



Holy Family
UNIVERSITY

**Adjunct
Faculty Personnel,
Classroom,
and General Policies
Handbook**

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This handbook supersedes all previous handbooks. Holy Family University reserves the right, in its sole discretion, to add, modify, edit, revoke, suspend, terminate or change any policies, practices, procedures, bylaws, or contents, at any time, with or without advance notice.

9.1 About Holy Family University

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3100 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

9.2 Information on Holy Family University History, Mission, Governance and Organization

Internal policy manuals can be found in ADP WorkforceNow, Resources, Tools/Resources. All others are available on the Holy Family University website. Adjunct faculty must be aware of Title IX and our Non-Discrimination Policy via <https://www.holyfamily.edu/current-students/student-life/title-ix>.

9.3 Adjunct Faculty Employment Policies

Adjunct faculty are expected to follow all university policies and procedures. Refer to the University Employment Policies Handbook and the Faculty Personnel Policy Handbook. The Academic Catalog, Student Handbook, and respective School Handbook(s) will also serve as a resource for adjunct faculty.

9.4 Faculty Evaluations

Holy Family University is a student-oriented, teaching university. The primary focus of evaluation is for improvement of teaching and learning. For the adjunct faculty member, teaching effectiveness is the most important element of performance. Nevertheless, all aspects of professional competence are valued, including scholarship in teaching, integration of experience into classroom presentations, variety of teaching methods, research, publications, graduate study, and compatibility.

Each semester the School Dean or a designated representative attempt to visit classes of new adjunct faculty. Classes of other adjunct faculty also may be visited during any given semester as appropriate.

Key factors for assessment of adjunct faculty therefore include classroom visitation, evaluation of course planning (syllabus), examination and grading practices, cooperation with due dates, review of student performance and other applicable items noted in this Policy Manual Volume IX.

9.5 Orientation of New Faculty

The Provost and Vice President for Academic Affairs or a representative of this office and/or the School Dean will explain the organization, objectives and procedures of the University to the new instructor at the time of appointment. School personnel assume the responsibility for welcoming and introducing new adjunct faculty to their colleagues in other divisions. Adjunct faculty are required to complete University compliance training.

9.6 Pay Schedule

Fall & Spring

Payment to adjunct faculty is made four times during the fall and spring semesters on the 10th of the month. If the 10th falls on a weekend, payment is made the prior Friday. The first check will be issued in October and in February for the regular semesters.

Summer

Payment is issued in full on June 10 for Summer I and on August 10 for Summer II.

For Summer III one-half of the payment is issued on June 10 and the remainder is issued on August 10.

KTA, SAS and NUFT 8-week sessions- 1/2 payment is made on the 10th of the month after the drop/add date, 1/2 payment is made on the 10th of the month following the end of the course

Extended Learning 8-week sessions - payment is made in full on the 10th of the month following the end of the course.

Remuneration is contingent upon active employment. Although the University and the adjunct faculty member anticipate the adjunct will be employed with the University through the end of the appointment period, in the event of termination, the adjunct will be paid through the last day worked and will not be entitled to any further remuneration for the remainder of the time period.

Questions about pay should be directed to your School Dean.

Checks are mailed unless arrangements are made with the Payroll Representative for pickup. Direct deposit is preferred.

9.6.1 Change of Address/Telephone

Change of address, home or work telephone number should be reported to the Office of the Vice President for Academic Affairs (HFH 225), School Dean and entered in ADP, the University's Human Resource Information System.

9.7 General Information

9.7.1 Campus Maps

A map of the Northeast Philadelphia Campus with a description of the campus buildings is available at www.holyfamily.edu/about/maps.shtml or by referring to the map and building descriptors in the Undergraduate and Graduate Catalogs.

9.7.2 Academic Calendar

The current academic year calendar can be accessed at <https://www.holyfamily.edu/parents/parent-resources/academic-calendar>

or by reviewing the schedule in either the Undergraduate or Graduate Catalogs: <https://www.holyfamily.edu/about-holy-family-u/resources/hfu-university-policies>

9.7.3 Email Accounts

New email and Self-Service accounts for adjuncts and staff are automatically generated once personnel data has been entered into the Datatel administrative system. User Identification

(Userid) and password are the same for email, Self Service and network login. Adjuncts will receive information from their department/program about the userid and password.

