL, FL1, FL2</strong>&lt;br&gt;Feb. 5 – March 23</td>
</tr>
<tr>
<td><strong>SP &amp; SP1 - Term Residence Hall Check-in</strong>&lt;br&gt;Returning Students</td>
<td>Jan 6-7</td>
<td><strong>Registration for SU, SU1, SU2 &amp; FL, FL1, FL2</strong>&lt;br&gt;March 26</td>
</tr>
<tr>
<td><strong>(1st SPRING 8 weeks)</strong>&lt;br&gt;<strong>SP1 – January 6 - March 2</strong></td>
<td></td>
<td><strong>(2nd SPRING 8 weeks)</strong>&lt;br&gt;<strong>SP2 - 2018 - March 10 - May 4</strong></td>
</tr>
<tr>
<td>Term SP1 Begins</td>
<td>Jan 6</td>
<td>Term SP2 Begins</td>
</tr>
<tr>
<td>Last day to Add SP1 course Instructor signature required for graduate classes</td>
<td>Jan 12</td>
<td>Last day to Add SP2 course Instructor signature required for graduate classes</td>
</tr>
<tr>
<td>Martin Luther King, Jr. / St. Thomas Closed/No Classes</td>
<td>Jan 15</td>
<td>Graduate Comprehensive Exam</td>
</tr>
<tr>
<td>Course Withdrawal Deadline 100% refund/SP &amp; SP1- UG and GR</td>
<td>Jan 18</td>
<td>Course Withdrawal Deadline w/ 100% refund if registered for SP2 only (Undergraduate) and for all SP2 Graduate students</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>Feb 16</td>
<td>Easter Break - St. Thomas Closed/No Classes</td>
</tr>
<tr>
<td>SP1 withdrawal with &quot;W&quot; grade Deadline - GR &amp; UG</td>
<td>Feb 23</td>
<td>Life Experience Portfolio Deadline</td>
</tr>
<tr>
<td>Term SP1 Ends</td>
<td>March 2</td>
<td>SP2 withdrawal - &quot;W&quot; grade Deadline</td>
</tr>
<tr>
<td>SP1 - Deadline for Faculty submission of Grades</td>
<td>March 5</td>
<td>Term SP2 Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SP - 2018 January 8 - May 4</strong></th>
<th><strong>SP - 2018 continued</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SP Term Begins - First day of classes</td>
<td>Graduate Comprehensive Exam.</td>
</tr>
<tr>
<td>Last day to Add Undergraduate and Graduate SP courses Instructor signature required for Graduate classes</td>
<td>Easter Break - St. Thomas Closed/No Classes</td>
</tr>
<tr>
<td>Martin Luther King, Jr. / St. Thomas Closed/No Classes</td>
<td>SP - Spring term withdrawal deadline ' &quot;W&quot; grade</td>
</tr>
<tr>
<td>Withdrawal Deadline w/ 100% refund/SP1 &amp; SP - GR &amp; UG</td>
<td>Life Experience Portfolio Deadline</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>Final Exams - SP Term</td>
</tr>
<tr>
<td>Midterm - Last day to submit Fall Incompletes, and Dissertation/Thesis to the library</td>
<td>SP - Spring term ends</td>
</tr>
<tr>
<td>President’s Day - St. Thomas Closed/No Classes</td>
<td>SP Term - Deadline for Faculty submission of Grades</td>
</tr>
</tbody>
</table>

#### SPRING BREAK for SP, SP1 and SP2 Terms<br>March 4 - 9

#### SP - 2018 January 8 - May 4 (17 weeks)

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP Term Begins - First day of classes</td>
<td>Jan 8</td>
<td>Graduate Comprehensive Exam.</td>
</tr>
<tr>
<td>Last day to Add Undergraduate and Graduate SP courses Instructor signature required for Graduate classes</td>
<td>Jan 12</td>
<td>Easter Break - St. Thomas Closed/No Classes</td>
</tr>
<tr>
<td>Martin Luther King, Jr. / St. Thomas Closed/No Classes</td>
<td>Jan 15</td>
<td>SP – Spring term withdrawal deadline ' &quot;W&quot; grade</td>
</tr>
<tr>
<td>Withdrawal Deadline w/ 100% refund/SP1 &amp; SP - GR &amp; UG</td>
<td>Jan 18</td>
<td>Life Experience Portfolio Deadline</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>Feb 16</td>
<td>Final Exams - SP Term</td>
</tr>
<tr>
<td>Midterm - Last day to submit Fall Incompletes, and Dissertation/Thesis to the library</td>
<td>Feb 23</td>
<td>SP – Spring term ends</td>
</tr>
<tr>
<td>President's Day - St. Thomas Closed/No Classes</td>
<td>Feb 19</td>
<td>SP Term - Deadline for Faculty submission of Grades</td>
</tr>
</tbody>
</table>

### GRADUATION APPLICATION DEADLINES

| Application Deadline for May (Degree/Certificate) Commencement & Ceremony | February 1 |
| Application Deadline for August Degree/Certificate | June 15 |

**Baccalaureate Mass – Thursday May 3, 2018**

**May Commencement – Friday May 4, 2018**
# SUMMER 2018 SEMESTER (16 weeks)

<table>
<thead>
<tr>
<th>Term</th>
<th>SU1 – May 5 - June 29</th>
<th>SU2 – June 30 - August 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU1-Term Residence Hall Check-in New/Returning/Transfer Students</td>
<td>May 4</td>
<td>SU2-Term Residence Hall Check-in New/Returning/Transfer Students</td>
</tr>
<tr>
<td><strong>(1st Summer 8 weeks)</strong></td>
<td><strong>SU1</strong> – May 5 - June 29</td>
<td><strong>SU2</strong> – June 30 - August 24</td>
</tr>
<tr>
<td>Term SU1 Begins</td>
<td>May 5</td>
<td>Term Su2 Begins – First day of classes</td>
</tr>
<tr>
<td>Last day to add SU1 - GR &amp; UG Instructor signature required for Graduate classes</td>
<td>May 11</td>
<td>Last day to Add SU2 courses - GR &amp; UG Instructor signature required for Graduate classes</td>
</tr>
<tr>
<td>Withdrawal Deadline w/100% refund/ S1,GR &amp; UG</td>
<td>May 16</td>
<td>Independence Day - St. Thomas Closed/No Classes</td>
</tr>
<tr>
<td>Memorial Day - St. Thomas Closed/No Classes</td>
<td>May 28</td>
<td>Withdrawal Deadline 100% refund / SU2 - GR &amp; UG</td>
</tr>
<tr>
<td>SU1 withdrawal with &quot;W&quot; grade Deadline - GR &amp; UG</td>
<td>June 1</td>
<td>SU2 withdrawal with &quot;W&quot; grade Deadline - GR &amp; UG</td>
</tr>
<tr>
<td>Term SU1 Ends</td>
<td>June 29</td>
<td>Term SU2 End</td>
</tr>
<tr>
<td>SU1 - Deadline for Faculty submission of Grades</td>
<td>July 2</td>
<td>SU2 - Deadline for Faculty submission of Grades</td>
</tr>
</tbody>
</table>

# SU - 2018 May 7 – August 24 (16 weeks)

<table>
<thead>
<tr>
<th>SU - 2018 May 7 – August 24</th>
<th>SU - 2018 continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU Term Begins -First day of classes</td>
<td>May 7</td>
</tr>
<tr>
<td>Last day to Add SU courses Instructor signature required for Graduate classes</td>
<td>May 11</td>
</tr>
<tr>
<td>Withdrawal Deadline w/ 100% refund</td>
<td>May 16</td>
</tr>
<tr>
<td>Memorial Day - St. Thomas Closed/No Classes</td>
<td>May 28</td>
</tr>
<tr>
<td>Last Day to Submit the Dissertation/Thesis to library</td>
<td>June 15</td>
</tr>
</tbody>
</table>

## GRADUATION APPLICATION DEADLINES

- **Application Deadline for August (Degree/Certificate) Posting** | June 15
- **Application Deadline for December (Degree/Certificate) Graduation** | September 30

Baccalaureate Mass – Thursday December 13, 2018
December Commencement – Friday December 14, 2018
ACADEMIC QUALIFICATIONS

These policies are subject to change pursuant to accreditation requirements and/or University procedures.

The following requirements apply to current full-time and part-time faculty:

**Teaching Undergraduate Courses**

a. A masters or doctoral degree from a regionally accredited college or university is required for teaching undergraduate courses at St. Thomas University. Additional requirements are explained below.

b. Faculty must have at least an earned Master's degree in the teaching field, or they must have a Master's degree and completion of 18 graduate semester hours in the field of the courses to be taught.

c. After May 1991, no full-time faculty member employed at the University may pursue, while so employed, graduate credits and/or masters degrees at St. Thomas University for the purpose of meeting the above requirements except in cases where specific written authorization to do so has been granted by the Provost of the University and Chief Academic Officer.

d. Faculty members currently in the process of obtaining a Master’s degree in a second field, or the additional graduate course work required over and above the Master’s degree may be allowed to continue to teach affected courses for a limited time if:

   (i) They have written approval from the Provost of the University and Chief Academic Officer.

   (ii) They have an official letter of acceptance to an appropriate graduate program at a regionally accredited college or university.

   (iii) They agree to complete the number of graduate credits in the field or in their master's program according to a timetable set by the Provost of the University and Chief Academic Officer in consultation with the faculty member.

   (iv) They demonstrate consistent progress toward meeting the deadline for completion of the graduate course work needed. Progress must be documented at the end of each academic year by official transcripts.

**Teaching Graduate Courses**

a. All faculty teaching one or more graduate courses must hold a terminal degree (SACS criteria) in the teaching discipline from a regionally accredited college or university.

b. The only exception to (a) above that may be considered on a case-by-case basis is an earned doctorate in a closely related discipline and a Master's degree in the teaching discipline. The Provost of the University and Chief Academic Officer will determine what related degrees are acceptable in meeting this requirement.
c. Faculty members currently in the process of obtaining a doctoral degree in the teaching discipline may be allowed to continue to teach affected courses for a limited time if:

(i) They have written approval from the Provost of the University and Chief Academic Officer.

(ii) They have an official letter of acceptance to an appropriate graduate program at a regionally accredited college or university.

(iii) They agree to complete their doctoral program according to a timetable set by the Provost of the University and Chief Academic Officer.

(iv) They demonstrate consistent progress toward meeting the deadline for completion of the dissertation and/or graduate course work needed. Progress must be documented at the end of each academic year by official transcripts.

(v) Faculty pursuing doctoral degrees in order to teach graduate courses must complete their degree programs by the deadline agreed upon with the Provost of the University and Chief Academic Officer. Failure to do so could result in termination of employment or restriction from teaching graduate courses according to the programmatic needs of the institution.

**Remedial Courses**

Faculty who teach remedial courses must have a bachelor's degree from a regionally accredited institution or its equivalent in a field related to their teaching assignment AND either classroom experience in a field related to their teaching assignment or graduate training in remedial education.

Please note that the process for certifying equivalent institutions is for the applicant to have their official transcripts from a non-regionally accredited institution(s) outside the United States sent to an International Education Consultants (e.g. Josef Silny & Associates, Inc.) for evaluation. The applicant is responsible for submitting their documents and payment for this service to the International Education Consultants.

**FACULTY CREDENTIALS**

**Credentials**

Adjunct faculty must provide an official copy of all transcripts (beyond high school) and current resume to the Dean of the College or School or Department Chairperson. **A copy of the adjunct’s resume and all official transcripts must be forwarded to the Office of the Provost of the University and Chief Academic Officer.** This must be completed before contracts are issued.

Your Dean of the College, School or Chairperson may require other information, check with his/her office.

Adjuncts, who after three (3) letters, **have not submitted** official transcripts to the Provost Office will not be rehired (PEC 03.15.10; APC 05.06.10; and Provost 05.18.10.)
**Authenticating foreign transcripts**

Please note that the process for certifying equivalent institutions is for the applicant to have their official transcripts from a non-regionally accredited institution(s) outside the United States sent to an International Education Consultants (e.g. Josef Silny & Associates, Inc.) for evaluation. The applicant is responsible for submitting their documents and payment for this service to the International Education Consultants.

No checks for adjuncts will be released until transcripts have been received by the Office of the Provost of the University and Chief Academic Officer.

**Adjunct Teaching Load**

Part-time/adjunct faculty must not teach more than three undergraduate courses or two graduate courses per semester.

**Professional Experience**

While St. Thomas University gives primary consideration in hiring to an individual's academic credentials, individuals with appropriate professional experience can be hired on a course by course basis.

**Policy**

A full-time faculty member or a part-time instructor whose academic credentials do match the student learning outcomes for a particular course may build a case to teach that particular course based on professional experience. Professional experience can include "related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes." (SACS/COC Faculty Roster Instructions)

**Procedure**

An instructor who is interested in building a case to teach a particular course based on his/her professional experience must complete the Faculty Professional Experience Form. This form documents the alignment between an instructor's professional experience and a course's student learning outcomes.

The dean or designee shall review this form with the instructor. The dean or designee shall approve the form. The approved form with the course syllabus is to be placed in the instructor's file in the Provost Office. (Academic Policy and Procedures Manual 06.01.12). Faculty Professional Experience Form (see Appendix A, pg. 75).

The **Southern Association of Colleges and Schools' Principles of Accreditation** (approved 2006) state the following concerning acceptable qualifications for faculty, including demonstrated competencies and achievements other than the highest earned degree in the discipline.

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows

23
The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (Faculty Competence) Note: When an institution defines faculty qualifications using faculty credentials, institutions should use Commission guidelines "Faculty Credentials." The document can be found at http://www.sacscoc.org/policies.asp#guidelines.

**Comprehensive Standard 3.7.1 of the Principles of Accreditation**

**3.7 FACULTY**

**Credential Guidelines:**

3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (Faculty Competence)

Note: When an institution defines faculty qualifications using faculty credentials, institutions should use Commission guidelines "Faculty Credentials." The document can be found at [http://www.sacscoc.org/policies.asp#guidelines](http://www.sacscoc.org/policies.asp#guidelines).

a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching
discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree-usually the earned doctorate-in the discipline.

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006
ACADEMIC FREEDOM

St. Thomas University, as an institution of higher learning, is committed to the belief that the essential purpose of an academic community is to promote knowledge through the search for truth and to express truth without interference or harassment. In order that this purpose be clearly understood in the context of academic freedom, the following policy shall apply:

1. St. Thomas University is committed to certain fundamental Judeo-Christian principles, which it holds to be demonstrable through faith and reason. Educators, within the framework of this philosophy (while retaining their own liberty of conscience), shall refrain from attacking or impugning these principles. Those who disregard this directive intended to safeguard the Mission of the University, will compromise their value as members of the faculty.

2. The faculty member is entitled to full freedom of research and to the publication of findings without hindrance, provided academic duties at the University are adequately performed. Any research performed for pecuniary stipend, outside ordinary teaching duties, should normally be done with the knowledge of the University authorities.

3. Within the classroom, faculty shall have full freedom to discuss their subject. Prudence shall dictate that one should not introduce controversial matters, which would reflect serious bias, or discuss matters, which are extraneous to one's field. Nor may one, in the name of religious freedom, teach concepts, which are clearly contrary to the Mission of the University.

4. As a member of a learned profession, the teacher speaks with a certain competence and authority. This special position in the academic community also imposes serious obligations of prudence, since the public may judge the teacher and the University by one's utterances. Hence, one must strive to be accurate in teaching, to exercise appropriate restraint in judgments, to show respect for the opinions of others, and to indicate clearly that one is not a spokesperson for the University unless one is expressly delegated by the administration to be its spokesperson.
ADMINISTRATIVE RESPONSIBILITIES

Procedures for Ordering Instructional Materials
Textbooks, instructor's manuals and course outlines are handled differently in each department. Contact your Dean of the College, School or Department Chairperson for exact information about ordering this material.

