

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES



PART-TIME FACULTY HANDBOOK



UNIVERSITY OF GUAM
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Unibetsedåt Guahan University of Guam

College of Liberal Arts and Social Sciences

PART-TIME FACULTY HANDBOOK

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¹ First written in June 2001, Revised in 2016, 2018, 2019, 2021, 2022.



CLASS Directory

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Social & Behavioral Sciences	671-735-2870
Master of Arts in English Program Chair office	671-735-2736
Master of Arts in Micronesian Studies Program Chair office	671-735-2816
Master of Science in Clinical Psychology Program Chair office	671-735-2882
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RFK Library	671-735-2331/41
Triton Store	671-735-2931/34/41
Campus Security Office	671-735-2372/0332
G4S Dispatch	671-646-573/9275
On-Duty Guard	671-888-2456



Letter from the Dean

Welcome!

To new faculty members, I am pleased to welcome you to the University of Guam, and the College of Liberal Arts and Social Sciences.

To continuing faculty members, thank you for your enduring dedication to our College and University goals.

At the heart of the College's mission is the creation of a challenging and stimulating environment that supports active learning and teaching. As a full-time member of our dynamic faculty, you play an important role in the fulfillment of that mission.

This handbook has been prepared to help orient new faculty as they begin to plan their teaching and to be a resource to continuing faculty. It should serve as a reference for questions that develop along the way. Most questions which you might have concerning policy and procedure are addressed herein. Important campus resources are introduced. The [UOG website](#) will give you access to further information and announcements of upcoming campus activities.

This handbook is NOT a substitute for the [BOR/AFT Faculty Union Agreement](#), the [Comprehensive Faculty Evaluation System](#), or the [Rules, Regulations and Procedures Manual](#). You should have copies of those three important documents, and you should consult them regularly, especially regarding your contractual and professional obligations, rights, and responsibilities. Recently hired faculty members may want to acquaint themselves with the last section of this handbook entitled "Mentoring for New Faculty."

I should also point out that there are two different types of full-time faculty status, namely tenure stream, and non-tenure stream (also known as limited term contracts). If you are not certain about your status, then you should contact me immediately.

Let me again extend our welcome to new faculty and my hopes that your connection with the College will be rewarding for you and your students.

Please take note that it is your responsibility to be physically present on the first day of each semester.

Sincerely,

James D. Sellmann, Ph.D., Dean



University of Guam Mission Statement

Rooted in the historic tradition of the American University, the University of Guam embraces the ideal of an academic community that transforms mind, body, and spirit and encourages freedom of thought and liberty of conscience.

The mission of the University of Guam is:

Ina, Diskubre, Setbe– To Enlighten, To Discover, To Serve

The University of Guam is a US accredited, regional Land Grant institution. It is dedicated to the search for and dissemination of knowledge, wisdom and truth.

The University exists to serve its learners and the communities of Guam, Micronesia, and the neighboring regions of the Pacific and Asia.

The University prepares learners for life by providing the opportunity to acquire knowledge, skills, attitudes, and abilities through the core curriculum, degree programs, research and outreach.

At the Pacific crosscurrents of the East and West, the University of Guam provides a unique opportunity to discover and acquire indigenous and global knowledge.



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Course Related Information

Getting Started

Please take note that it is your responsibility to be physically present on the first day of each semester. All full-time faculty members are expected to perform the tripartite roles: instruction, research, and service. Most full-time faculty members are hired as teaching faculty, which means that at least 50% of their workload is dedicated to instruction.

At the University of Guam (UOG), our focus is on excellence in teaching and concern for our students' learning and development. Achieving excellence requires setting expectations that are challenging and the creation of learning environments that provide the appropriate forms of support for rising to meet those challenges. UOG students are expected to begin their college career with FY100, a semester-long orientation to college life and the skills and attitudes necessary to be successful. The primary pillars of a student's education at UOG are the General Education program and the student's Major. The curriculum in both these areas is structured to be developmental and integrated, so that graduates leave UOG with the knowledge, skills, and values that will assist them to live fulfilling and productive lives in an ever more complex world.

The goal of teaching excellence is supported by several guiding principles:

- A) Careful course preparation
- B) Creation of an active classroom environment in which writing, discussion, and individual and collaborative application of ideas takes place
- C) Respectful interactions with students in class and in office hours
- D) Respect for the diverse cultures that our students represent—learn to pronounce their family names
- E) Professionalism that represents well the discipline, the department and the college.

Academic Message

A UOG student's highest purpose is Academic Citizenship: giving attention to learning and reflection, developing intellectually, connecting knowledge and experiences, and upholding professional standards and ethical codes.

In support of Academic Citizenship, UOG faculty members should substantively challenge their students and expect excellence of them. Faculty should reinforce the Academic Citizenship message, clarify course expectations, use professional standards, and expect timeliness. If a student seeks academic advice, and you are not prepared to assist them, you should ask them to consult another full-time faculty member who is a student advisor. Student advisors are listed in the [UOG Undergraduate Catalog](#).