To access email, use the Google Mail link at www.holyfamily.edu. After login, the user will be prompted to change his/her password. The user id and password will also work for WebAdvisor, which is also accessible from the University Web page.

Adjuncts with questions about technology, email or Web access should contact the Helpdesk at helpdesk@holyfamily.edu or call 267-341-3402. Adjuncts can also click the link to complete an online email form for help at WebAdvisor.

9.7.4 Office Space

A demonstrated effort will be made to provide adjunct faculty with a shared office, to be arranged for by your School Dean (who also has the key). However, space does not permit all adjunct faculty to have offices, and we ask for your understanding and cooperation. Nevertheless, your School Dean should be able to facilitate requests for a spot to meet with students. Please note that the office key must be returned to your School Dean at the conclusion of the semester and that the University cannot assume responsibility for personal belongings left in any room.

9.7.5 Identification Cards

All current University students, full-time and part-time faculty, and staff are issued photograph identification cards for entering campus buildings and events at all three campuses, as well as for access to many University services. Identification cards are issued by the Department of Public Safety located in Room 101 of the Campus Center. Adjuncts teaching at the Newtown Campus can secure identification cards right at the Newtown facility.

9.7.6 Parking

All automobiles must be registered with Public Safety via <https://www.holyfamily.edu/about-holy-family-u/our-campuses-in-philadelphia/parking>

There is no registration fee but adjuncts must provide the license plate number and other vehicle identification information when registering.

Parking permits are issued at the Northeast Philadelphia Campus in the Campus Center, Public Safety desk. Permits for the Newtown Campus are available through the Newtown Campus reception desk.

Questions about permits or any security and safety matter should be directed to the Department of Public Safety by calling 267-341-3361 or sending an email message to David Neuman, Director of Public Safety at dneuman10@holyfamily.edu

9.8 Safety, Security and Emergencies

The Department of Public Safety is staffed by highly experienced full and part-time public safety officers. Security is provided 24 hours a day, 7 days a week. Phone numbers for the three campuses follow:

Northeast Philadelphia 267-341-3361

Newtown 267-341-4011

9.8.1 Medical Emergencies

Medical Emergencies

Philadelphia Procedure

- When a medical emergency occurs on campus, notify Public Safety. Public Safety is available through the University Command Center at 267-341-3333 or the call boxes located in the parking lots.
- If you perceive the emergency to be life-threatening, obtain an outside line and dial 911, giving complete details of the problem, including exact location. Notify Public Safety immediately.
- Public Safety will notify the Dean of Students or the Associate Vice President for Student Life who will notify the President's office.
- Public Safety will assess the situation and will call the emergency medical personnel, if needed. A Public Safety officer will meet the incoming squad and escort them to the location of the patient.
- Transportation to a treatment facility will be arranged, and, when possible, someone will accompany the individual.
- The Division of Student Affairs or its designee will notify the student's family of the incident and action taken and direct them to the appropriate facility.
- If an emergency occurs in the evening or on the weekend, Public Safety is notified by calling 267-341-3333, or 911 may be called directly.
- An incident report must be filed with the Dean of Students or the Associate Vice President for Student Life.

Newtown Procedure

- Notify the Public Safety Office at 267-341-4011.
- The Public Safety Office will review the situation and call emergency (911) if necessary.
- The Public Safety Office or a Newtown staff person meets the emergency personnel and escorts them to the location of the patient.
- If emergency medical personnel are not necessary, transportation to a treatment facility is arranged and, when possible, someone will accompany the individual.
- The Public Safety Office notifies the student's family of the incident and the action taken and directs them to the appropriate facility.
- The Public Safety Office completes an incident report and forwards a copy to the Director of Public Safety.

9.8.2 Emergency Call Boxes

The University provides emergency call boxes throughout the campus for safety and convenience. When activated, automatically alert a security officer and notifies her/him of the caller's exact location.