Textbooks and Instructional Material
Textbooks for all courses are to be chosen after consultation with the Department Chairperson. Exceptions must have the Dean's approval. The administrative assistant or department secretary can assist faculty with the necessary forms for acquiring "desk copies" of texts. Faculty are responsible for electronically posting the required textbooks or indicating no need for a textbook. Deadlines for electronic posting of textbooks are announced by the Office of the Registrar.

This policy has been adopted due to new Federal regulations from the HEOA Textbook Provision, Sec. 112,(d) "Provision of ISBN College Textbook Information in Course Schedules – To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall - I) disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes, except that - A) if the International Standard Book Number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher, and copyright date for such college textbook or supplemental material; and B) if the institution determines that the disclosure of the information described in this subsection is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation "To Be Determined" in lieu of the information required under this subsection; and 2) if applicable, include on the institutions' written course schedule a note that textbook information is available on the institution's Internet course schedule, and the Internet address for such schedule." - Amendment made by subsection shall take effect on July 1, 2010.

I.D. Cards
Adjunct faculty members may obtain a picture I.D. card from the Human Resources Office, which is located in Dooner Hall, Room 104.

Adjunct Parking Decals and Parking On Campus
Adequate space is provided for faculty in the lot west of O'Malia Hall, north of Dooner Hall and on the east side of the Carnival Cruise Line Science building. Parking in each of these lots must be in designated spaces only. Parking is not allowed on the grass at any time.
Additionally, all vehicles parked on campus must display a valid parking decal displayed on the lower portion of the driver's side windshield. If for any reason you are driving a vehicle without this decal, you must enter campus through the guest lane so as to be issued a parking pass for the day. Vehicles without a valid parking pass are subject to citation. Parking decals are distributed without charge through the Office of Public Safety located at the main entrance. For more information regarding parking and other traffic regulations, parking citations or any
other Public Safety concerns, please contact the Office of Public Safety at 305. 628.6500.

**Online Instructions for Obtaining Parking Decals**
- Access the parking application through the "Jump To" menu on the main webpage
- Complete application for a decal online
- Take your driver's license, proof of insurance and vehicle registration to the gatehouse to obtain your decal

**Class Rosters**
Class rosters are available via Web Advisor. If you need your User I.D. and Pin Number for Web Advisor, please communicate with the Registrar's Office at 305.474.6953.

During this interval, necessary administrative changes are submitted by the Department Chairperson to remove students from canceled classes and to make adjustments in level. Students may be entering and leaving your classes during this period.

Please verify that you do not have someone attending your class whose name does not appear on your roster. If you do, refer the student to the Registrar's Office. Please do not allow students to remain in class if they are not officially registered for it.

**Student Absences**
Instructors are allowed to set their own attendance requirements for their courses within the following guidelines. In each syllabus, faculty members must clearly state their attendance/tardiness policy and the consequences for not adhering to it, i.e. the penalty for each missed class. (Approved by DC Committee 12/02/05; APC 12/08/05; and Provost 12/15/05.)

**Attendance Tracking**
The faculty must take attendance for each course through the Success Network, Starfish. At the end of the term, faculty must submit a list of all students who did not successfully complete the course (received a grade of “I”, “NP,” or “F”) along with the last date of attendance of these students; this information may be submitted by entering the dates on the grade roster, delivering it in person to the Registration and Records Management Office, sending the list via fax, or email, or by entering the last date of attendance in Starfish when entering grades. The list is due when final grades are due for the course. This policy is to be implemented across the board for all courses in all programs. (Approved by DC Committee 12/02/05; APC 12/08/05; and Provost 12/15/05.)

**New Attendance Policy**
Beginning July I, 2011, any institution that requires the faculty to take attendance for any part of the semester, now is defined as an institution required to take attendance and the institution must return any unearned Title IV funds within 45 days of the student's last actual date of attendance. In addition, we can no longer use an official withdrawal as the last date of attendance. The institution must document a student's unofficial withdrawal (last date of attendance) and maintain that documentation.

Beginning July 1, 2011, attendance is course specific. In addition, the definition is somewhat different for regular courses which meet in a classroom and distance education courses. For regular
classroom courses, the student can attend the class, turn in an assignment, or engage in any interactive course related activity with the instructor. The requirement to demonstrate attendance is engaging in a current course activity.

To be counted as in attendance for an on-line course, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will receive the credit for the course. These changes will impact A-term courses and cohort courses where the individual courses do not span the full semester. Previously we treated these courses like all other courses. Beginning July 1, 2011, any student who stops attending a compressed course who is not also registered for and attending some other course, who does not confirm that they plan on attending another modular/compressed or regular course within 45 days, will be considered withdrawn. This change implies that institutions can no longer assume based on an earlier registration, that the student will attend a later compressed course if they stop attending a current course.

Prior to July 1, 2011, attendance for **Distance Education Courses** could be demonstrated simply by logging into the course or submitting an assignment electronically. However, as the next step implementing the requirement that the individual who registers for a **Distance Education Course** and gets the credit for the course must also do the work for the course (required by the reauthorization of the Higher Education Act), the U.S. Department of Education has changed the definition of attendance. To be counted as in attendance for an **Online Course**, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will receive the credit for the course. See the specific requirement from the Federal Register quoted below.

"With respect to what constitutes attendance in a **Distance Education** context, the Department does not believe that documenting that a student has logged into an **online class** is sufficient by itself to demonstrate academic attendance by the student because a student logging in with no participation thereafter may indicate that the student is not even present at the computer past that point. Further, there is also a potential that someone other than the student may have logged into a class using the student's information to create the appearance the student was **on-line**. Instead, an institution must demonstrate that a student participated in class or was otherwise engaged in an academically-related activity, such as by contributing to an **on-line discussion** or initiating contact with a faculty member to ask a course-related question. This position is consistent with the current guidance the Department has provided to individual institutions regarding the applicability of the regulations to **online programs.**" Source: U.S. Department of Education Regulations, October 29, 2010.
Procedures for Recording Attendance
St. Thomas University faculty must take attendance in all classes; maintain attendance records, and record students’ attendance into Starfish on a regular basis. This must be done for all courses, including those in the Law School (Note: Law School courses attendance is not reported through Starfish). A report will need to be created which can be used to monitor student attendance. When a student has stopped attending classes for some relatively short period of time, the student’s advisor needs to get the list of students so that they can be contacted, in order for that to happen, faculty need to raise either a “No Show” or “Attendance Concern” flag on Starfish. If the semester has just started and the student hasn’t shown up to any class period, faculty should raise the “No Show” flag through Starfish, which is done by completing the “No Show” Progress Survey. This survey is sent out two weeks into the semester. The “Attendance Concern” flag should be raised by faculty, throughout the semester, if a student has not shown up to two or more consecutive class periods. At the end of three weeks of no attendance a warning should be sent to the student. If the student fails to respond or begin attendance within four weeks, then the report should be sent to Financial Aid so that the process of returning any unearned Title IV Aid could begin. For such a system to work, all faculty will need to enter attendance information on a weekly basis. Failure of any faculty to enter the necessary information could result in no warnings being sent to the student and the Title IV funds would not be returned within the required 45 day interval. Students would be assumed to be present, if they were not checked as absent on Starfish. Failing to return funds in a timely manner could result in the institution losing its eligibility for Title IV funds.

Midterm Progress Report
At the middle of the term/semester faculty need to provide a progress report for ALL undergraduates by completing the Starfish Midterm Progress Survey. [Approved by APC and Provost 4/29/09.]

Student Academic Problems
If students are performing below average or have missed assignments, you should deal with the student directly, as well as, raise the corresponding flag on Starfish (“Low/Quiz/Test Scores” flag, “Missing/Late Assignments” Flag, “In Danger of Failing” flag), so that the student’s advisor can be notified of the issue and intervene. You many also want to seek the assistance of the Department Chairperson. You may advise the student to seek free tutoring services available through the S.O.C.R.A.T.E.S. Tutoring Center and create a Tutoring Referral on Starfish. If you believe the student has an English as a Second Language problem, you can refer the student to the Academic Enhancement Center also located in the Institute for Workforce Enhancement Building.

NOTE: STARFISH HAS REPLACED F.I.R.S.T and S.T.A.R.

STARFISH
To enable proactive advising for students, the University is implementing the Starfish Retention Early Alert and Connect, and Ellucian's Colleague Academic Planning systems in fall of 2015. The University is replacing the F.I.R.S.T and S.T.A.R. systems with Starfish. Reasons include the ability of Starfish to integrate data from multiple systems, easier use for faculty and academic advisors, the ability to generate communication based on system data as well as alerts entered by faculty. The student interface allows a student to track their academic progress. Starfish permits automated communications to the appropriate individuals. Its Early Alert system will be configured for faculty and advisors to enter alerts, as well as to use pre-determined triggers based on data integrated from other systems, such as Ellucian's Colleague and STU’s learning management system, Canvas.
Ellucian's Colleague Academic Planning system permits students to work with their assigned academic advisor to plan and schedule courses aligned with their chosen program of study. Additionally, the system facilitates communications between academic advisor and advisee related to academic planning and course selection. Its automation permits students to be more aware of their commitments. Improving self-service systems for students and providing tools to improve communications between academic advisors and students is critical to student success.

These tools allows for shifting academic advising resources from course scheduling to proactive advising, academic planning, identifying at-risk students and determining appropriate interventions for those students.

In addition, Testing Services and Career Services were integrated into the new Student Success Center initiative, and current tutoring and lab services (Math Lab, Writing Center, ESL Lab, & Tutors) are moving into a re-designed S.O.C.R.A.T.E.S. Tutoring Lab in the 2nd floor of STU's Library, where most of the student support resources are also housed. In an effort to properly assess and track progress, the Institutional Research Director and functionality of the department were also placed under the Student Success Center and report directly to the Director for Student Success Center.

Our goal is to become the premier Catholic University in the Southeast United States. While we have made positive strides towards increasing 4-year graduation rates, there is still much to be desired! This year St. Thomas University increased its 4-year graduation rate from 27.8% (Fall 2010 FTIC/Full Time Cohort) to 36.4% (Fall 2011 FTIC/Full Time Cohort). However, our target 4-year graduation rate for the Fall 2015 FTIC/Full Time Cohort is 62.8% by academic year 2019-2020! (Associate Provost for Student Success and approved by Senior Staff 2015.)
Initiating a New Course
The appropriate dean, assistant dean, chairperson or faculty member must complete a New Course Proposal form (contact the director, Office of the Provost for the current form). The following two new sections have been added to the New Course Proposal form: 1) **Student Learning Outcomes and Assessment** - Identify one or two course student learning outcomes and how each will be assessed in this course; 2) **Program Student Learning Outcomes and Assessment** - Identify one or two program student learning outcomes and how each will be assessed in the course (Approved Provost's Executive Committee 01/07/08; APC 04/02/08; Provost of the University 04/10/08).

Canceled Classes
St. Thomas University cancels courses for which there are insufficient enrollments. In general, course with less than 10 students are subject to cancellation. When courses are canceled, the registrar's office will provide a list of names, telephone numbers, and addresses of the students to the Chairperson or to the representative designated by the Chair who will attempt to notify the students who have not been contacted. Students are advised to contact their academic advisor to find a suitable replacement for the canceled course. All fees related to the canceled course are refunded if the student is unable to find a suitable replacement.

However, you may be requested to meet the class the first day in case enrollment increases. In any event, your Dean of the College, School, Assistant Dean or Department Chairperson will notify you if your class has been canceled and make arrangements for your reassignments.

Department Meetings
Although you are not required to attend departmental meetings, you are welcome and encouraged to come and participate.

Instructor Absence
Whenever you cannot attend class, contact your department immediately. If the class is not being held on the main campus, the center director should also be notified. If you know of an absence in advance, a special lesson (e.g., research in the library) may be assigned. In some cases an approved substitute may be located. Missed classes must be made up. Check with your Chairperson for specific remedies for this situation. All instructor absences need to be reported to your Chairperson. In the even that the class is to meet off-campus (as in the case of a field trip), or must meet in a different classroom from the one originally assigned, (Media Center, etc.) the Registrar and Offices must be advised so that they can direct any students who were absent when the change was communicated. For this purpose as well, it is advisable that the instructor keep the names, addresses, and phone numbers of the students in the class. The instructor can communicate any changes directly.
Mail/Phone Messages
Each department has its own location for mail delivery and messages. Check with the departmental administrative assistant or secretary for specific information.

Office Hours
Inform students when and where they can see you for advisement. It could be in the classroom before or after class. On the Main Campus the Departments may have a space available. The site director can direct you to a place that can be used for this purpose.

Student Academic Problems
If students are performing below average or have missed assignments, you should deal with the student directly or seek the assistance of the Dean, Associate/Assistant Dean, Program Director or Department Chairperson. You may advise the student to seek free tutoring services available through the Academic Support Center in the Workforce Enhancement Building. If you believe the student has English as a Second Language problems, you can refer the student to the Department of Academic Enhancement located in the Workforce Enhancement Building.

Student Travel Requirements (Field Trips)
Please be advised, Environmental Compliance and Risk Management (ECRM), within the Office of Physical Plant, must be notified of all St. Thomas University sponsored trips involving students. This is to ensure that all the travel documents are completed appropriately.

With respect to any student field trips involving an overnight stay (in or outside the United States) or student participation in special activities, other than the normal day-to-day activities, must complete and submit a Faculty/Staff Travel Request Form, located at www.stu.edu/bobcattravel, which will send your request to ECRM. All students traveling must complete the online Student Activity Participation Form, located at www.stu.edu/bobcattravel no later than ten (10) business days before the scheduled trip.

If you have any questions and/or concerns, please do not hesitate to contact Monique N. Brijbasi at (305) 628-6648 or mbrijbasi@stu.edu.

Supervision and Evaluation of Adjunct/Part-Time Faculty
Part-time instructor Supervision and Evaluation: Chairs of the department or dean's designee are responsible for supervision of adjunct/part-time faculty. (Approved PEC 04.30.12)

A dean or designee is expected to provide each part-time instructor with a Supervision Plan (see Appendix E, pg. 87) and to complete the Part-time Instructor Observation Form (see Appendix E, pg. 88). Each part-time instructor's Supervision Plan must include the following elements:

- A review of the course syllabus to ensure students have access to the instructor through a variety of means. These means can include an email address, a phone number, and/or a location for onsite meetings.
- An observation of teaching appropriate to the course's delivery format.
- A review of the instructor's curriculum vitae to ensure it is accurate and current.
A review of the student course evaluation information.

**Student Evaluation of Instruction**
Adjunct members are evaluated by the students in their class, which the evaluation form is now completed online. The Associate Provost for Academic Support Services will send out an email informing the schools and college deans when the online evaluations will be available for student participation. The schools and college deans will then inform the faculty and adjuncts. Term course evaluations are available three weeks prior to the course's end date through the start of the final exam week (final exam week = 1 week before the course's end date as specified in Datatel.)

The purpose of the student course evaluations is to provide summative evaluation, leading to the improvement of teaching methods and/or course content as well as the assessment of faculty performance for contract renewal, advancement, merit raises. (Approved by the DC Committee 12/13/02, Academic Policy Committee 12/12/02 and by the Vice President for Academic Affairs 12/13/01.) Student Online Evaluation Form sample (see Appendix B, pages 76-77).

