

***University of Alaska
Southeast***

***Adjunct Faculty
Handbook***

Last update: September, 2019



C. Bennett 9/06



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Dear UAS Adjunct Faculty member:

Welcome to the new academic year! All of us at UAS greatly appreciate your contribution as an adjunct faculty member to our mission of student learning and student success. As we enter the new academic year, we want to ensure that you have all the resources necessary for success as a faculty member.

The [UAS Adjunct Faculty Handbook](#) provides up-to-date information to help you be successful in your teaching. It provides important contacts for answers to questions about course scheduling, the required course syllabus, instructional technology, and much more. You can access this handbook on the Provost website at <http://www.uas.alaska.edu/facultyhandbook/index.html>. For additional information beyond that found in this handbook, please contact the administrative professional identified in your appointment letter. I also encourage you to take part in planned adjunct faculty orientation and training activities at each of our three campuses.

I look forward to meeting you if you are new to UAS and to reacquainting myself with the rest of you and hearing about your summer experiences. Feel free to email me at ktcarey@alaska.edu with any comments or suggestions.

Sincerely,

A handwritten signature in black ink that reads "Karen T. Carey".

Karen T. Carey, PhD
Provost

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Chapter 1 - Organizational Structure

UAS, the University of Alaska Southeast, is one of three universities within the University of Alaska. The northern universities are UAA (University of Alaska Anchorage) and UAF (University of Alaska Fairbanks). UAS is comprised of three campuses: Juneau, Ketchikan, and Sitka. The Chancellor and the Provost (chief academic officer) preside over all of UAS. Juneau campus academic affairs are managed by deans who oversee the School of Arts & Sciences, School of Career Education, and the Alaska College of Education. In Sitka and Ketchikan, directors manage campus affairs. Faculty in Sitka and Ketchikan work with their departmental colleagues in Juneau.

School of Arts and Sciences - Dean Thomas Thornton

School of Career Education - Executive Dean Pete Traxler

Alaska College of Education - Executive Dean Steve Atwater

Ketchikan Campus Director - Priscilla Schulte

Sitka Campus Director - Leslie Gordon

1.a: Contacts and Useful Weblinks

Contacts

School of Arts & Sciences faculty and staff directory

http://www.uas.alaska.edu/arts_sciences/faculty-staff.html

Assistant to the Dean, Amy Bannerman, 796-6518,
aebannerman@alaska.edu

Department Chair, Business and Public Administration, Charla Brown,
796-6310, cabrown12@alaska.edu

Department Chair, Humanities, Andrea Dewees, 796-6008,
adewees@alaska.edu

Department Chair, Natural Sciences, Andrzej Piotrowski, 796-6423,
apiotrowski@alaska.edu

Department Chair, Social Sciences, Lora Vess, 796-6152,
levess@alaska.edu

Alaska College of Education faculty and staff directory
<http://www.uas.alaska.edu/education/personnel.html>

Administrative Assistant to the Executive Dean, Kayti Coonjohn,
796-6050, kfcoonjohn@alaska.edu

School of Career Ed. faculty and staff directory
http://www.uas.alaska.edu/career_ed/faculty.html

Administrative Assistant, Linda Carroll, 796-6124,
lmcarroll@alaska.edu

Ketchikan: Campus Director Priscilla Schulte 907-228-4515,
pmschulte@alaska.edu

Sitka: Campus Director Leslie Gordon 907-747-9474, llgordon@alaska.edu

Useful Links

United Academics – Adjuncts (Union information):
<http://www.alaska.edu/labor/adjuncts-info/>

Adjunct Self-Assessment:
<http://www.uas.alaska.edu/provost/adjunct/selfassessment.html>