9.8.3 Walking Escorts

Upon request, the Department of Public Safety is available to provide walking escorts to all University students, faculty, staff and visitors, 24 hours a day, every day, to any location on campus. Call 267-341-3361 or 267-341-5011 for a campus escort.

9.8.4 Closings and Emergencies

Emergency and inclement weather closings are broadcast on KYW 1060 AM Radio and on the KYW Web site <http://philadelphia.cbslocal.com/station/kyw-newsradio/>. University codes are as follows:

Northeast: 124-Day, 2124 Evenings and Saturdays

Newtown: 784-Day, 2784 Evenings and Saturdays

If impending inclement weather causes the Northeast Philadelphia Campus or Newtown to close, the opening message on the University telephone system, 215-637-7700, will be changed to indicate the closure(s). Campus emergencies only, dial 267-341-3333 or x3333. Notification is also placed on the homepage of the University Web site (www.holyfamily.edu).

9.8.5 Emergency Texting System

The University's TIGER-ALERT is an emergency alert system that will allow one to receive security-related announcements to two phone numbers and one email address. Enrollment is quick, simple and free. New users must create an account by accessing and completing an online form at www.holyfamily.edu/security/emergencytext.shtml and following the directions.

Faculty who participates in this service will need to unsubscribe after leaving the employ of the University.

9.9 University Bookstore

A ten percent (10%) discount is extended to all faculty members on all purchases except textbooks, snacks and greeting cards in the University's Barnes & Noble Bookstore. The Bookstore is located on the first floor of the Campus Center. The Bookstore can be reached by calling 267-341-3588 or by visiting <https://hollyfamily.bncollege.com/shop/hollyfamily/home>

9.10 Campus Ministry

Campus Ministry offers services that raise students' awareness of God's presence, especially through the living spirit of God's Son, Jesus Christ. Eucharistic celebrations, prayer services, scripture sharing, retreats, social justice activities, personal counseling, and the Sacrament of Reconciliation are offered to enrich everyone on campus. Mass is celebrated on the Philadelphia Campus in the Chapel, located in the Campus Center at 1:00 pm every Tuesday, Wednesday, and Thursday. Mass in the Chapel at the Newtown campus is celebrated periodically. Special occasion liturgies marking traditions of the University and the Church are celebrated at other sites within the University. Students interested in helping with various ministry activities should contact the Director of Campus Ministry. The Campus Ministry office is located on the second floor of the Campus Center, Northeast Campus. The phone number is 267-341-3261.

9.11 Career Development Center

The Career Development Center includes Experiential Learning/Internships and Career Services. Our unique educational method integrates classroom study in conjunction with real-world learning opportunities that allow students to gain experience in their field of study before graduation in an internship. The philosophy of the Career Development Center is to provide students the tools and knowledge that will encourage growth in the area of professional development. As a result, students utilizing this resource will achieve a higher understanding of their personal career path and their professional personality. Our goal is to not only support their short-term needs of locating an internship opportunity, but also to prepare the student for

their future as a young professional, through Career Services. Students are able to attend a workshop series that includes resume building, cover letter writing, interview etiquette and building a long-term career plan. To obtain more information or to connect with a member of the team, call the Director of Career Development at 267-341-3201. The Career Development Center is located on the second floor of the Campus Center, Northeast Campus; hours are Monday-Friday, 8:00 am to 4:00 pm.

9.12 Center for Teaching and Learning

The Center for Teaching and Learning (CTL) is a campus-wide and campus-welcoming hub of learning in support of students and faculty. The CTL will work collaboratively with other offices to provide mission-centered student services, combining tutoring with counseling and career coaching. The Center will also augment co-mentoring opportunities for faculty to explore emerging educational technologies and modalities, further scholarly research in collaboration with peers, and examine cutting-edge pedagogies. The center is located on the second floor of the Library on the Northeast Campus, and can be reached by calling 267-341-3366.