**Adjunct Faculty Accessing Results of Student Evaluations**
Faculty evaluations can be accessed as follows:
1. Go to the STU Web page
2. Click on My Bobcat
3. Select the Online Reports tab below WebAdvisor
4. Click on Access Your Authorized Reports Here
5. A screen opens and shows various folders
6. Click on the Web folder and another window opens with the following selections:
   - Course Evaluation Report;
   - Course Evaluation Summary;
   - and Course Evaluation Dates Report
7. Select the **Course Evaluation Report** or the **Course Evaluation Summary Report** to view evaluation results. Select the **Course Evaluation Dates Report** to view the dates when students will be able to complete online course evaluations.

If the adjunct member experiences difficulty accessing their faculty evaluations, faculty member should contact the STU OIT Help Desk at helpdesk@stu.edu or call 305.628.6610 for assistance.

**Adjunct Faculty Orientation and Supervision Policy**
Orientation for adjunct faculty will be provided on a yearly basis by St. Thomas University. This orientation may include but is not limited to: policy and procedure review, technology update, library resources, etc. Evaluation of the orientation will be conducted and the results reviewed by the appropriate Dean or Assistant Deans.

**Syllabus**
The syllabus is a contract between you and the students regarding lessons, attendance, late papers, and grading policies. Two copies of your syllabus should be filed with your Associate/Assistant Dean, Dean or Chairperson or Program Director as soon as possible after the first day of class. (See syllabus under instructional responsibilities.)
All adjuncts must include their grading scale in their syllabus regardless if the University grading scale specified in the current faculty handbook, or their own modified grading scale is being used. (Approved by PEC 07.19.10; PEC 12.02.10; Provost 01.03.11.)

Final Examination
Final examinations MUST be given during the week scheduled for that purpose. For day classes you will receive a schedule outlining the final examination schedule. The final examinations are given during the same night of class for those adjunct instructors who teach in the evenings. Any changes in the schedule must have permission from BOTH the Dean and Vice President for Academic Affairs.

Grade Collection
Faculty are required to submit grades on the Web (Web Advisor). Faculty should indicate the last day of attendance for all students who make a grade of "F" or "NP." Faculty must submit grades for all students in all courses (DC Committee, APC I 06/28/04). The "UW" grade is to be given only to students who never attended your class (DC Committee, APC 06/08/04).

Do not post or publicly announce grades since this is a violation of federal law. The posting of grades by the student's name or student number without the student's written permission is a violation of the Family Educational Rights and Privacy Act (FERPA). At your discretion, you may accept self-addressed, stamped envelopes or postcards from students so they can receive their grades prior to mailed reports.

However, grades are available to the student via Web Advisor as soon as they are verified by the Registrar's Office. Grades are due no later than 5:00 P.M. on Monday following the final examination period. Follow the link for instructions on how to input grades.
https://www.youtube.com/watch?v=7l9-C1uE-I&feature=youtu.be

ACADEMIC GRIEVANCES. It is assumed that most grievances will be resolved in conversation between student and professor. Grade appeals must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade and attempt to come to a resolution with the course instructor.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the Dean will appoint an appropriate faculty member to serve in this capacity. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean’s designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 15 days of receiving the appeal, not including any days the University is closed according to the academic calendar.
3. The student may appeal the decision of the chairperson or Dean’s designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the
departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean’s absence.

Please refer to the Academic Code of Conduct.

Grade Changes (Undergraduate)
All undergraduate grade changes where a letter grade other than I, CP, or NG was assigned must be submitted on a Grade Change Form, which is to be signed both by the instructor and the department chairperson, and the appropriate dean.

Changes of grades for I, NG, and CP grades will be requested periodically by the Office of Records, Registration and Academic Computing on computer printouts designed for that purpose. Returning the printout to the Office of Records, Registration and Academic Computing (signed by the instructor) will constitute an official grade change.

Grades are considered permanent upon awarding at the end of each term. In the case of errors or other circumstances, a grade may be changed by the instructor no later than one year from the completion of the course.

All grade change documents will be retained by the Office of Records, Registration and Academic Computing.

Grade Replacement (Undergraduate)
Any undergraduate course graded C-, D, or F may be retaken once for grade replacement within one year. The Dean of the School offering the course can extend this for an additional year when appropriate. (Approved PAC 3/12/09; PEC 10/10/08; Provost 3/24/09.) When the replacement grade is posted to the student's transcript, the previous grade is changed to ***, with the comment "Course retaken for improvement of grade." Only the final grade will be used in calculating the grade point average.

Grade Replacement/Change (Graduate)
Any graduate student who receives a grade of C, C-, D+, D, D- or F in a graduate course may retake the course once for grade replacement. Students may apply for grade replacement for no more than two courses and these two courses may not exceed a maximum 10 credit hours. Students re-taking a course must submit the appropriate form online prior to the time of registration and must apply for grade replacement and retake the course prior to graduation. Only the most recent grade will be used in calculating the Grade Point Average (GPA). Grade replacement cannot be done once the degree has posted. This policy applies to St. Thomas University courses only.

INCOMPLETE GRADES
The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances. Incompletes are extremely rare at the graduate level. All incompletes must be completed prior to the midpoint of the following semester (fall incompletes completed by spring, spring incompletes by the summer, and summer incompletes by fall) or they automatically convert to an "F".
Students who are on Academic Probation will not be allowed to register if they have a course(s) remaining as Incomplete.

In order to be considered for an Incomplete, all of the following conditions must be met:
1. The student has completed the majority of the course assignments for which grades are awarded.
2. When Incomplete is requested, the student (at this point) is passing the course.
3. Unusual or exceptional circumstances have unexpectedly occurred near the end of the semester, which have prevented the student from completing all of the course requirements. In general, the circumstances are beyond the control of the student, e.g., sudden illness (sickness), death in the immediate family, significant job change, etc.
4. The student has requested an Incomplete from the instructor and presented a reasonable written plan to make up the Incomplete prior to the completion deadline.
5. **The student must complete the Incomplete with the professor of record, unless that professor is no longer a member of the University. In that circumstance the appropriate dean will assign an appropriate member of the faculty.**

**Payment**

Contracts will be sent to you from the office of the Dean, Associate/Assistant Dean and/or the Department from which the course originates. Contracts should be signed and returned immediately to assure prompt payment. Please be sure that the Human Resources department has your current address, telephone numbers, and W4 form for income tax purposes. You will also need to complete an I-9 form showing proof that you are allowed to work in the United States. Payment is generally made in two equal payments for the fall and spring semester; the first at mid-term and the second after final grades are turned in and all duties are completed. If you are teaching in a nine week or four week cohort, you will receive one pay check at the end of the term and/or cohort. Please note that the last pay check of the semester/term will not be released until final grades are turned in to the Office of Records, Registration and Academic Computing. It is the responsibility of the adjunct to inform Human Resources that grades are turned in to the Office of Records, Registration and Academic Computing. The first payment will not be released unless official copies of transcripts are received by the Office of Provost of the University and Chief Academic Officer.

**ADJUNCT/PART-TIME INSTRUCTIONAL RESPONSIBILITIES**

**St. Thomas University Students**

St. Thomas University students encompass a wide variety of backgrounds and age groups. They come to St. Thomas for many reasons. Some come to upgrade their job skills while others retrain for new employment opportunities. The University also has traditional aged students. The Evening and Weekend Programs have mostly working adults who have family responsibilities. They are trying to balance the demands of a family, job, and school and therefore need your guidance, support, and interest to help them achieve their goals.
Characteristics of the Adult Learner
Non-traditional students tend to be older. They have more life experiences and family/adult responsibilities than the younger traditional students. It is important to consider how they learn. Adult learners are more self-directed than traditional students. Thus, they expect to be treated as adults. An adult functions best when his/her self-concept is not threatened. Since adults are experienced in living, they have a lot of life experiences to draw on. This experience can be used to enrich the learning environment. The instructor can be a facilitator for learning and help these students get the most out of their learning experiences.

An effective teaching strategy for adults is one that encourages discussion and other activities where the instructor is the facilitator rather than the authority figure. Adults have a need to share in the learning experience and will usually not remain passive learners.

The instructor of adult learners must be responsible for organization of the learning experiences in order to meet the learning objectives of the course. However, the adult learner is self-directed and may place demands for participation and for a degree of independence in the instructional process. A variety of activities in the course will keep the adult learners interested.

ACADEMIC CODE OF CONDUCT

St. Thomas University, Florida's Archdiocesan Catholic University, adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith, and values the wisdom to be found in the Bible and in other church teaching. St. Thomas seeks to establish a Judeo-Christian environment in which all may develop spiritually as well as intellectually.

The academic community places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are expected to maintain the highest standard of academic honesty and present work that is genuinely their own. Academic dishonesty undermines the establishment of the Judeo-Christian environment sought by St. Thomas. Therefore, faculty and students will neither commit nor tolerate cheating, plagiarism, or any other form of academic dishonesty.

HOW DOES ONE IMPLEMENT THE VALUE OF ACADEMIC HONESTY?
1. Know what academic dishonesty is and avoid any occurrence of it.
2. Prepare thoroughly for all assignments.
3. Prepare thoroughly for all tests.
4. Do not let other students copy from your work or tests.
5. Discourage dishonesty among other students.
6. Refuse to assist dishonest students who cheat, plagiarize, or are dishonest in other ways.

WHAT IS ACADEMIC DISHONESTY?
Academic dishonesty is considered to be the representation of another's work as one's own, either directly or through complicity in falsification; cheating; plagiarism; facilitation of academic dishonesty; or infringement on the academic rights of others. Instructors show responsibility toward the prevention of academic dishonesty by explaining to students what constitutes academic dishonesty within the particular requirements of a course.
AREAS OF ACADEMIC DISHONESTY

1. Falsification is the intentional and unauthorized invention or fabrication of any information or citation in an academic exercise. An example of falsification includes but is not limited to making misrepresentations about facts in a report for a class.

2. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
   Examples of cheating include but are not limited to:
   a. Looking at notes or another student's examination during a test or allowing another student to do so. Tests and examinations are considered original work unless working together is expressly permitted by the instructor.
   b. Copying homework assignments from another student or source when not permitted by the instructor or giving your homework to another student to copy.
   c. Submitting as your own work any academic exercise prepared by someone else.
   d. Submitting the same paper in two or more courses without the permission of the appropriate instructors.
   e. Having another student take your examination or do/prepare your assigned work.

3. Plagiarism is intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise. Operational definitions are provided below:
   Plagiarize: "To steal and use (the ideas or writings of another) as one's own." (Emphasis supplied.) "To appropriate passages or ideas from (another) and use them as one's own." The American Heritage Dictionary of the English Language 1001 (1969)
   Plagiarism: "The act of appropriating the literary composition of another, or parts or passages of his writing, or the ideas of language of the same and passing them off as the product of one's own mind.
   To be liable for plagiarism it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting of substantial portion thereof . . . . O'Rourke v. RKO Radio Picture, D.C. Mass., 44 F. Supp. 480, 482, 483. Black's Law Dictionary 1035 (5th ed. 1979).
   Examples of plagiarism include but are not limited to the following:
   a. Presenting assignments, such as course preparations, examinations, tests, projects, and term papers, which are not original work of the student. Original work of the student may include thoughts, ideas, and words of another author only if their source is acknowledged using normally accepted standards.
   b. Using information from printed/video/audio materials produced by others and presenting it as your own.
   c. Altering thoughts or writing of others to make them appear as one’s own. Purchasing, rewriting, or stealing a paper and making it look as if it were your own.

4. Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
   Examples of facilitating academic dishonesty include but are not limited to:
a. Giving or selling a term paper or project to another student.
b. Stealing a term paper or project for the purpose of giving or selling it to another student.
c. Taking an exam or preparing work for another student.
d. Offering money or a gift to a faculty member or anybody else in an attempt to gain an academic advantage.

ACADEMIC DISHONESTY AND PLAGIARISM DETECTION TECHNOLOGY
St. Thomas University utilizes online plagiarism software as both a deterrent to academic dishonesty and an educational tool to assist students in their ability to work with and document sources of information. The plagiarism software is used a tool to guide professors and students on the originality of the material submitted for assignments and the documentation of the sources used to produce the material.

Where anti-plagiarism software is used, and depending upon the assignment and the requirements of the professor for the assignment, 30% similarity or matching is the recommended threshold for faculty to closely review the submitted material to determine if a student has plagiarized. Where the use of anti-plagiarism software is absent, and there is reason to suspect that a student has violated the Academic Conduct Code, as it relates to plagiarism, the procedure to follow in both cases is the same and described below.

ACADEMIC DISCIPLINARY COMMITTEE
This committee is appointed at the beginning of the academic year to hear student appeals. The committee is comprised of one faculty member from each School/College appointed by the Dean of that School/College and the student body President. The decision of this committee is final and should be immediately communicated to the Dean of the School/College whose decision was appealed.

PROCEDURES TO BE FOLLOWED IF A STUDENT IS ACCUSED OF ACADEMIC DISHONESTY

OFFENSE INVOLVING A STUDENT’S GRADE RELATING TO PLAGIARISM
In the case where the charge of academic dishonesty involves suspected plagiarism in a specific course or program the procedure to follow is:

1. Instructor must be convinced that the plagiarism was deliberate and not accidental before proceeding to the next steps.
2. If there is reason to suspect that a student has violated the Academic Conduct Code, as it relates to plagiarism, the instructor has the following options:

   First occurrence:
   a. The instructor privately communicates with the student who receives an F grade for the work due to the plagiarism. The instructor will supply the student with the original source of the plagiarism.
   b. The Instructor provides the student with the University’s Academic Code of Conduct.
   c. The Instructor has student resubmit the work with the condition that an “A” grade cannot be awarded for the assignment.
   d. The Student is advised that a second occurrence in the same course will result in a failure for the course.
e. The second occurrence results in an F for the course.
f. The instructor informs the appropriate dean and the incident is recorded in the Maxient Judicial System.

STUDENT’S OPTION TO APPEAL OFFENSE INVOLVING A STUDENT’S GRADE
In the case where the charge of academic dishonesty involves a grade for the student in a specific course or program, a student may appeal the faculty’s decision. The procedure to follow is:
1. Student cannot appeal faculty’s decision relating to First Occurrence.
2. If the student does not appeal faculty’s decision on Second v, then no further action is necessary.
3. If student chooses to appeal faculty’s decision on Second Occurrence, the student must appeal in writing to the Chairperson or the Dean’s Designee for consideration.
4. If the incident is unresolved, the Chairperson or the Dean’s Designee will communicate the incident to the Dean of the School/College in which that course is offered, who will issue a decision within 15 days.
5. The student will have the right to appeal the decision of the Dean in writing (within 30 days of the Dean’s decision) to the Academic Disciplinary Committee and to have a hearing with the Dean present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final. The hearing maybe be conducted in person, via telephone or virtually.
6. A final decision will be recorded on the Maxient Judicial System and the student’s permanent record.

OFFENSE NOT INVOLVING A STUDENT’S GRADE IN A COURSE
1. When the academic dishonesty involves more than the grade in a course, the offense is reported to the Dean of the School/College. The Dean must discuss, in private, the charges and evidence with the student. In situations where more than one School/College is involved, the offense is reported to the Associate Provost.
2. If the Dean/Associate Provost is satisfied that the charges are justified, the appropriate administrator will notify the student of the decision and penalty within 15 days.
3. The student will have the right to appeal the decision of the Dean/Associate Provost in writing (within 30 days of the notification of the decision) to the Academic Disciplinary Committee and to have a hearing with the academic administrator present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final.

If, at any stage, the student is found innocent of the accusation, no further action will be taken, and there will be no evidence of the incident recorded in the student's record.
If the student is found to be guilty of academic dishonesty sufficient in magnitude to result in expulsion from the university, a record of the incident will be placed in the student's academic record in the Office of Records by the Dean. If the student is allowed to re-enroll in the university and completes his/her degree/certificates successfully without further violation of the Academic Code, the record of the incident will be removed from the student’s file upon degree or certificate completion. (Approved PEC 02.28.11; APC 03.17.11; Provost 03.17.11, APC4/12/16).
TEACHING

Adjunct faculty are expected to maintain the same level of teaching excellence as full time faculty and to participate in other activities as deemed necessary by department chairpersons.