Academic Calendar: <http://uas.alaska.edu/calendar/academic.html>

Academic Catalog: <http://catalog.uas.alaska.edu/>

Blackboard Learning Management System: <http://classes.alaska.edu>

Center for Excellence in Learning and Teaching: <http://uas.alaska.edu/celt/>

Children/Pets on Campus: <http://www.uas.alaska.edu/policies/animals.html>

Directory of Faculty & Staff: <http://www.uas.alaska.edu/contacts/>

Disability Services: <http://uas.alaska.edu/dss/>

ELMO (Easy Login Maintenance Option): <https://elmo.uas.alaska.edu/>

Emergency Action Plan:

http://www.uas.alaska.edu/facilities_services/emergency-management.html

Faculty Resources:

<https://www.uas.alaska.edu/provost/faculty-resources.html>

UAS Forms: <http://www.uas.alaska.edu/forms/>

Help Desk: <http://www.uas.alaska.edu/helpdesk/>

Human Resources at Statewide: <http://www.alaska.edu/hr/>

Human Resources at UAS: <http://www.uas.alaska.edu/hr/index.html>

IT Services: <http://www.uas.alaska.edu/its/>

Learning & Testing Center:

<http://www.uas.alaska.edu/juneau/tlc/index.html>

Writing Center:

<http://www.uas.alaska.edu/juneau/writing-center/index.html>

Library: Juneau <http://www.uas.alaska.edu/library/>

Ketchikan <http://www.uas.alaska.edu/ketchikan/library/index.html>

Sitka - Egan Library in Juneau <http://www.uas.alaska.edu/library/>

Student Rights and Responsibilities:

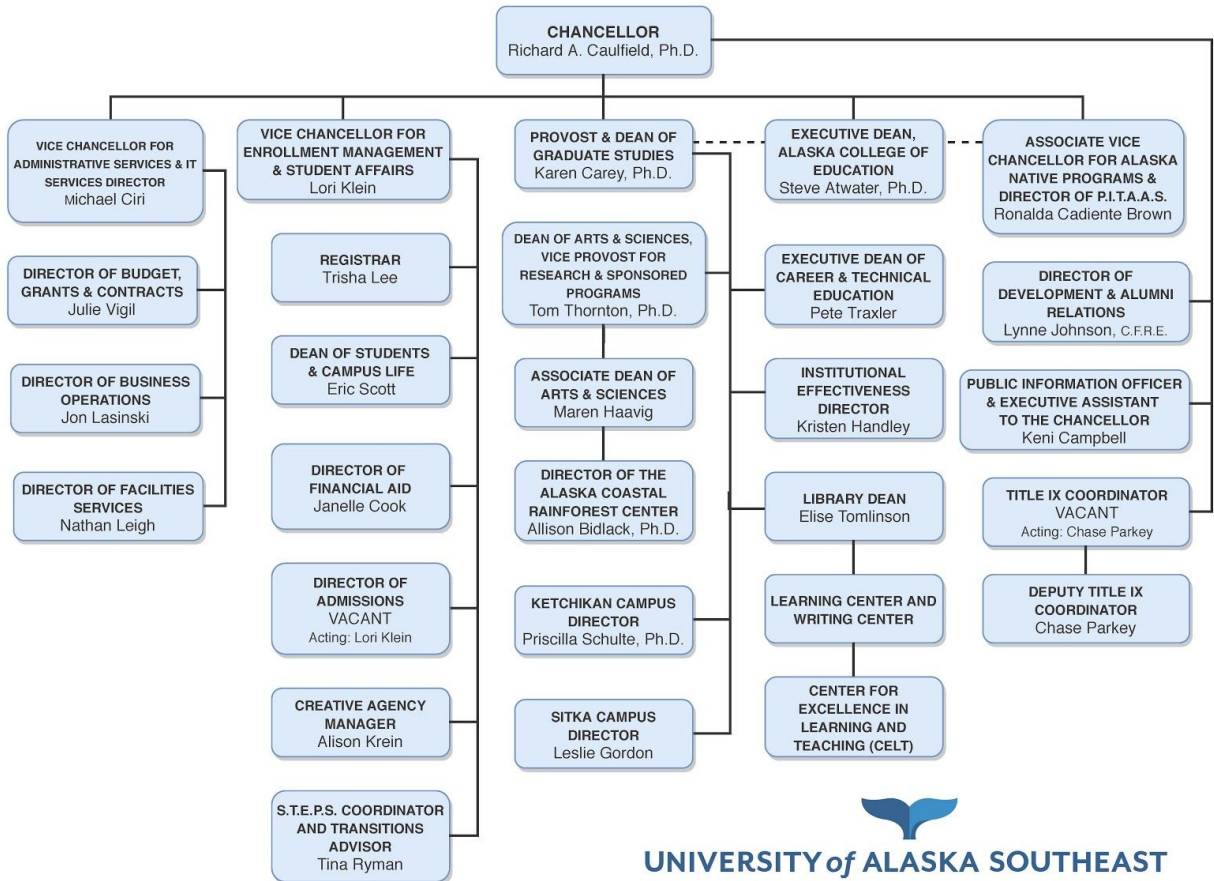
<http://www.uas.alaska.edu/students/guide/conduct.html>