Book Orders and Course Packs

Textbooks are ordered through the Division office. The books are sold at the Triton Store, located at the Student Center. Generally, Fanuchánan (Fall) textbooks will have been ordered toward the end of the prior February, and Fañomnákan (Spring) books are ordered by the end of September. If you are considering changing a textbook, check with your Chair about whether texts have already been ordered for your course or if there are certain guidelines for text selection set by the department. You should submit your book order on the [order form](#) available from the Division Administrative Assistant. Information you will need to provide includes primary author, title, edition, publisher, and ISBN. See the attached textbook order form and the desk copy request form.

Course Readers can also be sold at the campus Triton Store. If you are interested in developing a course reader the Triton Store can assist you. It is essential that copyright permissions be secured for all copyrighted material, and it is your responsibility to secure them.

Classroom Location

Classrooms are assigned through the Division and Dean's office. If you have requests concerning classroom features, discuss them with your Chair. He or she will consult with the Dean's office to determine available options. A final list of classroom locations is available at the Dean's office prior to the beginning of each semester. You could consult the course schedule or the Division Administrative Assistant (AA) to learn where your class will meet.

Office Location, Email, and Office Hours

Your Chair will work with the Dean to secure an office space for you. In some Divisions, full-time faculty members share an office. New faculty may contact their Chair or AA to learn of their office assignment, and office phone number. To obtain a UOG computer login for e-mail services or to change your e-mail or internet access, a form for the UOG Computer Center with the Dean's approval is required.

Your office will provide you a place to work and to meet with students. Full-time faculty members are kindly requested to be available outside of class time for their students. The current contract requires full-time faculty to hold office hours. You must be available in your office for, at least, six (6) hours each week, and the six hours must be distributed over a three-day period. You must state your office hours on the Faculty Load Information form, your syllabus, and your office door. Please, do not schedule office hours for very short periods of time such as twenty (20) minutes or less.

Faculty Load and Overload

Please take note that it is your responsibility to be physically present on the first day of each semester. During the first week of classes, you will be requested to complete a [Faculty Load Information form](#). This information is only used by the Division and Dean's offices. It is especially requested that you provide your home phone or cellphone number in case of an emergency, and we need to reach you. Please, note that the [BOR/AFT Faculty Union Agreement](#) establishes a full-time teaching load as 12-15 credit hours. The current administrative practice limits full-time teachers to a course overload of only 2 courses per-semester, including courses from any Division within the University. Compensation for overload courses for full-time instructors is determined by the CLASS Academic Affairs Committee and the Dean and is guided by overall University practice. The compensation guidelines are based on a combination of factors, including academic credentials and course enrollment. Currently, instructors holding a terminal degree are paid \$1333.33 per-credit hour, and instructors with a Master's degree are paid \$1,083.33 per-credit hour, and instructors with a Bachelor's degree are paid \$833.33 per credit. If at least 10 students do not enroll in the course, you will have the option either to cancel the course or to teach for prorated pay, that is 65% of the total tuition. Before canceling a course due to low enrollment, you should discuss the situation with your Chair. Unless the enrollment is very low (e.g., less than 8-9 students), or you have a family or medical emergency, it is generally considered unprofessional to cancel a course you have agreed to teach. It could be detrimental to the students' academic progress if you backout of teaching an overload course after it appears in the printed schedule. The [BOR/AFT Faculty Union Agreement](#) is the governing document regarding working conditions.

Syllabus

Your course syllabus must follow the guidelines established in the [BOR/AFT Faculty Union Agreement](#) and should use the approved [course syllabus template](#). The official Course Outline form may be distributed at the same time. You can obtain a copy of the Course Outline form at the Division or Dean's office; they are also on the UOG website. Syllabi must be distributed to students during the first week of classes. A syllabus should be a clear and informative document that communicates your expectations to your students and that provides them a guide to being successful in your class. There are, of course, various ways to develop a syllabus and your Chair will be glad to share model syllabi with you. The [guide for developing a course syllabus](#) can be found on the UOG website. Below are the types of information you are encouraged to include:

1. A matrix that contains and aligns the course SLOs, PLOs, and ILOs.
2. A semester calendar listing due dates for assignments, exams, and other important dates, and a statement of the time of all meetings, such as laboratory periods, scheduled in connection with the class.

3. A statement of the prerequisites of the course, if any. Students not eligible for the course should be sent immediately to the Registrar's Office. Students whose names are not on the official roster should not be allowed to attend.
4. Discussion of the learning objectives, their alignment to the program and institutional learning outcomes, and the value to be derived from the course; state the student learning outcome assessment methods used in the course.
5. Discussion of the contents of the course; link each assignment to the course SLOs and PLOs.
6. A statement of the complete requirements of the course, including the textbook(s) and required library readings, the number and nature of required reports and papers, supplementary readings, and the types of quizzes/examinations to be used; the readings, assignments and test should be explicitly linked to the course learning objectives.
7. An explanation of the method to be used in computing the final course grade.
8. The attendance policy for the class.
9. The UOG ADA policy.
10. The plagiarism policy.
11. A discussion of professionalism and any specific issues relevant to this course (e.g., what is and is not acceptable collaboration within your course).
12. Office location, office hours, office telephone, and campus e-mail.