Textbooks and Instructional Material
Textbooks for all courses are to be chosen after consultation with the Department Chairperson. Exceptions must have the Dean's approval. The administrative assistant or department secretary can assist faculty with the necessary forms for acquiring "desk copies" of texts. Faculty are responsible for electronically posting the required textbooks or indicating no need for a textbook. Deadlines for electronic posting of textbooks are announced by the Office of the Registrar.

Student's Use of Cell Phones and Pagers Policy
Belief in the value of the educational process and acceptance of the importance of learning, coupled with respect for fellow students and the instructor dictate that cell phones and pagers be turned off or put in a vibrate or visual mode for all classes and in the Library at all times. Except in the case of emergency with prior consent of the instructor, answering calls or talking on the phone while classes are in progress is prohibited. (Passed Faculty Forum 4/26/01).

Availability to Students/Office Hours
Inform students when and where you will be available for providing academic assistance. You should schedule one (1) hour weekly for each three (3) credit course. Meeting with students immediately prior to or after class is appropriate. Office space may be available for you. Check with your Department Chairperson about office space.

Process for Dealing with Faculty Incidents
I. Faculty reports the incident to Public Safety immediately.
2. Public Safety shall inform the faculty member that he/she has a right to contact the local police authority regarding the incident.
3. Public Safety files a written report within 24 hours to the following: Vice President of Student Affairs, Provost of the University and Chief Academic Officer, and Director of Human Resources.
4. When the Provost of the University and Chief Academic Officer receives a report from Public Safety of a faculty member's involvement of an incident on campus, he/she will then contact the faculty member with a plan for resolution of the problem at hand, including a projected timetable, within 24 hours* of the receipt of the report.
5. In an effort to facilitate due process, all parties involved will have the right to review all written statements pertaining to the incident within 24 hours* of receipt of request from the faculty member (Passed Faculty Forum 5/02.)
Developing a Syllabus (Standard Course Syllabus Template)
The syllabus is a tool. It is your opportunity to prepare and present a schedule and course content for the complete course. Two copies of the course syllabus must be submitted to the Dean, Associate/Assistant Dean, chairperson or program director at the beginning of the term. Copies of examinations may also be required by your supervisor. All course syllabi must be posted in Canvas in the folder entitled Syllabus. If you are unsure about where or how to accomplish this task, work with your program coordinator to ensure the syllabus is uploaded properly to Canvas (Revised May 3, 2010 Provost Executive Committee; May 6, 2010 Approved Academic Policy Council.)

A Standard Course Syllabus Template (Revised May 3, 2010 Provost Executive Committee; May 6, 2010 Approved Academic Policy Council) must contain the following (See Appendix C, pages 78-80 for further details):
- Course Prefix, Number, Section and Title
- Semester/Term
- Day, Time, and Location of Class
- Instructor (Name, Phone Number, Office Hours & Location where students can meet with you)
- Text and Required Materials
- Course Description
- Instructional Techniques: Library Use/Information Literacy Assignment; Student Learning Outcomes and Assessment;
- Catholic Identity/Diversity Requirement (If Appropriate)
- Schedule of Activities and Assignments
- Grading
- Attendance/Tardiness
- Plagiarism Policy
- Expectations
- Supplemental Reading List

All adjuncts must include their grading scale in their syllabus regardless if the University grading scale specified in the current adjunct handbook, or their own modified grading scale is being use. (Approved by PEC 07.19.10; PEC 12.02.10; Provost 01.03.11.)

To prepare your detailed course calendar, begin by listing specific dates of the class meetings. Next, using the Academic Calendar, note holidays, exam times, withdrawal dates, and any other important dates. After you have surveyed the required course objectives, decide what you want to have accomplished at certain points in the term. Then either by unit or content study, schedule projects, tests, reports, special assignments, review sessions, textbook pages, and discussions. Balance the reading and assignments over the term so you and the students do not feel burdened or rushed at the end.

Detailing such a syllabus will help students plan their work accordingly and emphasize that organization is part of quality.
First Class
Your first class meeting should be carefully planned. This will set the tone for the term. You are the role model after which students will pattern their behavior.

- Arrive before the scheduled class hour begins in order to establish punctuality.
- Write the course name, number and section on the board.
- Introduce yourself, write your name on the board, give your background, and describe something interesting about yourself or the course.
- Give out the course syllabus.
- At the undergraduate level students should have their textbooks for the first day of class as part of their tuition. If they do not please refer them to the bookstore.
- Try to learn something about the students. Ask them to introduce themselves. They might not know each other; this gives them a chance to learn something about their classmates.
- Assign the lesson for the next class period, highlighting key points in the reading and outlining any written work.

Instructional Tips
- Set a good example; be punctual and be organized.
- Begin and end class on time.
- Be excited about course content and students' reaction to it.
- Have students submit topics about course content they would like to have covered.
- Since oral participation from students increases retention of material, provide for discussion by asking thought-evoking, open-ended questions; directing questions to the entire class as well as individual students; including non-vocal students as well as responsive ones in the discourse; and having students share answers to their work.
- Encourage note taking since it helps to increase understanding of concepts and accuracy of assignments.
- Make assignments explicit; prepare handouts for complex assignments.
- Keep students alert by moving around the room; don't perch on the desk or hide behind the podium.
- Encourage class attendance by giving points for attendance, holding unannounced quizzes or in-class work, and discussing test content frequently.
- Assist students in reviewing materials to be covered on exams.
- Vary physical environment by changing seating arrangements where possible.
- Use a variety of presentation methods, such as the following: audio-visual materials (films, videos, art prints, slides, tapes); brainstorming; case studies; cultural presentations; debates; discussions; experiential activities; field trips; group projects; guest speakers; handouts; library tours (speak with Librarian in advance); problem solving; and primary research projects.

Effective Instructional Techniques
- Give a brief overview of the lesson, and put an outline of the lesson on the board.
- Divide the lesson into short segments (10-20 minutes).
- Give examples, which relate to students' experiences. Avoid war stories.
• Use non-verbal communications to reinforce learning: eye contact, tone of voice, gestures, facial expression, and posture.
• Encourage participation by asking questions or providing problems to solve.
• Summarize main points and have students apply knowledge in a written assignment or quiz.
• Keep focus on the subject matter.

**Student Retention and Interaction**

• Use positive language
• Compliment students when they are doing well.
• Write a personal note or call students who miss class.
• Be open to student ideas and suggestions.
• Show interest in all students even those who are less skilled.
• Demonstrate your willingness to answer questions and urge students to talk with you about problems and work conflicts.
• Correct plagiarism by using the following comments: "You haven't given credit here. I'm glad you took the time to look up the information, but you must give credit. I'll accept the paper after you document it correctly."
• Create a non-threatening atmosphere where students feel free to respond and ask questions without intimidation.
• Be honest and direct. Don't be afraid to admit a mistake or that you do not know all the answers. Offer to get the correct information.
• Avoid creating the learning blocks of boredom, irritation, confusion, and fear.

**Student Travel Requirements**

Any sponsored trips involving students, you must notify the Environmental Compliance and Risk Management Office (ECRM), within the Office of Physical Plant. This is to ensure that all the travel documents are completed appropriately.

With respect to any student field trips involving an overnight stay (in or outside the United States) or student participation in special activities, other than the normal day-to-day activities, notification to ECRM needs to occur one (1) month prior to the anticipated/tentative departure date.

Once the aforementioned information is obtained, ECRM will provide the trip organizer with the proper paperwork to be completed and returned, otherwise the trip and/or attendee(s) may not be approved to participate.
INSTRUCTIONAL SUPPORT

Office of Information Technology (OIT)
The Office of Information Technology (OIT) provides the following on-campus services to faculty, which are listed at http://www.stu.edu/oit

1. Technical Support Services:
This includes the following: full desktop support including hardware, software, networking, classroom hardware and media equipment, and other technology related issues.

2. Training Services
All year round training seminars on various popular subjects like Microsoft Office, Email, Canvas, etc. Faculty is encouraged to request any additional training topics not published in our regular training schedules.

In addition, OIT offers training classes for video production, podcasting and audio editing to faculty and students enrolled in Communications and other related courses. Faculty may schedule the use of the Lab for training and the studio for mock counseling sessions, speaking in television practice, etc.

3. Telephone Support Services
Full telephone support services for desktop telephone sets, mobile phones, Blackberries and iPhones.

4. Consulting Services
Consulting services and support for technology related research grant writing, strategic planning and proposal development.

5. Media Services
Equipment checkout like digital cameras, video cameras, portable audio recorders, and players. Event recording, audio, video and visual presentation setups. Video production, podcasting audio recording/editing, DVD authoring and web streaming.

OIT orientation ordinarily occurs at the time a new faculty member joins the University community. This orientation can occur on campus (when signing a contract and receiving OIT information from the Human Resources department) or through e-mail if a new faculty member has a pre-existing e-mail address (personal or business).

All requests for OIT services should be directed via e-mail to helpdesk@stu.edu or by phone at extension 6610 (off-campus 305.628.6610).

Duplicating and Photocopying
The duplication of materials for classroom usage, department and University business is available at the mail and copy center or through the department administrative assistant or secretary. A turnaround time of 48 hours is generally required to assure that a faculty member's duplicating requests can be met. If a faculty member plans on distributing a
substantial amount of material (in excess of 50 pages per student), it is recommended that he/she compile a packet that will be produced and sold by the University Bookstore. Please be advised that copyright laws are to be adhered to. For a complete listing of copyright laws, assistance may be offered by the Head Librarian who will supply you with a pamphlet detailing all copyright laws.

Copyright Law Guidelines

The University Library is here to support and provide guidance and resources for your use of copyrighted materials. On the Library's website, http://www.stu.edu/LibraryServices/Copyrightinformation/tabid/3714/Default.aspx, you will find links to copyright laws including the TEACH Act, guides to using copyrighted print, digital, visual, and audio information, and a list of print resources that are on permanent reserve at the Circulation Desk on copyright.

Section 107 of the copyright law states that: ...the fair use of a copyrighted work, including such use by reproduction in copies of phonorecords or by any other means specified by that section (Sec 106) for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

The following are four criteria for evaluating the fair use of copyrighted materials m an educational setting:

1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purpose,
2. The nature of the copyrighted work,
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. The effect of the use upon the potential market for or value of the copyrighted work.

If you have additional questions or concerns, please feel free to contact any of the librarians at the University Library.

FACILITIES AND SERVICES AVAILABLE TO ADJUNCT FACULTY

Academic Enhancement Center
The center provides tutoring assistance to students who need help in the basic skills courses and offers individualized computer assistance to students enrolled in lower and upper division courses. Types of instruction include: peer tutoring, audiotapes, small and large group workshops, and computer assisted instruction. Students may receive short or long-term assistance.

The center, which is open to all students enrolled at St. Thomas University, provides individualized learning programs for each student. The goal of the staff is to help students to achieve their maximum potential. The Academic Enhancement Center staff is to help students
to achieve their maximum potential. The Academic Enhancement Center staff maintains that given the appropriate instruction and sufficient time, all students can achieve their goals. Students with disabilities are serviced through this office.

Department of Athletics

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men's teams compete in baseball, basketball, golf, soccer, tennis and cross-country; while women's teams compete in basketball, softball, volleyball, soccer, tennis and cross-country. The University also offers co-ed Cheer and Dance which provides excellent school spirit. The athletics programs at St. Thomas have a long history of athletics and academic success. In the last few years, at least 5 of its 12 athletic teams have qualified for national tournaments and the athletics program as a whole has finished 2nd and 3rd in the Sun Conference Commissioner's Cup. Moreover, 9 of 12 teams have also received NAIA Scholar Team honors in the past year. The athletics programs annually maintain a 3.0 overall GPA. With increased academic support and mandatory study halls, this GPA is sure to increase. The success of our overall GPA and scholar team honors is a true sign of the university's commitment toward our "student first" mission.

In order to participate in athletics, new students must be certified through the NAIA Eligibility Center. Upon NAIA certification, continuing student-athletes must maintain a minimum 2.0 overall GPA and pass at least 24 credit hours within the last 2 full-time terms of attendance. For specific NAIA rules, student-athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at: http://www.playnaia.org/

The Department of Athletics has a "Missed Class" policy which sets a tone for the importance of our "student first" mission for athletics participation. The policy is as follows:

**Department of Athletics Missed Class Policy:**

Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competition or practice outside of the championship period, i.e., during the post season.

A schedule of games/competitions will be mailed by the Faculty Athletic Representative to all faculty for the fall, winter and spring sports indicating when student-athletes should be excused from class for games/competitions. It is still the responsibility of the student-athlete to communicate with each faculty member in advance regarding missed class time and the class work that should be completed prior to the absence and upon return to class.

For information or concerns regarding athletics eligibility or missed classes, please communicate with Dr. Jan Bell, the Faculty Athletic Representative, at 305-628-6634 or jbell@stu.edu.

Faculty and staff are encouraged to show their Bobcat spirit and may attend home (regularly scheduled) athletic events for free with a valid St. Thomas University ID. Unfortunately, all conference and other championship contests are paid admission events. Game schedules are available through the Athletics Department located on the University's main campus or by
visiting the Athletics Department website at http://www.stubobcats.com/

**Fernandez Family Center for Leadership and Wellness**
The Fernandez Family Center for Leadership and Wellness is a state of the art 62,000 square feet facility that is home to the St. Thomas University Men's and Women's Basketball teams and Women's Volleyball team. Additionally, the facility is used for intramural sports, university commencement and special events.

The facility is equipped with a fitness center, an athletic training room, team locker rooms, fitness locker rooms, concession area, the Bobcat athletic offices, a multi purpose fitness classroom, mezzanine level classrooms and the Sports Administration Department. These facilities may be used by St. Thomas University students, administrators, faculty and staff. Additional recreational facilities include an outdoor swimming pool, outdoor basketball courts, and tennis courts. Proper identification is required to enter the building and outdoor facilities at all times (St. Thomas University Photo ID) FFC staff reserve the right to request additional identification information at any time.

Food and drink are restricted to the snack/wellness bar, adjacent seating area and mezzanine catering area. Water in closed plastic containers permitted in all other areas of the facility. Smoking and smokeless tobacco are not permitted anywhere in the building. Alcohol and drug use is prohibited and violators are subject to St. Thomas University disciplinary procedures. Animals are not allowed in the facility, except those aiding persons with disabilities.

Facility hours are posted each term on the website, Facebook, and Twitter -

https://www.stu.edu/students/Student-Affairs/Fitness-Center-and-Gym

http://www.facebook.com/Femandez

FC http://twitter.com/FemandezFC

When there is a change in scheduling due to holidays, a STU Global email is sent out informing the university community about the new hours.

To reserve classrooms, please contact the Registrar’s Office, Jamie Lopez, at 305.628.6950 or email at jlopez@stu.edu. For all other space reservations, please contact the Building Manager, Crystal Morvant at 305.628.6558 or email cmorvant@stu.edu.

**Intramurals and Recreation**
The Fernandez Family Center for Leadership and Wellness' Intramurals and Recreation department offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, softball, basketball, volleyball, table tennis (ping pong), billiards, and more. All Students, Administrators, Staff, and Faculty interested must sign up for each sport through www.imleagues.com.
The Office of Campus Ministry

The Campus Ministry staff and students share in St. Thomas' mission by assisting students, staff and faculty in the ongoing tasks of personal spiritual formation and community development.