UA Online: <http://uaonline.alaska.edu/>

UAS Online!: <https://uascentral.uas.alaska.edu/online>

Board of Regents: <http://www.alaska.edu/bor/>

1.b: Organizational Chart



Updated: August 26, 2019

1.c: Faculty Information and Academic Calendars

The Provost’s office website is a good source of information for faculty.

<https://www.uas.alaska.edu/provost/faculty-resources.html>

The Academic Calendar

The [Academic Calendar](#) represents the framework of the academic year. Specific courses or programs may start or end on different dates. Please consult a current [UAS class schedule](#) for more specific information.

The academic calendar starts with Fall Semester and ends with Summer Semester.

Finals Schedule

Finals week is scheduled during the last week of the semester. A two-hour block is scheduled for each local course. Distance courses continue to meet at regularly scheduled times throughout finals week. Dates and times are published online at www.uas.alaska.edu/schedule/fall.html

You must meet your class during Finals week even if you do not give an exam.

Chapter 2 - Instructional Responsibilities

In this section you will find information related to the duties of adjunct faculty within the UAS system. As an adjunct you play a very important role in our students' acquisition and demonstration of knowledge. Every academic division within UAS hires and relies on adjunct faculty. In general, adjuncts work with full time faculty who serve as mentors to those in their department. You are encouraged to identify who that mentor is, and this person will help you get accustomed to the procedures and policies at UAS.

2.a: Course Syllabus

Course syllabi shall be posted to Blackboard (formerly known as UAS-Online) via the **designated syllabus link** on prior to the first day of class. Posting to the correct link enters the syllabus into the designated repository at UAS. The syllabus serves as a contract between the instructor and student. It should reflect the outcomes that are expected of the student upon completion of the course. Instructions and information about posting your syllabus can be found here:

<http://www.uas.alaska.edu/celt/idn/blackboard/BBuploadSyllabus.html>

A course syllabus shall be made available to each student at the first class session of a course.

1. The syllabus is required to contain the following:
2. instructor name and contact information
3. scope of the material to be covered in the course
4. required texts and readings
5. student learning outcomes (Course Student Learning Outcomes can be found on this web page:
<http://www.uas.alaska.edu/schedule/slo.html>)
6. grading method to be used (pass/fail or letter grade), including whether "+ or -" will be employed

7. the basis for awarding student grades: exams, papers, quizzes, projects, or other assignments along with their due dates and weighting towards calculation of the final grade
8. notification that class evaluation will occur at some point during the last three weeks of class
9. other pertinent information concerning course management and instructor expectations of students

It is also suggested to include notification of the following:

- A. appropriate Title IX policy description found at www.alaska.edu/nondiscrimination/
- B. student conduct policy found at <http://www.uas.alaska.edu/dean-of-students/code-of-conduct/conduct-procedures.html>
- C. disability support services found at www.uas.alaska.edu/dss/.

See the example on following pages.