You are asked to provide your Chair with a hard copy of your syllabus. Chairs may also request a digital copy. Copies of syllabi are made available to assist in advising, library acquisitions, accreditation reviews, and other college purposes.

Assessment is Required

Assessment—an independent measure of student learning—at both the course and the program levels prompts change that should improve student learning, the curriculum, and the pedagogy. Assessment provides valuable information specific to student learning outcomes (SLO) and program learning outcomes (PLO). Assessment of SLOs and PLOs are also expected to align with the Institutional Learning Outcomes (ILOs) and General Education Learning Outcomes (GELOs), if applicable.

Programs are required to develop a curriculum map and 5-year assessment plan that identifies the PLOs to be assessed each year and the role that each faculty member

plays in the assessment process. The Program curriculum map and assessment plan must be uploaded to Nuventive and submitted to the Dean's Office.

Faculty are responsible for developing, executing, and reporting on *at least one* assessment project each year that aligns with their Program assessment plan. Faculty can seek guidance from their respective Chair, faculty mentor, Dean or Associate Dean.

Assessment reports are due on or before November 1 each year. Specifically, program level assessment reports completed in the Fanuchånan and/or Fañomnåkan semesters must be uploaded to Nuventive, the UOG assessment database. Faculty should submit their assessment report with their annual CFES report each year.



Teaching Tips

Strategies for Active Learning

A handbook is not an optimum avenue for "teaching about teaching." At best, it can share with you some general ideas about an orientation to teaching shared by many UOG faculty.

Education is a dynamic union of teachers, learners, and the material to be learned. There is much diversity in each of these three arenas, and excellent teaching acknowledges and attempts to build upon the strengths of that diversity. In short, no single method is right for all people or for any single person on all occasions. It is important to think carefully about how one teaches and to whom, just as much as it is what one teaches. There are times when specific content is indeed best transmitted through a clear and engaging lecture. But one must be sensitive to the realistic limits of people's attention span and to the range of learning outcomes for which even excellent lecturing is appropriate. For instance, if a course goal is for students to apply a theory to a hypothetical case, then opportunities to engage in such thinking must be built into the class. It is not reasonable to assume that students will be able to make such transfer of learning without guidance and practice.

UOG faculty members have worked with and have developed a wide variety of methods and strategies for what may broadly be termed active learning.

Classroom techniques may include such activities as:

- Case studies
- Collaborative learning groups

Curriculum innovations such as:

- Writing across the curriculum
- Critical thinking initiatives, and

Non-classroom-based instruction such as:

- Student research and
- Experiential learning.

Enter discussions with your department colleagues about your own ideas, seek out their ideas, and listen carefully to what your students will teach you about the art of teaching.

Examinations and Projects

The preparation of exams and projects is of equal importance to the preparation for class sessions. Meaningful assessment of student performance is not an add-on to classroom activities but is rather an integral part of the learning experience. Thus, not only should content mastery be a focus for assessment, but also skill development. For example, if it is our goal for students to communicate more clearly in writing, then we

must have them write and we must assess those abilities. If we believe that education is more than rote memorization and suggests the capacity for critical application of knowledge to meaningful situations, then we must design our assessment procedures to assess such competencies. Finally, assessing student work is more than assigning letter grades. It is part of our ongoing dialog with our students. Therefore, it is incumbent upon us to provide our students with multiple and varied means of having their progress assessed and to provide them feedback that is timely, clear, and directed toward improvement. (Being told one did something wrong is not as helpful as being provided early in the semester with some guidance as to how one might improve.)

There are some guidelines you might wish to consider as you plan this part of your course.

YOU SHOULD:

- A) give multiple and varied assessments. These provide more regular and reliable information about student progress for both you and your students and help you find potential problems earlier in the semester.
- B) provide clear and timely notice of exams and due dates (as well as any changes made to previously established dates). UOG student evaluations of faculty show that they are very sensitive to whether the instructor is on time for class and ending class on time. They also watch for effective use of class time.
- C) provide clear guidelines about your expectations. You should not assume they will be understood without saying (such clarity need not stifle student creativity or initiative).
- D) think through your own opinions about missed exams, makeup tests, and late assignments (you might also discuss such issues with your departmental colleagues), and then decide upon a practice you can implement clearly, consistently, and evenhandedly with your class.
- E) remain fair in your grading. Students are sensitive to issues of fairness, so be sure to check with your Chair about any departmental grading scale. There is not one universal grading scale throughout the college. You'll want to know what is done in your department; and
- F) there is a university wide policy that the final exam period must be used, if not for a final exam, then to do a student learning assessment or recap and close the course. The [Final Exam Schedule](#) is available online.