9.13 Center for Academic Enhancement

The Center for Academic Enhancement, staffed by professional and peer tutors, is committed to providing support for both day and evening students and is located on the second floor of the Library. In accordance with its mission, the CAE is dedicated to meeting the learning needs of students at all levels of achievement. Tutoring services are provided in the areas of Anatomy, Biology, Chemistry, English (Writing/Reading), ESL, Foreign Languages, Mathematics, Nursing, Philosophy, Physics, Psychology, Statistics, and Study Skills. In addition, online tutoring is available for Writing and Nursing. Technology training, workshops, and other programs designed to be of academic relevance are offered to the University community throughout the year. The CAE also offers test preparation services for students, such as the Pre-service Academic Performance Assessment (PAPA) and Praxis. In addition, test accommodation is offered to professors who may require students to take a test outside of class. The Center has fully networked computers with access to online resources for tutorial purposes.

9.14 Committee for Online and Blended Learning

The Committee for Online and Blended Learning (COBOL) oversees the development, implementation, and assessment of blended and online learning at Holy Family University. For additional information on COBOL, please contact cobol@holyfamily.edu

9.15 Faculty Development

Resources for faculty are available through the Center for Teaching and Learning (CTL). Resources available include emerging educational technologies and modalities, scholarly research collaborations, and cutting-edge pedagogies. Please visit the CTL for additional information at <https://www.holyfamily.edu/current-students/student-resources/1901-center-for-teaching-and-learning-ctl>.

9.16 Counseling Services

Confidential and free counseling services are offered to students through the Counseling Center by licensed professional counselors. Services are designed to assist students in achieving a personally and an academically rewarding experience through supporting students' mental health and emotional needs at Holy Family University. Counseling Services

include individual, couples, and small group counseling, relaxation training and stress management, alcohol and other drug assessments, crisis intervention, support groups, educational programs on a variety of mental health and wellness issues, and referrals to local treatment providers and support services. Off-campus referrals may be recommended as adjunctive treatment or if a student needs a higher level of care than can be provided through on-campus services. All information shared with the Counseling Center Staff is confidential. No information will be released without the student's consent, unless the student poses an immediate threat to themselves or others.

The Counseling Center is located on the second floor of the Campus Center on the Northeast Campus, and can be reached by calling 267-341-3232. Students are encouraged to make an appointment with the Counseling Center online at www.holyfamily.edu/counseling. The Counseling Center is open Monday through Friday on the Philadelphia Campus and by appointment at the Newtown site. Students may make appointments by contacting the Counseling Center via email at counselingcenter@holyfamily.edu. All information shared with the Counseling Center staff is completely confidential with no out-of-pocket expense. The Counseling Center is available to respond to after-hours mental health crisis or emergencies as appropriate and may be reached through Public Safety at 267-341-3333.

If you are on campus and believe a student is experiencing a mental health emergency (danger to yourself/suicidal thoughts/danger to others), please follow the Emergency Medical and Mental Health procedure by contacting Holy Family University Public Safety at 267-341-3333. Students, faculty, and staff may also visit www.holyfamily.edu/counseling for more information and links to useful sites.

9.17 Disability Services

The Office of Disability Services at Holy Family University provides housing, dietary and/or academic accommodations to otherwise qualified individuals with documented disabilities under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. If you have questions regarding disability services, contact the office by calling 267-341-3231 or by emailing disabilityservices@holyfamily.edu. Students with disabilities (physical, learning, psychological, AD/HD, etc.) who intend to seek accommodations should contact this office for assistance.

9.18 Office of Student Success

Office of Student Success is designed to be a space for students to find comfort, locate support resources, address any challenges they experience, and receive helpful coaching through their college experience. The Office offers individual student success appointments. Students access our Services for coaching in the following areas: time management, assignment tracking, motivation, focus, procrastination, communication assistance, resource referrals, understanding course/assignment directions, and if they just aren't sure where to go or what to do. Student Success Counselors can be contacted at studentsuccess@holyfamily.edu.