*** Begin Sample Syllabus***

Biological Anthropology ANTH 205

Prof. Erica Hill
edhill@alaska.edu
796-6017

LECTURE: M/W 3.30–5.00 PM
ROOM: Egan 109
OFFICE/HRS: 217 SOB / M/W 1.30–3.00 PM
and by appointment

TEXTS

1. *How Humans Evolved*, by Robert Boyd and Joan B. Silk, 8th edition, 2018 (text)
2. *Dancing Skeletons: Life and Death in West Africa*, Katherine A. Dettwyler, 1994 [2014].
Dancing Skeletons is on reserve in Egan Library
3. Optional, but encouraged: **InQuizitive** digital resources (quizzes, study guides, videos) at: <https://digital.wwnorton.com/howhumans8> [included with ebook, or \$20]

Additional PDF readings will be posted to the course website in Blackboard.

This course is a non-lab GER.

INTRODUCTION AND GOALS

Students will be introduced to the fundamental principles of biological anthropology. Throughout the course, we will discuss evolutionary principles and examine both hominid evolution (paleoanthropology) and the biology of modern human populations. We will also discuss controversial issues in biological anthropology; students will use critical thinking to follow and evaluate logical arguments on both sides of a given issue.

By the end of the course, students will have a grasp of fundamental evolutionary principles and of the basic subjects of study within biological anthropology, including speciation, primatology, paleoanthropology, human variation, medical and forensic anthropology. Students will be able to discuss, in written and oral form, broad patterns of human evolution and the major sources of human diversity. Their critical thinking skills will be sharpened through evaluation of conflicting viewpoints on major issues.

STUDENT LEARNING OUTCOMES

- Identify the primary subjects of study within biological anthropology;
- Define evolution and identify key evolutionary processes;
- Describe how humans are similar to and different from other primates;
- Identify significant finds in the paleoanthropological record and explain their place in the evolution of anatomically modern humans;
- Identify sources of human variation;
- Recognize that racial categories are cultural constructs;
- Explain the applied role of biological anthropology in fields such as medical or forensic anthropology.

REQUIREMENTS

Students are expected to attend class regularly and to be on time. Attendance will be taken at every class meeting. Tardiness will be considered an absence. **You will not pass this class unless you attend regularly.**

Students are expected to participate in class discussion to the best of their abilities. Thoughtful and respectful participation will weigh in your favor grade-wise. Students who find it difficult to participate orally will be expected to reflect participation through above-average performance on quizzes and exams.

GRADING Quizzes, attendance, assignments = 65 points
 Exams (3 x 45 points) = 135 points

GRADE SCALE **A** = 94–100 **B+** = 88–89 **B-** = 80–83 **C** = 70–75
 A- = 90–93 **B** = 84–87 **C+** = 76–79 **F** = below 70

QUIZZES and ATTENDANCE

I will occasionally give unannounced quizzes over the assigned readings. You may use your notes for quizzes, which are designed to reward students who do the readings and take careful notes.

ASSIGNMENTS

For each assigned chapter of the textbook, *How Humans Evolved*, you must hand in homework in which you: 1) answer three of the questions at the end of the chapter (your choice of which questions); and 2) define four terms listed at the end of the chapter (your choice).

Use complete sentences for the three questions; however, complete sentences are not necessary for the definitions. Your assignments must be submitted to Blackboard via UASOnline.

GRADING AND EXAM POLICY

Exams include short answer, multiple choice, fill in the blank, and short essay formats. Students will be expected to demonstrate knowledge of all major concepts and terms in both quiz and exam form.

The only valid excuses for missing an exam or quiz are illness, personal / family crisis, or religious obligation. You must inform the instructor by phone or e-mail of your absence *as soon as possible*, ideally *prior* to the absence. You are responsible for making arrangements with the instructor to make up exams. (There will be no make ups for quizzes.) Arrangements for make ups must be made within one week of your return to UAS. Except in emergencies, **you must have the instructor's prior authorization to make up an exam.**

Plagiarism: I have a zero tolerance policy for cheating and plagiarism. If you use a source without proper credit or cheat on a quiz or exam, you will receive a zero on the exam or assignment and will be invited to drop the class immediately. Disciplinary action may be initiated by the instructor and could result in expulsion from the university.