Other questions you might have about college policy concerning rescheduling exams, final exams, and so forth should be directed to your Chair.

Tutors

If you need tutors for your course, please, discuss options with your Chair. Student Support Services offer limited tutor services, especially for Math and English. DEAL supports the Writing Center that provides tutoring services to students. The Writing Center prioritizes students enrolled in English classes but does not turn students away.



General Issues

Class Rosters

You can access your class roster on WebAdvisor. If a student is present whose name is not on the roster, the student should be requested to report immediately to the Registrar's office. During the Drop/Add period, students may request your permission to enter your course after the course is "closed" due to full enrollment. Some programs may have a policy regarding overrides. In other cases, it is your choice to allow students to enter. Either way, you should take care that you do not allow more students to enter than permitted by the posted Fire Code, or available chairs in the room.

Final class rosters should be verified on WebAdvisor at the end of Drop/Add registration (about three weeks into the semester). The Registrar should be informed immediately of any discrepancies between class membership and the class roster. Students not officially enrolled in the class may not receive credit and should not be permitted to attend, unless you have agreed that the student may audit your course. If you have students whose names appear on the roster but who are not attending class, report them to the Student Counseling Services early in the semester. (Refer back to the section on Academic Advising.)

Duplicating Services

Your Division provides services for duplicating syllabi, exams, and other course materials. Your Chair or AA will provide the account number you will need to operate the copy machine. If you cannot copy the material yourself, then you should give the Division AA a one- or two-day advanced notice of the work requested. As much as possible, you are encouraged to make all course materials available online via Moodle or other LMS platform that is easily accessible to students.

Learning Management System (LMS)

The University of Guam uses [Moodle](#), an online learning platform, to provide students with course content and resources. Faculty can create an account on the University's [Moodle homepage](#). Contact the [Moodle Help Desk](#) for assistance with logging in, to create course shells and for technical assistance related to Moodle.

Supplies and Materials

Course related supplies and materials are available at your Division Office. Your Chair is responsible for the Division budget and will advise you concerning procedures to

order necessary supplies.

Attendance Policy

The College's emphasis on active and collaborative learning in the classroom encourages responsibility for all students to attend class regularly. Recognizing this principle, divisions and individual faculty members maintain professional discretion for determining their specific attendance rules and practices. Consult first with your Chair concerning any established division guidelines. Whatever policy you finally implement, it is imperative that it be clearly communicated to your students. Print it clearly in your syllabus and review it in class on the first day the course meets.

Canceling Class

If health or other emergencies should arise, you must notify your Chair or AA/AO of your absence. They will arrange to post this information in your classroom. If you will not be in class due to an anticipated absence, inform your Chair as early in the semester as possible and submit a [Leave Form](#) and the [Variance Notification Form](#) in advance of your leave. Your Chair will assist, but you should arrange for a colleague to cover your class or plan an appropriate experience for your class during your absence. When class is canceled due to an anticipated or unanticipated absence, it is still the responsibility of the faculty to ensure that learning is taking place and student learning outcomes are met.



Grading

Final Grade Reports

You will be asked to submit a grade online for each of your students at the end of the semester, using the WebAdvisor software. It is crucial that you submit your grade reports by the time indicated by the Registrar. Grades for graduating seniors are usually due the Friday of final exam week, and other student grades are usually due the Monday following final exams. Grades are to be submitted online to the Admissions and Records Office, using WebAdvisor. Please, do not allow a student to submit your grades.

Grade reports are made available to students through the WebAdvisor. Though parents sometimes request information on grades, these are part of the student's official record and may not be reported to the parents or other parties without the student's permission. This is a federal law—see the [FERPA regulations](#). Notification of this to parents, should the occasion arise, is to be handled diplomatically. Open communication between the student and his or her parents is encouraged, though confidentiality of student records must be upheld.

Grading System

Graduation is dependent upon the quality as well as the quantity of work completed. Specific cutoffs for awarding letter grades vary across programs, and you will want to consult with your Chair and colleagues concerning norms for your area.

* Grades are permanent and may not be changed except in case of error or the student retaking the course. After an instructor has certified a grade to the Registrar, he/she may change it before the end of the next regular grading period only if there was an error in calculating or recording the grade. The change must be made in writing on the proper Change of Grade Form and have the signed approval of the Dean. Copies of the [Change of Grade Form](#) and the petition for an [Incomplete Form](#) are attached. Please, note that the student should initiate the petition for an incomplete. At the very least, the student must agree to receive an incomplete and sign the form. If the student is not available to sign the form, the Instructor may submit an incomplete form without the student's signature.

Repeat Courses: Courses repeated following first enrollment in the course count only once in computing the cumulative grade point average. In such cases, the most recent grade is counted rather than any previous grade(s) received. Students must receive approval from their advisor and the Dean to retake a course for a third or subsequent time.