The staff is faithful to and supportive of the Catholic Identity of St. Thomas while being sensitive to the ecumenical and interfaith dimensions of the university's population. The staff uses the U.S. Bishops' pastoral letter "Empowered by the Spirit," John Paul's "Ex Corde Ecclesia", the U.S. Bishops' pastoral on young adults "Sons and Daughters of the Light", and the university's own "Statement of Catholic Identity" to guide the work of the office.

The staff provides direct service to the University community through the office in Dooner Hall (114), the Gathering Place in the residential hall complex, and The Chapel of Saint Anthony. In the Chapel, Mass is celebrated daily at 12:15 PM and Sunday at 7:00 PM during the fall and spring terms. It is the site for many special celebrations and liturgies to mark church feasts and events of importance to the University and of our society. The director of liturgical music uses the Chapel for choir practice and individual music lessons for students. The choir performs at various events each year and assists with the University's special liturgies. The Chapel is open throughout the day and provides our University community with a quiet place for private prayer and reflection.

The Dooner Hall office has become a place of hospitality and friendship for faculty, students, and staff. It is the center of the staff's efforts to provide for personal spiritual needs and the University's development of a Christian sense of community. Programs and projects are developed here that support liturgical and sacramental life, community outreach service and spiritual development and leadership training. Each year the staff offers the RCIA (Rite of Christian Initiation of Adults) process for those who wish to be baptized or need to be confirmed. There is an annual thematic weekend retreat in the fall and solemn celebrations of the liturgies of Holy Week in the spring. There is also an active community service outreach effort that includes work within the university and out in the local Miami-Dade area.

Another feature of the Campus Ministry on-campus program is The Gathering Place ("the GP"). The GP is "a home away from home" that is located in Cascia Hall and is run by a graduate intern and student volunteers. The space consists of a living room area with large screen TV, dining area, and full kitchen facilities. It is open from 6:00 PM- 12:00 AM Monday - Saturday for students' use and is available to faculty, and other campus groups for meetings and activities. Students periodically conduct informal programs to build community among the residents and to provide an alternative to going off campus to relax and socialize. We ask that anyone interested in using the "GP" reserve the space by contacting Claudia Herrera (Director of Campus Ministry) at ext. 305.628.6515 or via email: cherrera7@stu.edu

The Office of Campus Ministry staff encourages all members of the University community to visit the office and to become involved in the various activities and programs.

Bookstore

The University Bookstore is located on the Main Campus adjacent to the cafeteria. For book orders, please check with your department office. The bookstore telephone number is 305.625.5179 for days and times of operation.
Career Development
Job placement services on campus are available to assist students in obtaining part-time and full-time employment. Students are eligible both during their student years at St. Thomas University and after graduation as alumni. Services offered include a yearly career workshop, Job Bank, information and referral resume preparation, employability skills training, work-related self-directed learning modules, and on-site interviews with prominent employers. Students desiring assistance prior to graduation may want to visit the Office of Career Services well in advance.

The Office of Career Services assists students with the process of major/career selection. Complete batteries of tests and inventories are available for students in need of assessment, to aid them in major/career decisions. Additionally, computer-assisted programs and a career literature library are available for student and faculty use. Employability skills training and other relevant services are also provided.

Computer Labs
The main campus student computer labs and classrooms are located on the second floor of the main Library, as well as O'Mailia Hall building, as well as in the Carnival Cruise Lines Science Building and Dooner Hall.

Counseling Services
Please contact the Office of University Planning and Enrollment at 305.474.6869 for updates regarding counseling services available.

Financial Aid
The Financial Aid Office is located on the first floor of Dooner Hall. Students inquiring about Financial Aid are to be directed to the Student Success Center located on the first floor of Dooner Hall.

University Library Services
Under the direction of Larry Treadwell, Library Director, the St. Thomas University Library offers the following key faculty services:
1. providing research assistance;
2. supporting classroom instruction with student and/or class instruction for information literacy and reference services;
3. purchasing and providing access services for faculty selections of books, videos, and electronic sources to support the curriculum and/or scholarly research;
4. offering instructional material reserve services;
5. Archives and Special Collections (ASC) including primary research material and unique Catholic Identity related learning resources;
6. providing databases for scholarly web-based research sources including full-text journals, newspapers, e-books;
7. offering interlibrary loan services;
8. Faculty/Adjunct area with computer for research or student meetings;
9. Study rooms; and
10. Network printers and computer labs.

*Please visit the Library Homepage, http://www.stu.edu/library, for a full and up to date listing of library services.

Faculty are encouraged to schedule individual research consultations with librarians. Although faculty are free to work with any librarians, they are encouraged to contact the librarian liaison to your school. Faculty also can receive school or group instruction in the use of our newest discipline-related electronic and other research materials.

See https://www.stu.edu/library/About>Contact-Us for a list of library liaisons and staff contact information for library staff who are assigned to your school or college.

1. **Class Instruction Support:**

Librarians partner with teaching faculty by offering the following services:

1) Team teaching - whereby a librarian works with you and develops an instruction component related to your class's assignments

2) Development of class related research assignments to assist students completing your class projects (and to help measure learning outcomes)

3) Library orientations

The University Library strongly encourages interested faculty to partner with the library by developing research assignments to help assure student succeed in upper level undergraduate and graduate classes. Please see "Sample Syllabus" in the current faculty handbook for examples of special research assignments.

If making an appointment for individualized class instruction, faculty should communicate with a librarian at least two weeks in advance and provide a copy of the course syllabus. A customized instructional component will be created to assist your students in the completion of their assignment.

Please use the link below or e-mail a librarian to schedule a session for your students. We will even offer evening or weekend sessions as requested and for online classes if requested.

2. **Faculty Selections (Collection Development):**

Faculty are encouraged to participate in the building of the University Library's collections.

If you would like to see a particular book, video, or electronic resource purchased and housed in the library, please submit your request to your school liaison; or, if you are visiting our acquisitions area, you can drop off your order with Isabel Medina (imedina@stu.edu, or X-6769).

NOTE: Faculty suggesting new classes or programs need to communicate with their school librarian liaison and fill out the collection development form before submitting their plan to
the department chairperson and Academic Policy Council. Librarians will help faculty fill out this form and develop a bibliography of books and other materials to be acquired.

3. **Reserve Services:**

Professors may place library materials, personal texts, movies, or photocopied materials on reserve for student use by filling out a Course Reserve request form, which is available at the Circulation Desk or by contacting Gretel La Guardia (glaguardia@stu.edu or X-6862).

4. **ASC (Archives & Special Collections):**

The University's Archives and Special Collections are institutional scholarly repositories of special in-house collections, providing research and curriculum development services. These collections are particularly ideal for those who wish to require primary research experiences in their undergraduate or graduate classes. ASC also support original research related to St. Thomas University, the Archdiocese of Miami, and the larger Catholic Identity.

**ASC:** The Archives & Special Collections include:
- The Historical Archives of the University
- The Walt Whitman Collection
- The Clyde Atkins Collection
- Catholic Related Collections:
  - The Dorothy Day/Catholic Worker Movement Papers
  - The National Office for Black Catholics
  - The Newman and Chesterton Special Collections
- The Jackie Gleason Show (Miami Beach) Kinescopes
- Digital Learning Resources, including video of guest and distinguished lecturers who have visited St. Thomas University (e.g. Sr. Helen Prajean, Robert F. Kennedy, Jr., etc.)
- Holocaust Collection

5. **Searchable Databases (e-books; e-encyclopedias; newspapers; magazines; and journals):**

The library also provides a wide array of e-resources. These information collections and databases are available on campus or for off campus access using your STU authorization/password. We encourage everyone to visit our e-research portal available at: https://www.stu.edu/library/Research for the most up to date information.

**Children in the University Library**

The University Library is not designed for minor children. Children may cause distraction for the faculty, staff, and students who are working and studying in the library, and library staff may not and will not watch, supervise, or care for any minor. Children who are not accompanied by an adult who is responsible for the child will be reported to security. The University will attempt to accommodate St. Thomas University students with children, but they must follow faculty and staff directions. Children who are accompanied by an adult may not be allowed to be logged into a computer, and library faculty and staff may require adults with children to check out a study room if one is available to reduce the distraction of others.
Adults with children who do cause a distraction will be asked and required to leave the library building.

**Archbishop John C. Favalora Archive and Museum**
Archbishop John C. Favalora Archive and Museum houses the Archdiocese of Miami archives. The collection includes manuscripts, documents, photographs, objects, rare books, newspapers and other printed and audio-visual scholarly resources. The museum hosts special exhibitions throughout the year. Items from the collections may be consulted by students and other scholars at a special reading room located in the University Library.

The hours for the archive and museum are as follows:
- Monday through Thursday - 10:00 a.m. to 6:00 p.m.
- Friday - 10:00 a.m. to 5:00 p.m.
- Saturday - By Appointment
- Sunday - Closed

To arrange for class tours, or guest tours for the Archbishop John C. Favalora Archive and Museum, please contact Isabel Medina, Director of the Archbishop John C. Favalora Archive and Museum at 305.628.67691 or email her at imedina@stu.edu.

**Office Supplies**
If you should require supplies for your class activity, please contact the Departmental Office or the dean's office. These offices stock most supplies, which you might need. In the event that they do not have what you need, approval by the Chairperson is required to make any purchases. Do not take this responsibility upon yourself. Failure to get approval will result in not getting reimbursed by the University.

**Student Affairs**
St. Thomas University adheres to the philosophy that students will succeed if they are given support in their academic and social life. The function of the Office of Student Affairs is to assist students by offering a variety of services and activities outside the academic area but basic to academic life. The areas under the direction of the Vice President for University Planning and Enrollment are: Residential Life, Health Services, Student Activities, Retention, International Student Services, Athletics and Intramurals, Student Development Counseling, and Counseling Services and Career Planning.
UNIVERSITY REGULATIONS

E-Verify
Effective May 16, 2011 St. Thomas University is an E-Verify Employer.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. STU will utilize E-Verify to verify employment eligibility for all newly-hired employees.

Criminal Background Screening Policy

Purpose
To ensure the safety and well-being of students, faculty, staff, youth, the elderly, the aged and the disabled in conjunction with the policy of the Archdiocese of Miami.

General
All St. Thomas University employees including administration, staff, full-time faculty, part-time faculty and employees of on-site contractors will be screened. Background screenings will include, but shall not be limited to, fingerprint screening through local (FDLE) and/or national (FBINECHS) law enforcement.

Notification to Prospective Employees
During the application and/or interview process, prospective employees will be verbally advised by the hiring manager or HR representative of the University's criminal background screening policy. The policy will be reiterated during any formal offer of employment conversation and a statement will be included in an offer confirmation letter issued by the Office of Human Resources which will include information on how/where fingerprints can be provided and a Disclosure/Authorization Form in compliance with the Fair Credit Reporting Act (FCRA).

Employment can be subject to an acceptable screening.

Procedure
Once an offer of employment has been made and accepted, individuals will be required to provide fingerprints prior to the start of employment at one of several locations available. Information will be provided by the Human Resources Office.

Results of Background Screenings
If a background check shows evidence of a conviction or other negative information, the Archdiocese of Miami’s Office for the Protection of Children & Vulnerable Adults (COPCVA) will make a determination as to whether the person is eligible for employment at St. Thomas University. The COPCVA will notify the Vice President for Administration/Chief Financial Officer who will review the information with the Office of Human Resources. A final determination regarding the person's employment will be made in conjunction between the COPCVA and St. Thomas University.

If the conviction or other negative information is deemed egregious to the extent hiring of the person must be denied or employment termination must occur, said employee shall be told by the Director of Administration or the Associate Director of Human Resources. The COPCYVA
will provide said employee a letter stating the reasons for the rejection or restriction, along with the FCRA Notice to Employee, a Summary of Rights Under the Fair Credit Reporting Act, and a copy of the report. A sexual offense may be grounds for denial of employment or immediate dismissal with no recourse.

If COPCVA may also request additional information or paperwork from the potential employee in order to make a decision regarding eligibility for employment.

If the background check indicates negative information which may have occurred more than five (5) years prior, the COPCVA in consultation with the Director of Administration or the Associate Director of Human Resources and the Vice President for Administration/Chief Financial Officer will determine whether the employee can continue employment with the University or be terminated.

**Reconsideration of Employment Termination**
If the individual feels there is any error, or that he or she is being unfairly treated, he or she will be required to provide written documentation within ten (10) days to the Office of Human Resources for the decision to be reconsidered.

**Non-Compliance to this Policy**
The failure of prospective St. Thomas University employees to submit to background screening as required by this policy shall result in denial of employment.

For persons hired prior to the inception of this policy, failure to submit to background screening shall result in termination of employment. Prior to any such termination, St. Thomas University employees shall be provided with advance written notice of non-compliance and a reasonable opportunity to comply with this policy.

**Standards of Disqualification for Employment**
(Passed by Senior Staff of St. Thomas University 06/16/10)

The University will follow the guidelines set forth in Fla. Stat. 435.04 to identify those offenses which will result in disqualification for employment.

The statute identifies the following types of offenses for which a plea of guilty, a plea of no-contest, or a conviction will result in disqualification from employment:

**Sexual Misconduct:** sexual battery; prostitution; lewd and lascivious behavior; incest; obscene literature; with certain developmentally disabled clients or mental health patients; with certain forensic clients and reporting of such sexual misconduct.

**Relating to Minors:** assault/aggravated assault; battery/aggravated battery; taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings; battery on a detention or commitment facility staff; contributing to the delinquency or
dependency of a child; negligent treatment of children; sexual performance by a child; drug abuse if any other person involved in the offense was a minor.

**Adult Abuse:** abuse, aggravated abuse, neglect or exploitation of aged persons or disabled adults; lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.

**Murder/Manslaughter:** killing of an unborn child by injury to the mother; vehicular homicide; aggravated manslaughter of an elderly person or disabled adult; aggravated manslaughter of a child.

**Felonies:** theft, robbery, burglary and related crimes; fraudulent sale of controlled substances; drug abuse; exploitation of an elderly person or disabled adult.

**Kidnapping or false imprisonment.**

**Firearms or Weapons:** Exhibiting firearms or weapons within 1,000 feet of a school; possessing an electric weapon or device, destructive device, or other weapon on school property.

**Other:** resisting arrest with violence; depriving a law enforcement correctional or correctional probation officer means of protection or communication; aiding in an escape; aiding in the escape of juvenile inmates in correctional institutions; encouraging or recruiting another to join in a criminal gang; inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm; harboring, concealing, or aiding an escaped prisoner; introduction of contraband into a correctional facility.

The University retains the right to disqualify individuals from employment for other non-listed offenses when, in the discretion of the University, the criminal history report indicates unsuitability for the particular job duties.

**Appellate Process**

Individuals convicted of any of the above crimes will retain the right to an appellate process when there are mitigating factors involved. Mitigating factors may include: dated convictions, evidence of rehabilitation, etc.

Upon receipt by the University of a background check for a current or prospective employee who has been convicted of any the above mentioned crimes, the individual will be contacted by the Director of Administration. It will be the duty of the individual to appraise the Director of Administration as to the mitigating circumstances. The Director of Administration may seek the advice of University Counsel and will make the decision on less egregious offenses. In the case of more serious offenses, the offenses will be brought to the attention of a committee (made up of the Human Resources and the Vice President for Administration). The committee will render a decision as to whether the person is to be disqualified for employment. The person will be notified within 24 hours.
Policy on Reporting Child Abuse
HB 1355 - Act relating to protection of vulnerable persons
Effective October 1, 2012

The act states the following: It is the obligation of the person who observes or suspects the abuse to report it directly to authorities.

**Mandatory reporting is required for:**
- Suspicion of child abuse, abandonment, neglect by parent, legal custodian, caregiver or other person responsible
- Suspicion of child abuse by adult other than a parent, legal custodian, caregiver or other person responsible
- Suspicion that child is victim of childhood sexual abuse

The penalties to Colleges and Universities whose administrators knowingly fail to report known or suspected child abuse are severe and include: $1 Million fine to the University. Additionally, failure to report is a felony of the third degree.