Disability Services: If you have, or believe you have, a disability, please make arrangements with the UAS office of Disability Support Services for evaluation and accommodation. To learn about the resources available at UAS to assist students with disabilities in their academic studies, go to: <http://www.uas.alaska.edu/dss/index.html>; phone 796-6000; or visit 122 Mourant.

Students with documented disabilities must contact the instructor directly to make arrangements for extensions on assignments or for test-taking in the Learning Center

SEX- OR GENDER-BASED DISCRIMINATION

All students have the right to be free from all forms of gender and sex-based misconduct (sexual harassment, sexual assault, dating violence, domestic violence, or stalking). Please report any incidence of sex or gender-based discrimination to the UAS Title IX Office (907-796-6036) or uas.titleix@alaska.edu. More information and resources are available at www.uas.alaska.edu/titleix. Or, see the Title IX info sheet on the course website.

COURSE SCHEDULE

- AUG 26** **Introduction to Biological Anthropology**
- AUG 28** Read: Prologue to *How Humans Evolved*, pp. xviii–xxi
PDF: Differential Mortality and the Donner Party Disaster
Chapter 1: Adaptation by Natural Selection
- SEPT 2** **Labor Day Holiday**
- SEPT 4** Read: PDF: The Facts of Evolution
PDF: Why Should Students Learn Evolution?
Dancing, Chapter 1
- SEPT 9** **Chapter 1 assignment due**
- SEPT 11, 16** **Evolution and Genetics**
Read for Sept 11: Chapter 2: Genetics (up to p. 44 and “RNA”)
Read for Sept 16: PDF: Curse and Blessing of the Ghetto
PDF: Ironing It Out
Dancing, Chapter 2
- SEPT 18** **Chapter 2 assignment due**
- SEPT 23, 25** **Modern Synthesis / Speciation**
Read for Sept 23: Chapters 3, 4
Read for Sept 25: PDF: First, Kill the Babies
PDF: Unfortunate Drift
Dancing, Chapters 3, 4
- SEPT 25** **Chapter 3 or Chapter 4 assignment due (choose one chapter only)**
- SEPT 30** **Exam I** (covers chapters 1–4 + all assigned readings + *Dancing*)
- OCT 2, 7** **Introduction to Primates**
Read for Oct 2: Chapter 5: Primate Diversity and Ecology
Read for Oct 7: PDF: Responses to Habitat Alteration
PDF: Got Culture?
PDF: Dim Forest, Bright Chimps
PDF: Peaceful Primates
Dancing, Chapters 5, 6



- OCT 7** Chapter 5 assignment due
- OCT 9** Film or Lecture catch-up + **Primate assignment due**
- OCT 14, 16** **Primate Mating Systems**
 Read for Oct 14: Chapter 6
 Read for Oct 16: PDF: What Are Friends For?
 PDF: What's Love Got to Do with It?
 PDF: Mothers and Others
 PDF: To Catch a *Colubus*
Dancing, Chapters 7, 8
- OCT 16** Chapter 6 assignment due
- OCT 21** **The Earliest Primates**
 Read for Oct 21: Chapter 9
- OCT 23** **Hominins**
 Read for Oct 23: Chapter 10
- OCT 28** Chapter 9 or 10 assignment due (choose one)
- OCT 28** **The Genus *Homo***
 Read for Oct 28: Chapter 11
 PDF: The Human Family's Earliest Ancestors
 PDF: Meet the New Human Family
- OCT 30** Film or catch-up + **Map of Africa due in class**
- NOV 4** **Neandertals and Contemporaries**
 Read for Nov 4: Chapter 12
 PDF: Did Neandertals Bury Their Dead?
 PDF: Littlest Human (*H. floresiensis*)
 PDF: Mystery Human (*Homo naledi*)
- NOV 4** Chapter 11 or Chapter 12 assignment due (choose one)
- NOV 6** Read for Nov 6: *Dancing*, Chapters 9–14
- NOV 6** Map of Asia due in class
- NOV 11** **Exam II** (all text and readings since Exam I)