Pass/Fail Courses: Only a few special courses are offered on a pass/fail basis.

Grades

Letter Grade	Grade Point Value	Percent Grade	Definition
A +	4.00	98-100%	Outstanding Honors-level performance with superior quality and extraordinary distinction.
A	4.00	93-97%	
A -	3.67	90-92%	
B +	3.33	87-89%	Good Solid accomplishment, indicating a substantial mastery of course materials and a good command of skills required by the course.
B	3.00	83-86%	
B -	2.67	80-82%	
C+	2.33	77-79%	Adequate Students have achieved the level of competency needed for advancing to a subsequent course which has this course as pre-requisite.
C	2.00	70-76%	
D	1.00	60-69%	Deficient Min passing, but not adequate to take a subsequent course which has this course as pre-requisite.
F	0.00	<60%	Failure Inadequate to receive credits.
P	-	Pass	
I	-	Incomplete	
NC	-	No Credit	

The letter grades with plus and minus listed above must be used in every course unless specified otherwise in the official Catalog course description.

Grade Appeal Procedure

Any student enrolled at the University of Guam may appeal a grade on the basis of a question concerning:

- clerical error,
- personal bias or arbitrary grading.

The formal appeal must be made as soon as possible immediately following the grading period for which the grade is received.

Procedure:

- A. The student should immediately discuss the situation with the professor involved. At that meeting, the faculty member will:
 1. Show the student any of the student's work which remains in the faculty member's possession (e.g., papers, final examination, projects).
 2. Review any work which the student brings to discuss.
 3. Explain how the student's grade was determined based on the standards set forth at the

- beginning of the class.
4. Re-figure the numerical computation of the grade, if any, to ascertain that there have been no clerical errors. If the grievance can be equitably settled, the matter will be closed.
- B. If the grievance cannot be equitably settled, the student shall immediately discuss the matter with the professor's Chairperson. If the student, the professor and the chairperson can settle the grievance equitably, the matter is closed. If the grievance cannot be equitably settled, the student shall immediately file a formal written appeal with the Dean.
- C. The student shall then discuss the matter with the Dean, who shall discuss the grievance with the student, the professor, and the Chairperson. The Dean shall conduct these discussions as expeditiously as possible. If the grievance can be equitably settled, the matter will be closed. If the grievance cannot be equitably settled, by the above informal process, then the student should follow the procedure in the [Student Handbook](#) as outlined in the Procedure for Solution of Problems of Student Academic Rights.



Faculty Related Information

Student Evaluation of Teaching

Toward the end of the semester, students will complete an evaluation of your course on [CollegeNET](#). Student evaluations of the learning process provides vital information to the ongoing assessment and improvement of the academic program. It also provides valuable feedback to the individual professor concerning his or her own professional development. You can access a summary of the quantitative analysis for your course as well as written comments provided by students on [CollegeNET](#). The Dean's office will also be given this information. You are welcome and encouraged to review these evaluations with your chair. A hyperlink to the [online evaluation form](#) is attached.

Chair's Evaluation

One responsibility of Chairs is to mentor both full-time and part-time faculty. You may request your Chair or other colleague to observe and evaluate your teaching. These observations provide an insight into the processes of teaching that often are not captured on evaluation forms. A post-observation consultation with your Chair can help identify areas of strength and concern and can be used as a collegial opportunity to refine and improve one's work in the course. You are encouraged to solicit input from your Chair throughout the semester on a range of issues that might enhance your teaching. Finally, initiating a self-evaluation of your work in the course can be fruitful. Soliciting brief, focused, feedback from your students about a third of the way into the course can give you insights about both refinements you might make for the rest of the semester and issues you might request your Chair to attend to when he or she visits your class.



Personnel & Related Issues

Supervisor

The Dean of the College of Liberal Arts and Social Sciences (CLASS) is your direct supervisor. The Dean normally shares oversight of the four CLASS Divisions with the Associate Dean. Therefore, if the Associate Dean is covering your Division, you may refer questions about administrative matters to either the Dean or the Associate Dean.

Because the University operates through a process of shared governance, the recommendations of the faculty and Chair overseeing your Division will have considerable weight in the Dean's decisions or recommendations to the executive level of administration. You will find the assistance of faculty colleagues to be invaluable especially on pedagogical issues. You should check with the Dean, Associate Dean or Chair regarding any questions you might have concerning any confusing procedures, or sensitive issues.

Division Chair

Although this handbook attempts to provide a printed resource for many of the questions you might have, it has already directed you to your Chair for many specific issues. The Chair, as the elected leader and representative of the Division, is your liaison to the administration and the person whom you will work directly with on matters relating to your academic responsibilities. The Chair provides leadership regarding the quality of the Division's programs, including full-time and part-time faculty. The Chair is also a resource for enhancing your own professional development. The Dean is your official supervisor.