9.19 Library Facilities and Services

The **Philadelphia Campus Library** serves the research and information needs of the University community through online research databases, periodicals, books and audiovisual materials, and a curriculum library. These resources are supplemented by intercampus and interlibrary loan services. In addition, the Library offers wireless network access, network printers, a quiet research lab, and a high-tech seminar room. Several study rooms are also available for small student groups.

The Philadelphia Campus Library works in tandem with the **Newtown Learning Resource Center (LRC)** which also offers wireless network access and network printing capabilities. Materials at either location may be borrowed by any University affiliate (staff, student, faculty) and be returned to either site. Librarians offer individualized research instruction as well as formal information literacy sessions, in person and online, by appointment. The on

The online catalog, research databases, and information pertaining to additional resources are available on the library services website: <https://www.holyfamily.edu/library>

9.20 Rules and Regulations for Students

Student regulations are specified in [Student Handbook](#). Members of the faculty are expected to support, by work and example, all directives regarding eating, drinking or smoking in classrooms, corridors, offices or other University facilities.

Faculty members should be aware of all student policies as outlined in the Student Handbook, including but not limited to, the Academic Grievance Procedures, Academic Honesty Policy, Nondiscrimination Policy and related grievance procedures, and the Student Code of Conduct.

9.21 Student Related Problems

Faculty who may incur an academic problem with a student and feels guidance is necessary may contact their School Dean or assigned advisors to discuss the situation. The personnel in Student Life are available for student assistance.

The relationship, which the University endeavors to foster between its faculty and students, operates as an effective medium in the attainment of institutional objectives. Therefore, the University encourages the active participation of the faculty in the area of student counseling and academic advising. However, adjunct faculty may not make any binding commitments without the approval of the School Dean.

Faculty are required to review the Academic Grievance Procedure, as outlined in the [Student Handbook](#) and <https://www.holyfamily.edu/about-holy-family-u/resources/hfu-university-policies>.

9.22 Campus Assessment, Response and Evaluation (CARE) Team

Student behavior that violates University policy typically is resolved through the University's grievance procedure. However, when a student's behavior is determined by the University to present an immediate risk or substantial threat to cause bodily harm to themselves or to others, University faculty may refer to the University's Campus Assessment, Response, Evaluation (CARE) Team to address appropriate next steps in assuring the safety and security of the student and campus community. To assure the safety and security of all students and the entire campus community, the CARE Team engages three primary functions. The CARE Team gathers information, analyzes this information through an objective set of standards or rubric, and then develops and engages in an intervention and assessment plan for any students of concern. In the event that a student has exhibited behaviors that are of concern to University administrators and/or community members, the CARE Team will assist the Dean of Students in assessing the care of any student of concern.

University CARE Team members have developed an outline of the referral process. If you have a referral, please contact the CARE Team by completing the online reporting form, which

can be found here: <https://holyfamily-pa.safecollegesincident.com/#/login>. The CARE Team is also available via email at careteam@holyfamily.edu or via phone at 267-341-3204.

9.23 Instructional Responsibilities and Services

The University recognizes that adjunct faculty members are part-time employees, and as such they are likely to have professional commitments and responsibilities outside the University. Adjuncts will not normally be expected to be on campus except at the times of their regularly scheduled classes, office hours and final examinations. They are not expected to participate in advising, committee work, study and discussion groups, or in other administrative duties unless they voluntarily agree to such work and are properly compensated for it. The list below describes the major teaching responsibilities for all part-time faculty.