**Suspected Child Abuse should be reported to the Department of Children and Family Services:**
- Tel: 1-800-962-2873
- TDD: 1-800-453-5145
- FAX: 1-800-914-0004

In addition to reporting the abuse to authorities, the University's Director of Administration should be notified immediately.

**Drug Free Workplace Policy**

A part of the mission of St. Thomas University is our commitment to competence and objectivity. Through its personalized and caring environment, the University strives to provide a safe learning and working environment and encourages personal health. As such, the abuse of drugs or alcohol within the educational setting is an unsafe and counterproductive practice and is considered to be directly contradictory to our mission.

It is, therefore, the policy of St Thomas University to create a drug-free school and workplace environment in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and the Drug Free School & Communities Act Amendments as of 1989. The use of controlled substances is inconsistent with the behavior expected of both students and employees. In this connection, any student or employee found with the presence of alcohol or a controlled substance in his/her system, in possession of, using, selling, trading, or offering for sale controlled substances or alcohol will be subject to disciplinary action up to and including dismissal.
Substance abuse includes unlawful possession, use, purchase or sale of drugs or alcohol on University premises, including parking lots. It also includes reporting to work under the influence of drugs or alcohol. Controlled substance includes, but is not limited to, marijuana, cocaine, heroin, morphine, as well as other barbiturates and amphetamines. In addition, employees should notify their supervisor if the use of properly prescribed prescription drugs will affect the work performance. Abuse of prescription drugs will not be condoned.

Alcohol purchase and consumption is authorized only in licensed campus facilities, such as the Rathskeller, or at special events/locations which have been authorized by appropriate campus authorities. An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work and may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee will not be allowed to drive. Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere, i.e., no contest) must inform the University's Office of Human Resources within five calendar days of such conviction or plea.

The University has designed its medical plans and additional resources to help employees combat substance addiction. Those in need of assistance are strongly encouraged to review their medical plan booklet to determine the level of coverage available and/or contact the Office of Human Resources to identify other available resources. Employees may not be terminated simply because they have enrolled in a substance abuse program; however, employees who are found to have violated this policy during work hours will face disciplinary action, up to and including termination.

**Alcohol Served at University Events**
Alcoholic beverages served at University events may only be served by members of Metz Corporation and only with approval of the President.

**Emergencies**

**Injuries Occurring During Work Schedule**
All injuries occurring while working, including student employment work, must be immediately reported to the Department of Public Safety (extension 6500), who will complete an incident report, and notify the Office of Human Resources and the appropriate Department Chairperson, Director or Dean. Human Resources will implement the appropriate Workers' compensation procedures.

This ensures that St. Thomas University can assist employees in obtaining appropriate medical treatment through our Workers' compensation insurance program. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.
Other Personal Injuries
Without exception, all other personal injury cases occurring on campus must be reported directly to the Department of Public Safety. The Public Safety Department will turn all reports over to the Office of Vice President for Administration/Treasurer for immediate review.

Medical Emergencies
If an individual becomes seriously ill, or is seriously injured, immediately notify the Public Safety Office stationed at the gatehouse at extension 6500. Emergency telephones are located throughout the campus for this purpose as well. Always be sure to provide the Public Safety Officer stationed at the gatehouse with as much information as possible while on the telephone. Give your exact location, list specific injuries, advise whether or not Fire Rescue response will be needed, and give your name whenever possible. Public Safety Personnel will be dispatched to the scene of the incident so as to provide immediate assistance. Public Safety Personnel will notify corresponding emergency services as required. The university nurse may be called upon for assistance during normal operating hours (Monday thru Friday from 8:00 A.M. to 5:00 P.M.) at extension 6695, or by beeper at 738-1963. Upon their arrival, emergency personnel will be escorted to the scene of the incident by Public Safety Personnel without delay. Do not, for any reason, attempt to provide medical assistance to the injured party unless you are certified to do so. You may cause further injury and pain.

Non-Medical Emergencies
If an emergency situation should arise, immediately notify the Public Safety Officer stationed at the gatehouse at extension 6500. Emergency telephones are located throughout the campus for this purpose as well. Always be sure to provide the Public Safety Officer stationed at the gatehouse with as much information as possible while on the telephone. Give your exact location, provided details of the incident, and advise if emergency personnel will be required to respond. Also, be sure to give your name whenever possible. Public Safety personnel will be dispatched to the scene so as to provide immediate assistance. Upon their arrival, emergency personnel will be escorted to the scene of the incident without delay. Remain calm. Do not take any action until emergency personnel have arrived on the scene.

In Case of a Fire
Please refer to the current Safety and Emergency Handbook, which can be obtained from the Office of Human Resources, Dooner Hall, Room 104.

In Case of Bomb Threats
Please refer to the current Safety and Emergency Handbook, which can be obtained from the Office of Human Resources, Dooner Hall, Room 104.

Safety and Security
It is the responsibility of all faculty and staff members to report all criminal activity and safety concerns to the Department of Public Safety at extension 6500. This phone number is available for use 24 hours a day, 7 days a week. Emergency telephones have been provided throughout the campus for this purpose as well.
Crime prevention is not the sole responsibility of the Public Safety Department. The campus community must do their part in preventing possible crimes and safety hazards. It is recommended that offices, desks and filing cabinets be locked when unattended. Report hazardous or unsanitary conditions to the department of Physical Plant. Report loiterers, trespassers, unusual activities, and strange odors, such as gas or smoke to the Department of Public Safety at extension 6500. Below are some tips from the Department of Public Safety:

1. Never walk alone on campus during evening hours. For your personal safety, in leaving an office or classroom late in the evening, try to walk to your car with a group of people, or call the Department of Public Safety for an escort to your vehicle.
2. Do not carry cash in your wallet or purse. A front pocket or uncommonly used place is much more adequate.
3. Never take risks. Property can be replaced, but your life cannot.
4. Always be sure to properly secure your valuables, and never leave them unattended for any period of time.
5. Lock your vehicle. Secure valuables out of sight. The trunk of your car is perhaps the most secure area.
6. Report any and all suspicious activity as it occurs. Observe and report. Do not attempt to intervene or confront any incident as it is happening. Get a good description and secure yourself in a safe location out of sight.

Hurricanes
Please refer to the current Safety and Emergency Handbook, which can be obtained from the Office of Human Resources, Room 104 or go to http://www.stu.edu/emergency.

Smoking
St. Thomas University is committed to providing a healthy working and learning environment for the entire campus community. Smoking is not permitted in any campus buildings or offices. To that end, smoking areas have been designated throughout the campus. The policy will reduce harm from secondhand smoke, provide an environment that encourages persons to become tobacco free, reduce health insurance and health care costs, and promote a campus culture of wellness.

Discrimination/Harassment Policy for Adjunct Faculty Handbook

All employees are required to complete training on understanding and preventing harassment. For new employees, the training will be offered as part of a "New Employee Orientation" conducted twice per year on an ongoing basis. For current employees, training sessions will be offered in the Fall 2017. All employees will be required to attend one of the training sessions.

Additionally, a training video: "Lines of Reasoning: Perspectives on Harassment in Higher Education" is available through the STU Website, under the Human Resources site (found in A- Z Index & Directory). Select Harassment Training Video (on the left hand-side) and then input your STU User Name and Password to view the video.
I. Commitment to Fostering Mutual Respect
St. Thomas University (the University) aims to create a learning environment of mutual respect and cooperation wherein all members of the University community (students, faculty, and employees) can live, function, work, and learn at the full measure of their human potential. When any member of our educational community is threatened by discriminatory, harassing, sexually harassing, or retaliatory acts, our fundamental freedoms are threatened. Toward this end, the University, while recognizing the individual right to free speech and the exercise of academic freedom, has implemented a policy aimed at eradicating actions toward individuals on the basis of their personal attributes or group affiliation.

The University will not condone nor tolerate any action and/or behavior that a reasonable person would consider demeaning to another's God-given dignity and growth as an individual. All members of the University community are expected to conduct themselves appropriately as defined by this institution and the published precepts of the Catholic Church.

This policy, which supersedes all previous anti-discrimination and anti-harassment policies, applies to all students, faculty, and employees with respect to activities occurring on all University property and University-related activities occurring off-campus.

The University will not tolerate discrimination and harassment of its students, faculty members, and employees by persons conducting business with or visiting the University, although such persons are not directly affiliated with the University. Nor will the University tolerate discrimination and harassment by its students, faculty members, and employees of persons conducting business with or visiting the University, although such persons are not directly affiliated with the University.

Failure to comply with this policy will subject that student, faculty member, and/or employee to discipline, up to and including expulsion and/or termination.

II. Anti-Discrimination
Discrimination on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited. Anyone who is found, after appropriate investigation, to have engaged in discrimination toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

No one on this campus is expected to tolerate discriminatory conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University's Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.
Anti-Harassment
Harassment on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited. Anyone who is found, after appropriate investigation, to have engaged in prohibited harassment of another employee will be subject to appropriate disciplinary action, up to and including expulsion and/or termination. Students, faculty, and employees must avoid any actions or words, including but not limited to jokes, cartoons, and anecdotes, which would constitute prohibited harassment.

No one on this campus is expected to tolerate harassing conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University’s Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

III. Sexual Harassment
Sexual harassment is one type of harassment and is any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal (i.e., writing notes, staring, making sexual gestures or representations of sexual acts, or keeping nude or suggestive photos, ads, calendars, etc.), or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a University activity;

(2) submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a University activity; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for that individual's employment, education, or participation in a University activity.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships of a teacher and student, supervisor and subordinate, or senior and junior colleague in the same department or unit may result in susceptibility to exploitation. Those who abuse their power in such a context violate their duty to the University community.

Relationships between faculty and student are particularly susceptible to exploitation. The respect and trust accorded to a member of the faculty by a student, as well as the power exercised by faculty in giving grades or recommendations for future study and employment,
make voluntary consent by the student suspect.

Amorous relationships of a teacher and student, supervisor and subordinate, senior and junior colleague in the same department or unit, or between anyone who has any power over the other individual that may result in susceptibility to exploitation is a violation and must be reported to the Associate Director of Human Resources.

Anyone who engages in a sexual relationship with a person over whom he or she has any power or authority within the University structure must understand that the validity of the consent can and may be questioned. In the event of a charge of sexual harassment, the University will give critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

No one on this campus is expected to tolerate harassing conduct of any sort. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University's Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

IV. Retaliation
The University will not tolerate retaliation against an individual who reports a violation or perceived violation of these policies on discrimination and harassment or who is involved in the investigation of any violation of these policies. The complainant and the individual participating in any investigation are assured of absolute protection from any retaliation. Anyone who engages in retaliation against an individual who has in good faith reported a violation of the laws and/or the University's policies, whether or not one agrees with the facts reported, or who has engaged in retaliation against an individual participating in any investigation, is subject to discipline, up to and including expulsion and/or termination.

No one on this campus is expected to tolerate retaliatory conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct through the same channels the initial conduct is reported and in accordance with the reporting procedures set forth herein. See St. Thomas University's Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.
Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment and Retaliation

ALL FACULTY AND EMPLOYEES MUST REPORT ANY INCIDENT OF DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND/OR RETALIATION IN ACCORDANCE WITH THE FOLLOWING PROCEDURES:

You MUST report discrimination, harassment, sexual harassment, and/or retaliation in accordance with these procedures. Anyone who is made aware of discrimination, harassment, sexual harassment, and/or retaliation and fails to report it according to these procedures may be subject to disciplinary action, up to and including expulsion and/or termination.

I. How to Report Discrimination and/or Harassment
If discrimination, harassment, sexual harassment, and/or retaliation happens to you or is observed by you but directed to another, YOU MUST DO THE FOLLOWING:

1. you MUST tell the violator that such conduct/language is unacceptable; and

2. you MUST immediately report the prohibited conduct to your department head (or other person who has supervisory responsibility over you) and the Associate Director of Human Resources.

3. If you are uncomfortable going to either your department head (or other person who has supervisory responsibility over you) or the Associate Director of Human Resources or both, then you MUST go directly to the Director of Administration.

Even if the discrimination, harassment, sexual harassment, and/or retaliation are caused by a student or third party, such as a campus visitor, the prohibited conduct MUST be immediately reported through these reporting channels.

All reported complaints will be treated as confidentially as circumstances permit and will be investigated and resolved promptly where such resolution is called for. All employees should realize that the University has, from the moment it is on notice of discriminatory, harassing, sexually harassing, or retaliatory conduct, an affirmative duty to promptly investigate and take temporary remedial action and corrective remedial action, if necessary. No one can ask the University just to be aware of the problem but do nothing. The University MUST investigate and remediate.

On receipt of the complaint, the University will remind all parties about the University's policies on such matters, including specifically the fact that no retaliation will be tolerated against the individual bringing the complaint or individuals involved in the investigation of the complaint.
The University will instruct all parties involved that they must immediately report any retaliation they experience so that the University may promptly investigate and remediate the situation.

Knowingly false accusations of discrimination, harassment, sexual harassment, and/or retaliation can have serious consequences for an innocent person who is wrongly accused. The University makes such a statement not to discourage reporting matters that might be doubtful. WHEN IN DOUBT, YOU MUST REPORT. Any intentionally false report will be treated, as any other lie would be, as a serious violation of the University's policies and would trivialize real complaints and concerns. The University encourages every person to report violations, seek consultation about questionable matters, and assist others in complying with the letter and spirit of this policy. Simply because a charge cannot be substantiated or because someone is mistaken in his/her good faith belief, is no basis for negative action.

II. What Happens Once a Report Is Made?

After receiving the complaint, a University representative will promptly conduct an investigation. The University representative will speak with the complainant, the accused, and any witnesses it deems necessary, and will conduct any other investigatory work that may be necessary. During this investigation period, the University may take temporary measures to protect affected individuals, if necessary. The University will share the results of this investigation and remedial action with the complainant, the accused, and, if appropriate, others necessary to achieve remediation. Remedial actions for violations of this policy may be in the form of disciplinary action, up to and including expulsion and/or termination.

III. Appealing the Results of the Investigation

If the complainant or the accused party is not satisfied with the results of the investigation and the resolution, they must file a written appeal to the Director of Administration and to the Chairperson of the Community Justice Council within ten (10) business days of receipt of the results. The written appeal should explain in a straightforward way what happened that provoked the initial report and why, in the opinion of the writer, the decision/remedial action is wrong or insufficient.

Following receipt of the written appeal, the Director of Administration will forward the written appeal, along with all other information gathered during the investigation, to the Community Justice Council (CJC). The CJC will review the complainant's and/or accused's written appeal, review the findings of the investigation, and consult with any other person or conduct any other investigation as may be deemed necessary. The CJC will either affirm the previous decision or present a different final decision. A designee from the CJC will communicate the final decision to the complainant, the accused, and, if appropriate, others necessary to achieve remediation.

The time frame for reviewing any appeal may vary due to unforeseen circumstances, e.g., necessary parties may be absent. The CJC will make every effort to render a final decision within ten (10) business days after receipt the written appeal. If the CJC fails to respond within ten (10) business days of receipt of the written appeal, then the individual appealing must notify the Director of Administration and the CJC in writing of the pending matter and request an estimated completion date.
If the matter is presented for further investigation and consideration, the CJC will consider the appeal, conduct any further investigation as is necessary, and render a final decision. A designee from the CJC will communicate the final decision to the complainant, the accused, and, if appropriate, others necessary to achieve remediation.

**Faculty Grievance Procedures**

I. **St. Thomas University's Commitment to Equity**
St. Thomas University ("the University") believes in the fair and equitable treatment to its employees. Toward that goal, the University has implemented a procedure for promptly, fairly, and judiciously reviewing employee grievances regarding work-related decisions.