Part-time Faculty

Because of dwindling resources, part-time faculty members (adjuncts) play an important role in the life of a discipline or program. The full-time faculty members of a discipline or program are responsible for curriculum development and maintaining the lecture pool of part-time faculty. In most cases the full-time faculty members are more experienced than the part-time faculty members, and as such they should mentor and act as a resource for the part-time faculty. In some instances, a part-time faculty member may have more experience than the full-time faculty members in which case she/he can be a valuable resource for the full-time faculty. In either case, full-time faculty members should respect and assist their part-time colleagues.

Human Resources

The [Human Resources Office](#) is in the Administration Building on the cliff line. They can address other personnel questions you might have. The [Payroll Office](#) is also in the Administration Building. Those are the two offices where you must complete employment forms (W-4) and make other arrangements for employment purposes. However, before turning to either of these offices concerning compensation issues, please, speak with your Division Administrative Assistant, or the CLASS Program Coordinator III, Mrs. Doreen Fernandez, who is the official CLASS timekeeper and is knowledgeable about the financial terms of your contract.

Privileges

As a full-time member of the faculty, you may check out material from the RFK library. You are encouraged to attend college events. In addition to the merits of the programs themselves, this will afford you the opportunity for contact with students outside of class. Parking on campus is open. There are no special parking places for faculty or staff.

Library Card

Full-time faculty should stop by the [RFK Library](#) and obtain a library card that can be used to check books from the library and for other services on campus. For hours of operation call 671-735-2311.

TB test and Paychecks

According to University policy, all faculty members must submit evidence of a tuberculosis clearance. Sometimes a PPD (TB skin time test) is administered by Student Health Services for a small fee. Paychecks are issued after all required employment papers, including the Withholding Allowance Certificate (W-4 form) and yearly tuberculosis clearance are filled. Most faculty members are on a nine (9) month contract, and as such you have the option to be paid every two weeks over the course of the calendar year (26 pay periods), or you can receive all your pay over the nine-month period (18 pay periods). Those few faculty members in the college who are on a twelve-month contract are paid every two weeks. Special contracts are prepared for overload courses, and the pay is listed on your paystub as “overtime.”



College Policies & Other Related Information

You should have a copy of key policy documents such as the [BOR/AFT Faculty Union Agreement](#) that is the contract governing work conditions, the [Comprehensive Faculty Evaluation System](#), the [UOG Rules, Regulations and Procedures Manual](#), the [College Rules and Procedures Manual](#), and the [Student Handbook](#).

Professional Standards

The basis of all interaction at the University of Guam is the expectation that students, faculty, administrators, and staff will behave in accordance with the values of an academic community.

As a member of the College community, each instructor has a positive responsibility with respect to professional ethical standards. This responsibility involves the appropriate interpretation of such standards and the promotion of conditions favorable to effective work. The instructor should remain in the classroom during tests and final examinations. If the instructor has reason to believe that a student has cheated, the instructor is to file a complaint with the Dean or Associate Dean as soon as possible after the student has completed the test. At this time the instructor is asked to present all facts and documents necessary to support his/her belief that the student has cheated. Plagiarism and other forms of attempting to receive credit for work not one's own are obvious violations. You will need, however, to clarify with your students what is and is not acceptable behavior for the type of teaching you do. For instance, if projects are done within the context of collaborative learning groups, but each member submits his or her own project report, it is imperative to be clear what is acceptable behavior and what is appropriate acknowledgment of the contributions made by group members. A careful and thorough review of professional standards and their application in your class fosters reflection on the part of your students concerning their ethical obligations and commitment as part of the college community.

The responsibility of the instructor is interpreted to include:

- * clear exposition of the values and obligations of professional standards,
- * the maintenance of order,
- * quiet demonstration of the importance of personal interest, fairness and mutual consideration, and
- * uniform procedure in handling violations.

In the event of a violation, the incident should be reported to the Dean or Associate Dean. The professor has the right to handle the matter and may take the student to the Discipline and Adjudication Committee to file a formal complaint and take further disciplinary action.

You may want to request that each student sign a pledge for all tests, examinations and

all outside written work which is to be completed independently, indicating that the student has neither given nor received aid.

Each instructor has the responsibility to indicate to his/her students the policy regarding the pledging of assigned work done outside of class. There should be complete and explicit instructions regarding the ethical standards for the pledge.

Sexual Harassment Policy

Sexual harassment is a violation of University policy, as well as Guam and federal law.

A. Policy

It is the policy of UOG, in keeping with efforts to establish an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees at the University of Guam is unacceptable conduct, will not be tolerated and may result in employment termination. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

B. Definition

Sexual harassment of employees and students at the University of Guam is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal 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 or academic standing.
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

C. Complaint Procedures

Personnel who feel that they have been sexually harassed as defined should report the incident to the Equal Employment Opportunity Officer 671-735-2971. If appropriate, further action may then be taken in accordance with the procedure outlined in the [Sexual Harassment Policy](#) guidelines.