1. Become knowledgeable of the academic policies and procedures that have been previously identified as outlined in various policy manuals.
2. Meet all scheduled classes and seminars on time.
3. While regularly schedule office hours are not mandatory, there is an expectation that adjunct faculty will be available before and after class to meet with students and will maintain communication with students through the semester by e-mail and other means.
4. Encourage students to participate in the online course evaluation process and to administer outcomes assessment questionnaires and surveys whenever requested.
5. Provide students with disability accommodations as required by the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act of 1973 that are designated by the Director of the Counseling Center and Disability Services. Required accommodations will be provided to the faculty member in a letter from the Director. Adjuncts must continuously check their University email accounts for additional information from the Director pertaining to students eligible for special accommodations. The adjunct will also refer students who might be eligible to the director. For information about counseling and disability services contact John Watson or Keely Milbourne at 267-341-3232. The Counseling Center is located in the Campus Center, Room 213.
6. Submit grades online and on time in accordance with instructions provided by the Office of the Registrar.
7. Conduct a final examination or its equivalent in accordance with University and/or school policies.
8. Distribute the approved syllabus to all students in each course during the first week of the semester or first day of a summer session course. Textbooks will have been ordered for all courses. Orders are coordinated through each school. A complementary desk copy or online copy will be provided to instructors Syllabi, using the required template, are required and must be submitted to the respective Dean's office.
9. Before classes begin check with the School Dean to ascertain if your class has sufficient enrollment to be offered. Check the building and room number of your class as well as the date of the first class and the time it meets. Please do not seek this information from the Registrar's Office.

Enrollment, grading and evaluation information can be accessed through Self Service.

9.24 Duplicating and Printing Services

Adjunct faculty can make use of a designated copy/printing device in her/his school for limited duplication. Please check with your dean's office for their printing and duplicating policies.

For larger tasks or special services such as collating, binding and laminating, faculty and staff have access to the Printing/Duplicating Services Office located in the lower level of the Nursing Education Building, office G-11. For the convenience of adjuncts, faculty can send documents for duplication via email to duplicating@holyfamily.edu or bring hard copy documents to the Printing/Duplicating Services Office. During the current modified operations of Holy Family University due to COVID-19, the hours of operation for the Printing/Duplicating Services Office are 8 am to 4 pm, Monday through Friday. These hours will be in effect until further notice.

More information and access to duplicating request forms may be accessed at <https://www.holyfamily.edu/about-holy-family-u/our-campuses-in-philadelphia/printing-and-duplicating>.

Questions about duplicating services should be directed to Printing/Duplicating Office Staff at 267-341-3276 or to duplicating@holyfamily.edu

9.25 Computer and Instructional Technology and Help Desk Services

All current University students, full-time and part-time faculty, and staff are issued photograph identification cards for entering campus buildings and events at all three campuses, printing, as well as for access to many University services. Identification cards are issued by the Information Technology Help Desk located in Holy Family Hall Room 25. Adjuncts teaching at the Newtown Campus can secure identification cards right at the Newtown facility.

Computer and Instructional Technology and Help Desk Services

The Information Technology department supports the instructional technology needs of the University through instructional design, training, troubleshooting, consulting, and other services. The Information Technology Help Desk website allows users to search a knowledgebase, read FAQ's, and submit problem tickets.

The Help Desk can be accessed in the following ways:

Web: <https://www.holyfamily.edu/current-students/student-resources/help-desk>

Phone: On Campus, x3402

Direct Line: 267-341-3402

Audiovisual Equipment

The Information Technology Help Desk provides equipment and services to all faculty upon request. All seminar and classrooms have a projector and screen or a LCD display monitor. In the Education and Technology Center, software on the teacher station computer controls this equipment. Other classrooms use wall-mounted audiovisual controls.

Instructions for using classroom technology are on the Help Desk web site. Questions can be directed to the Information Technology Help Desk at 267-341-3402.

9.26 Breaks in Class

For evening classes only: given the length of each class meeting it is appropriate to schedule a break of about 10 minutes. Do not dismiss students early from class in lieu of a break. Classes normally start and end at the published times.

9.27 Classroom Assignments

Approval from the Scheduler must be obtained before any change may be made in room assignments. Changes in class day and/or time must be presented to the School Dean as well as the Registrar for approval.

9.28 Class Attendance for Students

Attendance at all classes and laboratory/clinical sessions is required regardless of offering modality (e.g. face to face, online, synchronous, asynchronous, etc.) unless illness or other serious circumstances arise. In any semester, absences equal to twice the number of weekly contact hours of a given course are deemed excessive. Final grades and/or receipt of academic credit may be jeopardized by excessive absences.