This policy does not apply to University employees other than faculty members. Employees, other than faculty members, that are not satisfied with the outcome of a work-related decision should follow the University's grievance procedures for employees. See St. Thomas University's Employee Grievance and Appeal Procedure.

This policy does not supersede or work in conjunction with the University's anti-discrimination/anti-harassment policies. Anyone experiencing discrimination, harassment, and/or sexual harassment on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law must report such prohibited conduct in accordance with the University's anti-discrimination/anti-harassment policies and not this policy. See St. Thomas University's Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

Any disciplinary actions resulting from violations of the University's anti-discrimination/anti-harassment policy are not reviewable under this policy. If you are not satisfied with the results of an investigation and resolution pursuant to the University's anti-discrimination/anti-harassment policy, you must follow the procedures outlined in that policy and not this policy. See St. Thomas University's Procedures for Reporting and Handling Faculty and Employee Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

**Faculty Appeal Procedure**

I. **Step One: Review by the Provost of the University**
If you are not satisfied with the outcome of a work-related decision, excluding any disciplinary action resulting from the University's anti-discrimination/anti-harassment policy, you must notify, in writing, the Provost of the University within four (4) weeks following the act or omission in question of your wish to present a grievance.

You may request postponement of any action in processing the grievance formally for a period of up to three (3) weeks, so long as efforts to resolve the grievance informally shall be made. You may at any time terminate the postponement period by giving written notice to the Provost of the University that you wish to re-initiate the formal procedure. If no postponement is requested, the Provost of the University shall conduct a meeting with you no
later than three (3) weeks following (a) receipt of the grievance or (b) upon receipt of written notice that you wish to proceed with the meeting prescribed in Step I.

At the Step 1 meeting, you shall have the right to present any evidence in support of the grievance. The Provost of the University shall issue a written decision, stating the reasons thereof, within three (3) weeks following the conclusion of the meeting.

II. Step Two: Review by Academic Freedom, Contracts, Rank and Tenure Committee
If the grievance is not satisfactorily resolved by Step 1, you must file a written request for review with the Academic Freedom, Contracts, Rank and Tenure Committee. The Academic Freedom, Contracts, Rank and Tenure Committee shall schedule a meeting with you no later than three (3) weeks following receipt of the request for review.

Subsequent to this meeting, the Academic Freedom, Contracts, Rank and Tenure Committee will make a recommendation to the Provost of the University who shall issue a written decision, stating the reasons thereof, within three (3) weeks following the conclusion of the review meeting.

III. Step Three: Final Review by the President
If the grievance has not been satisfactorily resolved by Step 2, you must file a written request for review by the President. The President shall schedule a meeting no later than three (3) weeks following receipt of the request for review.

The President will render a final decision within three (3) weeks after reviewing the Academic Freedom, Contracts, Rank and Tenure Committee’s recommendation, and this decision will be announced immediately, in writing, to all parties concerned.

Policy on Violence & Threats
(Passed by Senior Staff of St. Thomas University 06/16/10)

St. Thomas University is committed to provide a workplace that is free from violence, threats or abusive language. A strict zero-tolerance policy will be enforced. Deviation from this policy resulting in unacceptable personal conduct may be cause for disciplinary action, up to and including dismissal.

The University will apply all useful management tools to accomplish the dual purpose of reducing the effects of violence on victims of the University community as well as hold perpetrators of violence accountable for their actions.

This policy applies to all employees of the University, regardless of appointment type.

Prohibited Conduct:
Workplace violence includes, but is not limited to intimidation, bullying, stalking, threats, physical attack, property damage, or domestic and family violence. This includes acts of violence committed by or against University employees. Such incidents may also involve students, clients, visitors or vendors.

68
Reporting Procedures

Emergency Situation:
Employees and students are expected to report any threat or act of violence that they have witnessed, received, or have been informed of, to the Office of Public Safety and/or the Office of Human Resources.

In the event of an emergency situation dial 911 and the Office of Public Safety at (305) 628-6500.

This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. All reports of violence or threat will be handled in a confidential manner, with information released on a need-to-know basis. University managers and administrators shall be sensitive and responsive to fears from the reporting employee of reprisal.

Deliberately false or misleading claims of violence that appear to have been filed with the intention to harass or that appear to be frivolous or an abuse of the violence reporting process shall be considered instances of unacceptable personal conduct and may be subject to disciplinary action, up to and including dismissal.

What Happens Once A Report Is Made?
After receiving the complaint, a University representative may promptly conduct an investigation. The University may speak with the complainant, the accused, and any witnesses it deems necessary, and may conduct any other investigatory work that may be necessary. During this investigation period, the University may take temporary measures to protect affected individuals, if necessary. The University may share the results of this investigation and remedial action with the complainant, the accused, and, if appropriate, others necessary to achieve remediation.

University Administration will consider all details relevant to the threat or violent behavior and will assess the totality of circumstances when determining an appropriate action.

The Department of Human Resources may seek help for the employee through Horizon Health EAP (Employee Assistance Program) Services.

An official reprimand may be placed in the employee's HR file following the unacceptable behavior.

Refusal by the employee to follow the recommended course of action may result in termination of employment.

All employees and students are expected to notify Public Safety and the Office of Human Resources whenever a protective restraining order is granted which mentions University property or involves a University employee or student, and provide a copy of the order. Every effort will be made to protect the privacy and sensitivity of the information provided.
Stalking Policy

St. Thomas University aims to create a safe learning environment for its students, faculty, and employees. Accordingly, the University will not tolerate the stalking of any member of the university community as defined by Florida law. Violations of the Florida "stalking" law may result in disciplinary action, up to and including expulsion and/or termination.

A person commits stalking when any of the following occur:

1. Any person who willfully, maliciously, and repeatedly follows or harrasses another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in Florida Statute 775.082 or 775.083.

2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury, commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute 775.082, 775.083, or 775.084.

3. Any person who, after an injunction for protection against repeat violence pursuant to Florida Statute 784.046, or an injunction for protection against domestic violence pursuant to Florida Statute 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows or harasses another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute 775.082, 775.083, or 775.084.

4. Any person who willfully, maliciously, and repeatedly follows or harasses a minor under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute 775.082, 775.083, or 775.084.

5. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.

Definitions

(a) "Harass" means to engage in a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.

(b) "Course of conduct" means a pattern a conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct." Such constitutionally protected activity includes picketing or other organized protests.
"Credible threat" means a threat made with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety. The threat must be against the life of, or a threat to cause bodily injury to, a person.

**Procedures for Reporting Stalking**

Any student, faculty member, or employee who believes that he or she is a victim of stalking must immediately contact the Miami-Dade Police Department at 911. You must also notify Campus Security/Public Safety at extension 6500.

**Grants, Fund Raising**

Academic Policy and Procedures Manual June 1, 2012

See Grant Policies and Procedures Handbook in Section 8.4 of the Academic Policy and Procedures Manual, June 1, 2012, which addresses the following topics: St. Thomas University Proposal Concept Approval (Precis) and Final Approval Form; Guidelines for Human Subject Research; Guidelines for Use of Animal Subjects in Research (Institutional Review Board); and Policy on Research Misconduct.

**Grants from Private Foundations**

Policies concerning salary payments to personnel participating in grants from private foundations may differ from those summarized above for governmental grants. Faculty should refer to guidelines published by the granting foundation when preparing the grant budget to assure compliance with agency requirements.

**General**

If a grant proposal includes the creation and/or piloting of new courses for addition to the curriculum, preliminary approval pending testing and evaluation of the pilot course must be obtained through the usual procedures for approving new courses. The Provost of the University and Chief Academic Officer may choose to abbreviate this preliminary review. Preliminary approval does not guarantee final approval of the revised course for introduction into the curriculum. Final approval must be obtained by a complete review according to University policy and procedure.

The Office of University Advancement must also be notified of intention to seek private funds and will assist in its process.

Faculty must follow guidelines and complete the forms as outlined in the Grant Policies and Procedures Handbook, copies of which may be obtained from the Office of University Advancement or Office of the Provost of the University and Chief Academic Officer.

**Fund Raising**

Any faculty member wishing to solicit gifts from voluntary sources on behalf of the University must first clear and coordinate efforts through the Office of University Advancement. Faculty members receiving a gift from private sources for the University or their program must promptly forward it and all pertinent correspondence to the Office of University Advancement for deposit, accounting and acknowledgment. Policies and procedures
on soliciting and accepting gifts are also available. Contact the Office of University Advancement at extension 6660.

**Public and Media Relations**
News and Information Services:
Please check the Policy and Procedure Manual: Internal and External Communications and Visual Identity, which is produced by the Director of the Office of Marketing and Communications. This office is located on the second floor of the University Library.

Please contact the Office of Marketing and Communications for all branding, design and communications issues as well as publicity requests at 305.628.6796 or jlaudisio@stu.edu. The Style Guide - found in the website's News & Events section - serves as the internal and external communications manual.

**Sports Information**
All information, news releases, and other materials concerning the University's Athletic Program are coordinated by the Director of Athletics.
APPENDIX A

ADJUNCT FACULTY PROFESSIONAL EXPERIENCE
Faculty Professional Experience

This form is to be completed by all instructors whose professional experience is being used to demonstrate the instructor's professional background is adequate to address a particular course's student learning outcomes.

College or School:
Faculty Name:
Appropriate Degree(s):
Semester/Term Course Offered:
Course Number and Title of Course: Course Catalog Description:

Linkage between Faculty Professional Experience and Course Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Course Learning Outcome(s)</th>
<th>Faculty's Professional Experience</th>
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Relevant Documentation (list name of document and include copy of document with this form):

School Dean (or designee) has reviewed and approved this form:

Signature: ___________________________ Date: ______________________

This form with the course syllabus has been placed in the instructor's file at the Provost Office:

Date: ________________ Signature: ____________________________

(Academic Policy and Procedures Manual 06.01.12)
APPENDIX B

STUDENT EVALUATION OF COURSE AND INSTRUCTOR
STUDENT EVALUATION OF COURSE AND INSTRUCTOR

Course Evaluation  (APC 5/6/14)

Likert scale:
1=Strongly Disagree
2=Disagree
3=Neither agree nor disagree
4=Agree
5= Strongly Agree
0=N/A - this is not included in the calculation of the mean for each question

1. The instructor was well prepared and organized
2. The instructor was knowledgeable about the subject matter
3. The instructor was skilled in communicating his/her knowledge by Using appropriate techniques
4. The instructor encourages class participation and welcomes student’s comments
5. The instructor returned assignments and tests or made them available to review to students in a timely manner
6. The instructor effectively gave feedback
7. The instructor was generally available during office hours
8. The course included a syllabus which clearly defined course objectives, assignments and grading criteria
9. The syllabus included relevant and helpful materials and resources (e.g. textbooks, handouts, electronic resources)
10. This course provided a satisfactory learning experience.

Open-ended Questions:
11. What did you find most challenging about this course?
12. What recommendation would you suggest to improve the course?
13. What did you find most helpful about this course?
APPENDIX C

GRADING POLICY

FOR

UNDERGRADUATE AND GRADUATE COURSES
## EXPLANATION OF UNDERGRADUATE GRADES

<table>
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<tr>
<th>GRADE</th>
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<th>PERMANENCE VALUE</th>
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<tr>
<td>D+</td>
<td>67-69</td>
<td></td>
<td>1.33</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
<td>POOR BUT PASSING</td>
<td>1.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>FAILURE</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>CP</td>
<td></td>
<td>COURSE IN PROGRESS</td>
<td>0.00</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>INCOMPLETE</td>
<td>0.00</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Official WITHDRAWAL</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>AW</td>
<td></td>
<td>Administrative Withdrawal</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>AUDIT</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>UW</td>
<td></td>
<td>UNAUTHORIZED WITHDRAWAL</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>NG</td>
<td></td>
<td>NO GRADE SUBMITTED</td>
<td>0.00</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>PASS (PASS/FAIL)</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>NP</td>
<td></td>
<td>NOT PASSING (PASS/FAIL)</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
</tbody>
</table>

### EXPLANATIONS:

1. The "meaning" of grades is tied to 2.0 necessary for undergraduate graduation.
2. The point equivalencies may be more rigorously set by each department if it so chooses.
3. "CP": Course in Progress: Temporary grade normally given only for internships in progress.
4. "I": Incomplete Grade given for unexpected reason student cannot complete the course.
5. "W": Official Withdraw by following established procedure (please see add/drop policy in catalogues).
6. "AW": Administrative withdrawal that can be given by the Dean.
7. "UW": Unofficial Withdrawal: (DC Committee, APC 08/04/03). This is an administrative withdrawal that can be given by the Dean provided the student has a legitimate reason for withdrawing.
8. "NG": No Grade Submitted: Temporary grade assigned by the Office of Records and Registration if a faculty member's grades have not been received.
10. "NP": No Pass: Given for unsatisfactory work in a designated Pass/No Pass course

Refer to the Academic Policy and Procedures Manual dated June 1, 2012 for additional explanations of items 1 through 10.

For further explanation regarding Dean's list and "Honor" Averages, please consult the University Undergraduate Catalog.
**EXPLANATION OF GRADUATE GRADES**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT</th>
<th>GRADUATE MEANING</th>
<th>QUALITY POINT</th>
<th>PERMANENCE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>SUPERIOR</td>
<td>4.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>WITH MERIT</td>
<td>3.67</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>SATISFACTORY</td>
<td>3.33</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>PASS</td>
<td>3.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>UNSATISFACTORY</td>
<td>2.67</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<td>2.33</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>UNSATISFACTORY</td>
<td>2.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>UNSATISFACTORY</td>
<td>1.67</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>UNSATISFACTORY</td>
<td>1.33</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
<td>UNSATISFACTORY</td>
<td>1.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>FAILURE</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>CP</td>
<td></td>
<td>COURSE IN PROGRESS</td>
<td>0.00</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>INCOMPLETE</td>
<td>0.00</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>OFFICIAL WITHDRAWAL</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>AW</td>
<td></td>
<td>Administrative Withdrawal</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>AUDIT</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>UW</td>
<td></td>
<td>UNAUTHORIZED WITHDRAWAL</td>
<td>0.00</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>NG</td>
<td></td>
<td>NO GRADE SUBMITTED</td>
<td>0.00</td>
<td>TEMPORARY</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>PASS (PASS/FAIL)</td>
<td>PERMANENT</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td></td>
<td>NOT PASSING (PASS/FAIL)</td>
<td>PERMANENT</td>
<td></td>
</tr>
</tbody>
</table>

**EXPLANATIONS:**

1. The "meaning" of grades is tied to 3.0 necessary for graduation in a graduate program.
2. The point equivalencies may be more rigorously set by each department if it so chooses.
3. "CP": Course in Progress (temporary grade for internship courses).
4. "I": Incomplete
5. "W": Official Withdrawal (nocredit or grade points).
6. "AW": Administrative Withdrawal can be given by deans.
7. "AU": Audit (no credit or grade points).
8. "UW": Unauthorized Withdrawal. To be assigned only for a student who never attended class (DC Committee, APC08/04/03).
9. "NG": No Grade Submitted (Temporary Grade).
APPENDIX D

SAMPLE SYLLABUS

AND

LIBRARY LITERACY ASSIGNMENT
STANDARD COURSE SYLLABUS TEMPLATE
St. Thomas University
(Revised May 3, 2010 - Provost Executive Committee; May 6, 2010
Approved Academic Policy Council)

All course syllabi must be posted in Blackboard in the folder entitled Syllabus. If you are unsure about where or how to accomplish this task, work with your program coordinator to ensure the syllabus is uploaded properly to Blackboard.