- NOV 13, 18** ***Homo sapiens* and Modern Human Behavior**
 Read for Nov 13: Chapter 13
 Read for Nov 18: PDF: Ghosts Within
 PDF: A New View of the Birth of *Homo sapiens*
 PDF: Birth of Childhood
 PDF: The Evolution of Grandparents
- NOV 18** Chapter 13 assignment due
- NOV 20** **Human Genetics / Genetic Variation**
 Read for Nov. 20: Chapter 14
- NOV 25** Chapter 14 assignment due
- NOV 25** **More on Human Variation: Skin Color and Sex Differences**
 Read for Nov 25: PDF: Sex Redefined
 PDF: Skin Deep
 PDF: Clines
 PDF: Can White Men Jump?
- NOV 27** **Medical Anthropology**
 Read for Nov 27: PDF: Size Bias: A Social Construction
 PDF: The Americanization of Mental Illness
 PDF: Psychiatry and Japan's National Disease
 PDF: Death Without Weeping
- DEC 2** **Forensic Anthropology and Course Evaluation**
 Read for Dec 2: PDF: Role of a Forensic Anthropologist
 PDF: Dead Men Do Tell Tales
 PDF: Identifying the Remains of Our War Dead
 PDF: Forensic Anthropologist Uses DNA
- DEC 4** **Final Exam** (all text and readings since Exam II + major concepts)

2.b: Secondary School / Dual Enrollment

UAS welcomes enrollment of secondary school students who are prepared for college-level work, subject to the policies described below. These policies are designed to allow access to courses in a manner that supports student success. The University of Alaska system has an open enrollment policy allowing students to register for courses for which they have an adequate background (UA Regents policy P10.05.010). Registering in courses establishes a permanent academic record that reflects academic performance in all courses attempted.

Types of Secondary School Student Enrollment:

Dual Enrollment Students

Dual enrollment refers to enrollment at the university by a student who is simultaneously enrolled in a K-12 (or homeschool) for which the student may receive credit at both the K-12 and postsecondary levels. The university encourages dual enrollment. No additional restrictions on dual enrollment beyond those applicable to all students, or to avoid violations of law or ensure informed consent by a parent or legal guardian (including financial obligations), shall be allowed (BOR P10.05.015).

Dual Credit by School District and/or Agency Agreement

K-12 students may take a dual enrollment course that is sponsored by and outside entity including a school district. The agreement must identify roles and responsibilities of the parties. The university approves the instructor and the course syllabus. Other materials may be mandated, including assignments and assessments; instructor collaboration with university faculty; and documents for program review and/or assessment of student learning outcomes as requested.

Other Secondary School Students

These may be students who are enrolled in high school and are taking UAS classes, but do not intend to use the UAS classes for academic credit at their high school. This may also include home school students or those who have withdrawn from high school prior to graduation and have not completed a GED. An individual who has dropped out or terminated enrollment at the secondary level is not considered to be a K-12 student.

2.c: Copyright

There are no general guidelines when it comes to the use of copyrighted material. The University Egan library website reviews what is reasonable when making decisions to provide copyrighted material in print form and provides a link to tools to determine fair use. Other things to consider: Are the articles already available to students through the University databases? Can your class be structured around students checking out the information at the library reserve desk?

<http://www.uas.alaska.edu/library/faculty/copyright-faq.html>

2.d: Textbooks

The administrative assistant for your respective department will alert you when textbook orders are due. Be sure to respond promptly. To assist in processing the textbook order, please use the form that can be found at

<http://www.uas.alaska.edu/forms/>

2.e: Student Rating of Faculty and Courses

Students' rating of a faculty member's teaching effectiveness is an important element in the faculty evaluation process. Student rating of instruction is managed by the Office of the Provost in coordination with various administrative units.

Online Student Ratings of Courses—The process of evaluating an instructor's scholarship of teaching and learning includes students' ratings of instruction. UAS Information Technology Services, under the direction of the Provost's office and in coordination with various administrative units, manage student rating questionnaires.

Anonymity—The online student ratings system will keep students' individual names separate from their responses, so students can be assured of anonymity in submitting the questionnaires. Students have the right to submit a blank questionnaire or opt out of submitting one at all.