Inclement Weather

The College remains open during tropical storms and other inclement weather to serve resident students and commuters who live near the campus. However, if weather conditions are so severe as to render it dangerous for students to reach the college, those who elect not to come to campus on that day will not be penalized for failure to do so.

University of Guam faculty and staff members are expected to be prudent and to take all reasonable measures to reach the campus during inclement weather. In some cases, administrative offices will be open even if classes are canceled or the schedule is altered. Only the President cancels classes due to weather problems.

A. Closing Before the Workday Begins

A decision to cancel classes and close the college or alter the schedule of classes before the workday begins will be related via the media. Information will be relayed to the following local radio and television stations:

Radio Stations

K-57 Talk Radio (am)

Television Stations

KUAM Channel 8; Pacific News Center Channels 6 and 7

B. Closing During the Day (employees already at work)

A decision to close during the day will be transmitted to the vice presidents, and the decision will be communicated to campus offices or to the appropriate offices affected. The decision will also be listed on the [UOG website](#).

Drug-Free Workplace Policy

In compliance with the Drug-Free Workplace Act of 1998, the University of Guam is committed to maintaining a healthy, drug-free work environment. The unlawful MANUFACTURE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF A CONTROLLED SUBSTANCE, as defined in the Act, is prohibited in the workplace.

In accordance with the Act, as a condition of employment, each employee must do the following:

1. Abide by the terms of the above statement.
2. Notify UOG of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Upon notification from the employee, the College is obligated to report such conviction to the federal government within ten days.

Violation by an employee of any prohibitions set forth in the above statement will be grounds for disciplinary action up to and including termination and may have legal consequences. As a Government of Guam employee, you may be required to have a drug test.

Note that consuming alcohol on campus without prior approval from the appropriate administrator, and intoxication on campus are grounds for adverse action ([BOR/AFT Faculty Union Agreement](#) Art. X, E).

Non-Smoking Policy

The University of Guam is a Tobacco and smoke-free campus with respect to all its facilities, except for student residence rooms. UOG supports the rights of nonsmokers and enables smoke-free environments to be established in classrooms, in public service areas and, generally, in all enclosed building areas on campus. The University acknowledges the rights of smokers by directing them off campus to smoke.

Faculty Grievance Procedure

Faculty members have the contractual right to file a grievance against an administrator for breach of contract. In the spirit of cooperation and collegiality, an informal solution for problems or complaints should first be attempted before filling a grievance. Details on the grievance procedure can be found in the [BOR/AFT Faculty Union Agreement](#), and the [Rules, Regulations, and Procedures Manual](#).



Campus Resources

There are various resources on campus which provide valuable support in implementing the academic program. Several of them which may be of most immediate help to you or to your students are discussed below. Please, feel free to turn to your colleagues in these areas for their specialized assistance. Your Chair can also advise you about other resources not listed here. Hours of operation occasionally change, particularly near exam times.

Robert F. Kennedy Library

The Dean of the Library can be reached at 671-735-2331, and the reference desk can be reached at 671-735-2341. For a current list of library personnel or current hours of operation, check <http://www.uog.edu/rfk>

Services:

- * computerized library catalog
 - * 106,798+ books
 - * reference assistance
 - * Access to multiple electronic resources, including CD-ROM reference products and OCLC
 - * automated circulation system
 - * 868 serial titles
 - * interlibrary loan program
- for cataloging, reference, and interlibrary loan, periodical indexes, and journals on-line
- * 4-month loan period for circulating materials for faculty
 - * materials for classes placed on reserve
 - * selective depository for US government documents
 - * books, serials, and media acquired to support the curriculum.

You may send requests for new books or instructional materials to be purchased to the Dean of the Library.

MARC Library

The Micronesian Area Research Center supports a collection of documents pertaining to Guam and Micronesia. Visit the [MARC website](#) for more information.

Media Services located in the RFK Library

Media Coordinator: 671-735-2326
Staff: 671-735-2327

Services:

- * circulates audiovisual software including video, filmstrips, tapes, CDs, phono-discs (all can be

checked-out with some restrictions)

- * has viewing and listening stations for non-print media
- * supports some audio-visual classroom equipment
- * offers workshops on effective use of media (on request)
- * assists in media production of slides, posters, computer graphics, audio recordings, and multimedia.

Computer Technician

If you need technical computer assistance, see the Division AA to obtain and prepare a work order for a computer technician's assistance. Your AA will submit the work order to the CLASS Associate Dean who will make arrangements with a computer technician. If it is a task that cannot be performed by the technician, the Associate Dean and the AA will have it routed to the Computer Center or a repair shop. There must be a Purchase Order (PO) in place BEFORE a computer is taken into a repair shop.

Computer Center

If your e-mail, internet, or Colleague access goes down, you may make immediate inquiries to the [Computer Center](#). Director, 671-735-2635/39; Staff: Senior Applications Programmer 671-735-2632; or email helpdesk@triton.uog.edu.