Students who enroll in courses but never attend will be administratively withdrawn. Students who do not withdraw from courses but stop attending will fail the course. All student enrollment adjustments must be completed in the Registrar's office by one month before the beginning of final examinations (fall and spring semesters) or one week before the end of a summer session.

The instructor who is planning an activity that will result in a student being absent from another course needs to prepare a list of the students, also including all of the classes and instructors to be affected. This list should be presented to the School Dean at least one week in advance of the event.

9.29 Examinations (Finals)

The Scheduler prepares the final examination schedule. Any requests for changes in the time or place of the examination must be coordinated by that office.

Graded final examinations are to be kept for one year. Consistent use of objective tests is not encouraged; rather, the faculty is encouraged to use the essay type of examinations. Nevertheless, it is understood that all courses do not lend themselves to the use of the latter type of test.

If a student has missed a final examination due to illness or an emergency, arrangements are to be made between the faculty member and that student for a make-up examination.

9.30 Freshman Mid-term Grading

At the midpoint of each semester (October/November and February/March) grades for freshman students are reviewed by the Student Success Team based on the grades submitted to Canvas. It is the responsibility of each instructor to assure that all grades are up-to-date in Canvas so that this review can take place. It is also the responsibility of each instructor to build their course calendar such that assessments of student learning occur in a regular fashion so that students have a clear sense of their performance in their courses throughout the semester. This includes timely grading of student work, regularly assigned assessments, and weighted grades in the Canvas Gradebook.

See the Undergraduate and Graduate Catalogs for information regarding the University grading system. <https://www.holyfamily.edu/about-holy-family-u/resources/hfu-university-policies>

9.31 Outside Readings

In addition to the regular textbooks, faculty members often assign outside reading related to class topics. These readings should be current, from various sources, and stimulate the student's understanding of, and excitement for, the topic. The readings should be an integral part of the learning experience and be incorporated in the testing activities. According to HEOA requirements, all textbooks and supplemental materials necessary for purchase by students must be available at the time of course registration.

9.32 Syllabus

9.32.1 Syllabus

Each faculty member must submit a course syllabus to the School Dean prior to the first-class meeting. Although the form and content of the outline may vary with the subject matter, a common syllabus below displays requirements and offers suggestions to facilitate the preparation of your course outline.

Holy Family University Common Syllabus

Course syllabi must include the Academic Honesty Policy and Disability Accommodations sections. Below is a sample:

HOLY FAMILY UNIVERSITY SCHOOL OF XXX

Semester:

Course:

Credits: Prerequisite:

Location:

Days/ Time:

Instructor:

Office:

Office Hours:

Telephone:

E-mail: me@holyfamily.edu

Catalog Description of Course:

Textbook and other resources

Required Text:

Recommended Text:

Course Outcome Objectives

List these as bullet points

GRADING SYSTEM AND POLICIES

EVALUATION METHODS:

List tests, exams, assignments, etc. and their weight in determining the course grade

GRADING SYSTEM

The Holy Family University Grading System will be in effect for this course.

| Grade | Equivalent | per Credit |
|-------|----------------|------------|
| A | (94-100) | 4.0 |
| A- | (90-93) | 3.7 |
| B+ | (87-89) | 3.3 |
| B | (83-86) | 3.0 |
| B- | (80-82) | 2.7 |
| C+ | (77-79) | 2.3 |
| C | (70-76) | 2.0 |
| D+ | (65-69) | 1.5 |
| D | (60-64) | 1.0 |
| F | (59 and below) | 0 |

Academic Honesty: The University's policy on academic honesty is available for review in the current Undergraduate Catalog and Graduate Catalog. Both of these documents are available in print (School Office) and on the University's website:

<https://www.holyfamily.edu/about-holy-family-u/resources/hfu-university-policies>

Violations of the University's standards in any form (including but not limited to plagiarism) as described therein or otherwise identified will not be tolerated. Proven incidents of academic dishonesty are subject to progressive sanctions. Responsibility for knowing and understanding the University's position and policies on academic integrity rests with each student.