Courses evaluated—All courses taught at UAS will be evaluated using this system. In team-taught courses, a single evaluation form will be used with instructor specific questions naming the individual instructors where appropriate.

Access to results through course websites—The rating system automatically generates a summary report for each course. This report includes frequency distribution, mode, standard deviation, bar chart, mean and median scores along with a compilation of any comments. Access to these results is blocked until two weeks after the ending date for the specific course. Once the report is available, anyone with instructor-level access to the course web site may view or download the full summary information. In addition, these individuals may download the raw-data in Excel format. Before the start date for administration of the questionnaire, the instructor may choose who else may access the numerical results through the course web site. Options include students enrolled in the course (the default), individuals with active UA computer accounts, or anyone visiting the course web site. If the instructor makes the rating results available to a wider audience, only the statistical summaries will be provided through the course web site. Access to student comments is restricted to those with instructor-level access only.

2.f: Grades and Grading

Course Completion Contracts- Any student who receives an “incomplete” as a grade must have a Course Completion Contract on file with the department. Incomplete work must be completed within one year (or a shorter date as stipulated by the instructor), or the incomplete grade “I” becomes a permanent grade. A Course Completion Contract between the student and the instructor must be signed, stipulating the assignment(s) required to finish the course. A copy of the contract is given to the student and the original retained in the appropriate academic unit in Juneau or in the registration office in Sitka and Ketchikan. This form and other faculty forms are found on the Faculty Handbook Forms page on the web:

<http://www.uas.alaska.edu/facultyhandbook/forms.html>

Recording Grades—Grades are due within 5 business days after the last day of instruction. Grades must be posted online at uaonline.alaska.edu. All students must have a grade listed. Grades will either be A through F, Pass (P) or Fail (F), Incomplete (I) or No Basis (NB). If assigning and F or NB, the last date the student attended the class will need to be entered. Once grades are submitted online, a grade cannot be changed online, to do so will require a Grade Change Form. If you have any problems with the UA Online system call your local campus for assistance.

Change of Grades—If a student's grade needs to be changed (e.g., completion of an Incomplete), a Change of Grade Form must be completed by you. Within one year, if a grade change is needed, only your signature is required. If the grade change is after one year, a rationale must be provided as well as signature approval of the dean and the registrar (or provost). A Change of Grade form is available online. See additional information on grading from the UAS Academic Catalog.

If you are teaching a class that is wholly or in part designated E-Learning, you will want to communicate early with your faculty or staff contact person, so that he or she can guide you to those on your campus who provide training in the use of smart classroom, instructional technology, and other electronic course delivery resources.

[Link to Faculty Grading Instructions.](#)

Please see the next page for detailed instructions.

New UOnline Grading Option

Step 1

Login to UOnline at <https://uaonline.alaska.edu/>. Please login using your **username and password**. This is the username and password associated with your university email account and Blackboard.

Step 2

Click on Faculty Services tab

Step 3

Select "Enter Grades **New!**"

Step 4

You will be routed to the Faculty Grade Entry page. You will see courses for which you are the primary instructor listed at the top. Click anywhere on the first course you wish to grade. The class roster will appear below.

If you have a small monitor or are using an iPad, vertical and horizontal scroll bars enable you to view all row and column information.

Step 5

Students who withdrew from or audited your course will already have the appropriate grade entered. You will skip over those students.

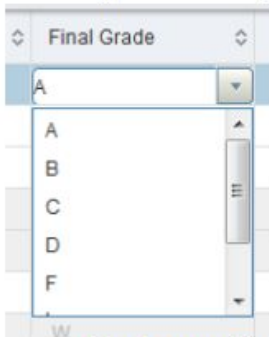
| Final Grade | ⌵ | Rolled | ⌵ |
|-------------|---|--------|---|
| | | | |
| | | | |
| AU | | ✓ | |
| W | | ✓ | |

Step 6

You have two options for entering grades.