COURSE PREFIX, NUMBER, SECTION AND TITLE

SEMESTER/TERM

DAY, TIME, AND LOCATION OF CLASS

INSTRUCTOR: Name, Phone Number, Office Hours & Location where students can meet with you.

TEXT AND REQUIRED MATERIALS: List all required texts with the author, title, date of publication, publisher, ISBN number, and list price for each text; any other materials and the required format (APA, Chicago, etc.) for all written assignments.

COURSE DESCRIPTION: The catalog description of the course must be used as the course description.

INSTRUCTIONAL TECHNIQUES:

LIBRARY USE/INFORMATION LITERACY ASSIGNMENT:
Construct an appropriate assignment - with defined learning outcomes - that utilizes University provided library/learning resources. *SEE ADDENDUM - "Sample Assignments”

STUDENT LEARNING OUTCOMES AND ASSESSMENT:
Identify the appropriate institutional, program, and/or course learning outcomes to be introduced and assessed in this course:

a. Institutional Student Learning Outcomes and Assessment (if appropriate)
b. Program Student Learning Outcomes and Assessment (if appropriate)
c. Course Student Learning Outcomes and Assessment (required)

The number of outcomes to be introduced and assessed should be a reasonable number based to the level of the course and its content. The Program Coordinator, Dean or Associate Provost can assist with the inclusion of institutional and program level student learning outcomes and the development of appropriate course-level student learning outcomes and their assessment.
CATHOLIC IDENTITY/DIVERSITY REQUIREMENT (If Appropriate): Describe how this course can be used to fulfill either the Catholic Identity/Diversity graduation requirement.

SCHEDULE OF ACTIVITIES AND ASSIGNMENTS: List by date the topic(s) to be covered and the assignments that need to be completed prior to class. Also, list dates that course evaluations are available to students.

GRADING: An explicit discussion of the method of grading, including the format for and content of tests, requirements for papers, "points" and method of grade calculation. This section must include any required assessments listed under Student Learning Outcomes. **


EXPECTATIONS: Should cover your expectations regarding format for papers, penalties for late work, and anything that may be important to you.

SUPPLEMENTAL READING LIST: A listing of books, journals, and media that relate to the course content and will enable interested students to explore topics of interest of greater depth. The library will be very interested in the titles of materials you include in this list.

** All faculty must include their grading scale in their syllabus regardless if the University grading scale specified in the current faculty handbook, or their own modified grading scale is being used. (Approved by PEC 07/19/10; APC 12/02/10; Provost 01/03/11.)
*SAMPLE LIBRARY ASSIGNMENTS

SAMPLE LIBRARY ASSIGNMENTS

University Library

The University Librarians encourage all programs and classes to include an information literacy assignment. It is important that library assignments not just be busy work; rather, they should be unique learning opportunities crafted according to the learning outcomes of the class. Faculty should contact the library liaison for their school or college to collaborate in the creation of assignments that engage the best sources of information and foster learning.

In general, the best library assignments engage students by using several different mediums of information including books, e-books, academic journals, newspapers, archival and primary source materials, and audio-visual resources. Instead of just finding information, great library assignments require the student to explore the materials by making connections between them, working in multi-disciplines, and producing an assignment that blends both analysis and creativity. Assignments should include the student coming to the library, either in person or virtually as individuals or as a class, for bibliographic instruction at their point of need.

Sample Library Assignments

I. 3D Technology
   1. Possible Academic Disciplines:
      i. Art: the history, development, and use of 3D technology in photographs
      ii. Business: 3D technology as an enterprise through technology production and/or use of 3D technology to produce viable business ventures (such as films or technology development)
      iii. Communication: use of 3D technology among media outlets, an exploration of the potential for 3D technology to reshape traditional media outlets for communication

   2. Possible Sources of Information:
      Databases and E-resources:
      • E-book collection
      • ProQuest Central
      • Computer Database
      • New York Times
      • Encyclopedia of Science & Technology (via Gale)
      • JSTOR

II. Slavery
   1. Possible Academic Disciplines:
      i. Ethics: ethical issues related to the historical slave trade and/or modern forms of slavery
11. History: exploratory research on the history of the slave trade, research on primary source research to discover first-hand information on the realities of the transatlantic slave trade

iii. Political Science: slavery in today's world, human trafficking, the international sex trade, human rights and slavery

iv. Theology: historical responses of religious organization to slavery, the theological argument against slavery and examinations of human rights

2. **Possible Sources of Information:**
   1. Slavery and Anti-Slavery in America (via Gale)
   11. ProQuest Central
   111. Academic Search Complete
   1v. Latin America & Caribbean Portal (via Gale)
   v. E-book collection
   vi. JSTOR

1. **Possible Academic Disciplines:**
   1. Business: the impact of green business practices, efforts to green businesses for a sustainable future
   ii. Political Science: the question of sustainability in political decision-making and other green issues related to local, national, and global political realities
   iii. Ethics: an exploration of ethical issues related to sustainability and green practices
   iv. Science: the development of green technologies and the future of these technologies

2. **Possible Sources of Information:**
   Databases and E-resources
   - Databases by Subject page [https://www.stu.edu/library/Research/Databases-by-Subject](https://www.stu.edu/library/Research/Databases-by-Subject)
   - ProQuest Central
   - Academic Search Complete
   - Green Ethics and Philosophy an A to Z guide
IV. Fact Checker

1. Multidisciplinary: select a topic related to the course, have students look up materials on the internet or Wikipedia and then search the library for information on the same topic. The goal of the assignment is to teach students to move beyond the web as a source of information and learn to evaluate the credibility and reliability of resources. A library instruction session can facilitate the research process and introduce students to appropriate sources for research in the relevant subject area.

2. Possible Sources of Information:
   i. library catalog
   ii. library databases
   m. e-book collection
   lv. library instruction session

Library assignments should be updated every year to adapt to changing technologies and introduce students to the latest resources and research materials.

More information on effective library assignments:
California State University Long Beach
http://www.csulb.edu/library/instruction/assignments.html
APPENDIX E

PART-TIME INSTRUCTOR’S SUPERVISION PLAN

AND

PART-TIME INSTRUCTOR’S OBSERVATION FORM
Part-Time Instructor's Supervision Plan

Instructor's Name: __________________________ Date: __________________________

Prior to the start of class, the supervisor has:

I. Reviewed the instructor's academic transcripts in the Provost's Office to ensure the individual has the academic credentials to teach this course and found no problems. If problems were found, what were they? How were they resolved? (Note on back of form.)

<table>
<thead>
<tr>
<th>No Problems Found</th>
<th>Problems Found</th>
<th>Problems Resolved</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Reviewed the course syllabus on file at the Dean's Office to ensure the proper template was used, the required components from the basic syllabus for the course were included, and ways for students to contact the instructor were appropriate to the course's delivery mode and found no problems. If problems were found, what were they? How were they resolved? (Note on back of form.)

<table>
<thead>
<tr>
<th>No Problems Found</th>
<th>Problems Found</th>
<th>Problems Resolved</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During the class, the supervisor will conduct a formal observation and one of these following activities.

1. Conduct a post midterm conference with the instructor.
2. Conduct post midterm conference or online chat with the students.
3. Review the course's student learning outcomes and their assessment with the instructor.
4. Review pretest and posttest results with the instructor.

<table>
<thead>
<tr>
<th>No Problems Found</th>
<th>Problems Found</th>
<th>Problems Resolved</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

After the class, the supervisor will:

I. Conducted a grade distribution analysis and found no problems. If problems were found, what were they? How were they resolved? (Note on back of form.)

<table>
<thead>
<tr>
<th>No Problems Found</th>
<th>Problems Found</th>
<th>Problems Resolved</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. Reviewed the student's course evaluation forms and found no problems. If problems were found, what were they? How were they resolved? (Note on back of form.)

<table>
<thead>
<tr>
<th>No Problems Found</th>
<th>Problems Found</th>
<th>Problems Resolved</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rating from Classroom

Observation: Recommendation for

Rehire: Yes No Supervisor's Signature: __________________________
Instructor's Name: ___________________________  Observation Date: ___________________________
Course No. and Title: ___________________________
Evaluator's Name: ___________________________

Based on the observation of your teaching performance in a face-to-face classroom environment or your instructional techniques in an online environment, the evaluator will judge your performance using the following indicators as a guide. This observation is part of a larger review process used to assist in the overall evaluation process.

The instructor ...

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. facilitates participation in classroom.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. is well-prepared.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. demonstrates a sound knowledge of concepts, procedures, and connections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. makes an appropriate use of technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. uses effective oral communication techniques in an onsite class or effective written communication techniques in an online class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. engages students in activities that are appropriate to their level and the delivery mode of the course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. shows respect and relates well to the students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. is enthusiastic...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Outstanding</th>
<th>Good</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Observer's Signature: ___________________________
ST. THOMAS UNIVERSITY

UNIVERSITY CODE OF ETHICS POLICY

I. Purpose
St. Thomas University is an Archdiocesan Catholic University, committed to the highest standards of academic excellence and Catholic values. Members of the St. Thomas University (hereinafter STU or St. Thomas) community – faculty, staff, students, administrators, members of the Board of Trustees, members of the University’s advisory boards, and volunteers – are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness, and strive to integrate these values into our daily practices.

We commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University’s resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human, and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, the STU community is composed of many distinct constituents, we understand that beyond the general ethical principles outlined in this policy, we may be subject to additional rules of conduct specific to our respective roles within the community.

II. Scope/Applicability
This policy of the Code of Ethics is to set forth the ethical expectations for all members within the STU community. Other University policies provide specific rules and regulation that govern the conduct of University community members and the Code of Ethics does not modify the application or enforcement of those policies in any way.

III. Integrity
STU values our relationships with all whom we encounter, holding the dignity of the human person, uniquely made in the image and likeness of God, as sacred. The University seeks individuals that uphold our values. STU’s commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong, that what we do flows directly from who we are, that we seek consistency between our inner self and our outward conduct. STU values people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—as described in the student and employee handbooks.

IV. Compliance with Laws
STU will transact its business in compliance with laws of the jurisdiction with which it does business. Members of the STU community will familiarize themselves with any legal obligation arising out of the work done for STU, including but limited to the obligations to comply with applicable recordkeeping requirements and not to retaliate against anyone who reports a suspected violation of the law.

All questions and concerns about the legality or propriety of any action, or failure to take action by, or on behalf of the University, should be referred to either the member’s supervisor or to the Office of Administrative Affairs.
V. Compliance with Contractual and Grant Obligations

Every member of the University is expected to maintain access to and to comply strictly with the terms and conditions of each University grant and contract on which he or she is working. All questions or concerns about whether a particular term or condition violates the law or whether the grantor or contractor has breached its obligations to the University should be referred to the Office of Administrative Affairs.

VI. University Resources

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of St. Thomas. We exercise reasonable judgment in the use of STU’s resources, acting with care and prudence. We do not use University resources for personal gain.

In reporting on the use STU’s resources, we do not hide, conceal, or mislead, and we promptly report such misconduct when it is discovered.

VII. Support of University Goals and Avoidance of Conflicts of Interest

STU is dedicated to teaching, service and research that supports the University’s goals and mission. Every member of the University community is expected to faithfully carry out his or her professional duties in furtherance of the University’s mission and goals. Every member of the STU community has a duty to avoid conflicts between his or her personal interests and official responsibilities. Employees are expected to devote their best efforts to the interests of the University and should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the University. St. Thomas University’s community members shall not hold any employment or hold any contractual relationship with any business entity that will create a continuing or frequently recurring conflict between their private interests and the performance of their duties as employees of the University or that would impede the full and faithful discharge of their duties as employees of the University.

VIII. Protection of Confidential Information

STU personnel may have access to confidential, proprietary, and/or private information. Those with access to this information may not make any unauthorized use or disclosures of the information, either during or after employment.

IX. Ethical Practice Standards

The University offers many opportunities to renew and feed the community’s spiritual and intellectual life. It is committed to helping each student and employee successfully learn and adopt professional dispositions and ethical practices as they continue advance professionally, academically, and socially.

A. Commitment to Collaboration

Members of the STU community must work together with their professional and academic colleagues, as well with the community to achieve the University’s common goals and solve societal problems. Collaboration is founded upon the intentional seeking out of opinions, expertise, and knowledge of others, consideration of all points of view, and a willingness to compromise to reach our common goals.

B. Continuous Professional Learning

To meet high standards of instruction and service, and to assist those served to achieve their full potential, STU professionals must strive to increase their own knowledge and skills. They must continuously improve their own practice through self-assessment, progress monitoring and
consultation, and collaboration with colleagues. They must remain current with technology, theory, and practice within their fields of practice.

C. Reflective Thinking

STU community members must engage in active analysis of information and data acquired through inquiry and practice. Everyone is encouraged to critically examine the personal and social contexts in which they practice.

D. Respect for Diversity

All individuals must be treated equitably and fairly. Interactions with colleagues, families, and community reflect sensitivity to diverse values, norms, and points of view. STU engages in practices that promote opportunities for learning and development among the diverse array of the community in which we serve.

E. Ethical Responsibility

Members of the STU community are guided by a commitment to adhere to professional codes of behavior. Everyone must hold themselves to high standards of conduct in their interactions with students, colleagues, families, and the community.

X. Antitrust Considerations

St. Thomas University strives to be a place which brings to its task the inspiration and light of the Christian message—a place of research, where scholars scrutinize reality with the methods proper to each academic discipline, and so contribute to the treasury of human knowledge. As a Catholic University, we take seriously the God-given gift of the intellectual life.

Like other economic enterprises, colleges and universities are subject to federal and state antitrust laws, which are aimed at protecting competition. For this reason, members of the STU community are required to notify University’s Office of Administrative Affairs before entering any agreement or exchange of information with other institutions of higher education that adversely affect the economic competition between institutions.

STU personnel must never enter into agreements with other colleges or universities regarding future tuition, fees, financial aid, or salary levels. Additionally, it is ordinarily advisable for University personnel to disclose or exchange future plans or projections concerning these subjects with other institutions. STU personnel who have affiliations with other colleges and universities (i.e., board of trustees) should not disclose St. Thomas University’s non-public business information to other institutions, or vice versa.

XI. Authority to Contract

All transactions must be authorized by the University President or Vice President of Administrative Affairs/Chief Financial Officer.

XII. Reporting Suspected Violation of the Code

Reports about violations of the Code should be made with a spirit of fairness, honesty, and respect for the rights of others. The University encourages the use of informal processes when appropriate to resolve questions or concerns about violations of the Code.
Violations of the Code should be reported in accordance with the process provided under the applicable University policy. Under certain circumstances, reports of violations may be made anonymously by contacting the Ethics Hotline at (877) 369-7432.

For violations or concerns that do not fall under an existing University policy or that do not have an established reporting process, the following guidelines should be followed:

**Faculty Members:** Faculty members should report violations or concerns to their division or department chair or to their dean.

**Staff Members:** Staff members should report violations or concerns to their immediate supervisor. If it is not appropriate to report the violation to one’s immediate supervisor for any reason, the staff member should report the violation to the supervisor’s superior.

**Students:** Students should report violations or concerns to the office of the dean of their school. Student employees should report violations or concerns related to their employment to their immediate supervisor. If it is not appropriate to report the violation to one’s supervisor for any reason, the student employee should report the violation to the supervisor’s superior.

**Members of the Board of Trustees and Advisory Boards:** Board members should report violations or concerns to the chair or to the University liaison of their respective board.

**Volunteers:** University volunteers should report violations or concerns to the University employee who coordinates their volunteer activity with the University.

**XIII. State Code, Reference**


**XIV. Sunset Review**

This policy shall be reviewed in five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect substantial organizational, physical, or academic change(s) at STU or any change required by law.

**Responsible Authority:** Office of Administrative Affairs, Risk Management and Compliance