Disability Accommodations: Holy Family University Syllabus Statement on the Office of Disability Services

Holy Family University serves a variety of learning styles and needs and is committed to accessibility. If you anticipate or experience any obstacles in this course, in relation to your condition or diagnosis, you may contact the Office of Disability Services for assistance (contact information below).

In accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, Holy Family University's Office of Disability Services provides reasonable accommodations to qualified students with a disability (physical, psychological, learning, and/or chronic health-related, and more.). Please note that accommodation plans will not be retroactively implemented. More details regarding the policy can be found in the Student Handbook, pages 17-19.

Link to Student Handbook: <https://www.holyfamily.edu/current-students/student-resources/student-handbook>

Students may contact the office at 267-341-3231 or disabilityservices@holyfamily.edu for information at any point.

Make-Up Policy/Late Submission of Work: Include your policy regarding missed tests, assignments, etc. and any grade penalties which will be imposed

**Grid for Assessment
Course Outcome Objectives by Evaluation Methods and Grading Instruments**

| Course Outcome Objectives | Evaluation Methods | Grading Instrument |
|--|--|---|
| | | |
| List objectives from first page of syllabus in this column | How will each objective be assessed? Test, quiz, assignment, paper, etc. | How will the assessment be graded? Answer key or rubric |

EXPECTATIONS AND CLASSROOM COURTESY: (Some examples)

- It is expected that you come to class **ON TIME**.
- It is important that you read the section(s) of the text we will discuss in class **before** that particular class.
- Please bring your textbook to each class!
- Please turn off all cell phones and take care of any personal needs before class begins.
- If you need to miss a class, you must inform **me** either verbally or by email prior to the missed class.

TOPICAL OUTLINE/ COURSE PLAN

| Class Meeting Date | Topic(s) | Sections in Text Ancillary Material(s) |
|--------------------|---|--|
| | | |
| | Provide students with a day-to-day or week-to-week plan for the semester. | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Insert University Calendar: <https://www.holyfamily.edu/about/administrative-services/registrar/2022-23-academic-calendar>

9.32.2 Textbooks

Forms for ordering textbooks are available from the School Dean, who must approve all texts for all courses. In general, the course texts selected by the division are those to be used by adjunct faculty. See your School Dean regarding the actual ordering of texts for your class. According to HEOA requirements, all textbooks and supplemental materials necessary for purchase by students must be available at the time of course registration. The University is not responsible for any texts, materials, support or supplementary items for any course or research unless prior arrangements have been made, in writing, with both the School Dean and the Vice President for Academic Affairs.

9.32.3 Withdrawal from Class

If it becomes necessary for a student to terminate work in any class or in an entire program before the end of a semester or summer session, the student must formally withdraw in order to preserve a good record. Each semester there is a final date for an academic withdrawal (noted on the academic calendar). No student may withdraw from a course after this date. Students should see the Academic Advising Office or their faculty advisor to complete the necessary paperwork to officially withdraw from a course; otherwise, they will receive a grade of F. See relevant University Catalogs and handbooks for further information regarding class withdrawals.

9.33 References to Policy Manual, University Catalogs and Handbooks

In addition to the above, the adjunct faculty member should be aware of the following Sections of the University's Policy Manual and the Holy Family University Catalogs and Handbooks <https://www.holyfamily.edu/about-holy-family-u/resources/hfu-university-policies>

University Policies Library: <https://www.holyfamily.edu/about-holy-family-u/resources/university-policies-library>

Information Technology Policies: <https://www.holyfamily.edu/about-holy-family-u/resources/university-policies-library/information-technology-policies>

Institutional Review Board (IRB) Human Subject Research: <https://www.holyfamily.edu/images/about/introduction-and-review-process-rev-091118.pdf>

University Governance: https://www.holyfamily.edu/images/about/resources/University_Governance_Nov_2020.pdf

University Nondiscrimination Statement: <https://www.holyfamily.edu/ndstatement>

9.34 Participation in School Meetings

The School Deans are expected to notify all adjunct faculty of regularly scheduled School meetings when possible. Adjunct Faculty are encouraged to attend these meetings.