Services:

- * assists faculty in incorporating computing technology into instruction
- * assists college computer labs
- * provides workshops on specific computer applications (e-mail, Word, Excel, and Windows)
- * provides workshops for classes requested by faculty
- * reserves computer labs for classes requested by faculty
- * maintains the e-mail, internet, and Colleague systems.

The College supports 2 computer labs: the DEAL open lab in EC 202 and a Modern Language teaching lab in HSS 111. Consult the DEAL Division AO to reserve the DEAL lab or the HUMA Division AA to reserve the Modern Language lab for your classes. You may also contact your AA/AO to assist with reservations.

Student Advising

Academic student advising is the responsibility of every faculty member. Faculty associated with a major or minor should discuss advising and make assignments of students to each of the program's faculty. Faculty members will be trained to access the academic records of their advisees on the Colleague System. This should facilitate regular communication and informed advising conversations between faculty and their

advisees.

Student Counseling Services

The [Student Counseling Services](#) provide both academic and personal counseling. They can be reached at 671-735-3342/2291.

Student Counseling Services can assist you if you have a student who needs special assistance. If you have concerns about a student in your class (excessive absences, early indications of probable failure, etc.), you are encouraged to contact the office by phone, or in person. Indicate the name of the student, the course, and the specific concern you have. The center will notify the student's academic advisor in hopes of redressing the problem in a timely manner. Unexpected changes in a student's attendance and performance can be a sign of some personal or familial problem. At times, you might wish to encourage a student to contact the Counseling Center. You are also welcomed to call the Center to consult with the staff about concerns you might have about a student.

Once a student declares a major, he or she is assigned to an academic advisor in that program. However, there are many students (especially freshman and first semester sophomores) who are still undecided. The Registrar, Student Counseling, and Student Affairs organizations work with students from the time they are admitted to when they are assigned a departmental advisor. There are other advising activities coordinated through the Student Affairs organization.

Student Life Office

Student Life organizes academic advising during new student orientation. Contact the Student Life Office at 671-735-0246.

Career Development Office

The Career Development Office offers students and alumni assistance in job placement and for suitable positions in their career areas. The office assists students to develop self-direction and personal responsibility in the career decision-making and job search process. Contact the Career Development Office at 671-735-2233/34.

Services:

- * Job-search skills
- * Employment opportunities
- * Career Service Library
- * Career programs, workshops, mock interviews.

Health Services

The [Student Health Services](#) provide outpatient care for a wide range of minor injuries and ailments. For current services and hours of operation contact 671-735-2225/6.

Americans with Disabilities Act

ADA matters are handled by the [Equal Employment Opportunities Office](#). ADA ensures that individuals with disabilities have equal access and nondiscriminatory access to all benefits, privileges, opportunities, and obligations provided by the University. The EEO Office can be reached at 671-735-2244. If a student needs assistance with one of the external elevators, then you should contact the Safety Office at 671-735-2370 or dispatch office 671-649-9275 or guard on duty 671-888-2456. Every Syllabus must contain an ADA statement such as:

ADA Statement: If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact the Student Counselling and Advising Service Disability Support Services office to discuss your specific accommodation needs confidentially. A Faculty Notification letter will be emailed to me specifying your approved accommodations. If you are not registered, you should do so immediately at the Student Center, Rotunda office #5, sssablan@triton.uog.edu or ph/TTY: 671-735-2460, to coordinate your accommodation request.

Student Activities Center

The Student Activities Center is a central gathering point for students. The Food Court, consisting of several food concessions, the Triton Store, a small post office, some student mailboxes, Student Government Association offices, the Office of Student Affairs and the Career Placement Center can all be found at the Student Center.

Campus Security

You might wish to know that campus security can provide you an escort to your car. If you are on campus and desire an escort to your car or some other location on campus, please contact the security office at 671-735-2365 or their pager 671-476-9804 or 671-649-9275, or 671-888-2456.

Emergencies

If you encounter an emergency on campus you should report the incident to Campus

Security. You should also inform the Dean's office, so we can follow up on the incident. If there is a threat to one's person or public or private property do not hesitate to call the Guam Police Department 911.



Appendix: Sample Forms

[Leave Application Form](#)

[Variance Notification Form](#)

Canceled Class, Canceled Office Hours

[Textbook Request](#)

[Desk Copy Request](#)

[Faculty Load Information](#)

[Faculty Door Card](#)

[Incomplete Grade Authorization Form](#)

[Academic Five- Year Calendar](#)

[Change of Grade Memorandum](#)

[Incomplete Grade Authorization Form](#)

[Course Evaluation Form](#) (Online student evaluation of course & faculty)

Liability Waiver Forms

[Off-Campus Field Trip Form](#) (Off campus but on island)

[Off-Island Student Travel Form](#)

Travel Policy & Clearance Forms (Ask Dean's Office Staff for access)