Option 1 – Use Dropdown Boxes

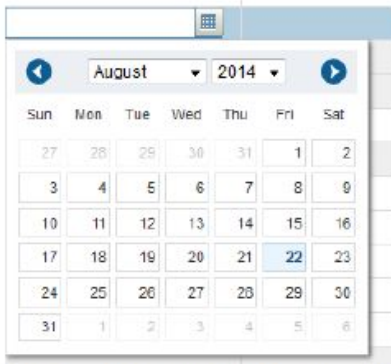
1. Enter a grade for each student in the Final Grade column using the drop down menu that appears when you click in the cell.



2. Due to compliance requirements for institutions receiving federal money, any grades of F or NB require a date of last attendance in the following format: MM/DD/YYYY. You can hand type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell. A best guess is fine.

| Final Grade | Rolled | Last Attend Date |
|-------------|--------|------------------|
| NB | | 05/19/2014 |
| F | | 06/25/2014 |

| Last Attend Date | Hours Attended |
|------------------|----------------|
| 05/19/2014 | |
| 06/25/2014 | |



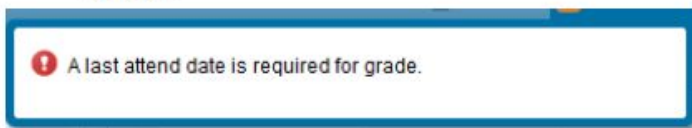
Please note: Instructors teaching in centrally scheduled classrooms will not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Attend Hours column to indicate the student took the final, if appropriate.

3. There is an additional requirement for students who **never** attended your course, regardless of whether you assign an F or NB.
 - a. Enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column **and** enter a zero in the Attend Hours column.
4. You do not enter anything in the Midterm Grade or Rolled columns.

5. Be sure to click the Save button in the lower right hand corner after you have submitted grades and dates of last attendance/attend hours, if appropriate. **If you do not click save, your grades will not be submitted.**

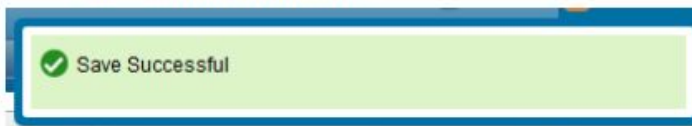


6. If there is an issue with any information you entered, you will be notified immediately with a pop up message in the upper right hand corner. It will identify the error(s) and look something like this:



A red exclamation point also appears to the left of each student's name to help you easily identify where corrections are needed.

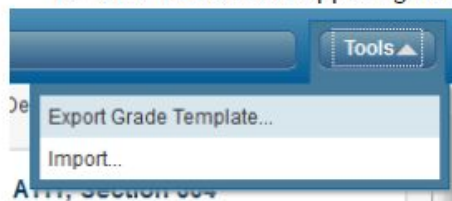
7. Please correct the error(s) and then click Save again until you receive *only* the green 'Save Successful' notification.



8. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.
9. When finished, click Sign Out in the upper right hand corner.

Option 2 – Import Grades Using Excel

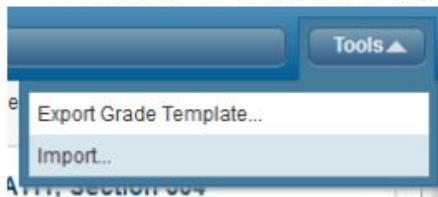
1. Click Tools in the upper right hand corner and then Export Grade Template.



2. Choose to export the roster as an .xls or .xlsx file. If you are running Microsoft Excel 2007 or later, select .xlsx. Then click Export.
3. Enter the final grades and dates of last attendance (for NB and F grades) in the Final Grades column of the Excel spreadsheet. Remember to use the correct format for the last date of

attendance (MM/DD/YYYY) and to enter a zero in the Attend Hours column for those students who never attended your course. Save the Excel file to a secure location. **Note:** The Incomplete Final Grade, Extension Date and Extension Date Constraints fields are null. Please ignore them.

4. Back in UAOnline, select Import from the Tools menu.



5. Browse to the location in which you saved the file, select it and click next.
6. Next you have an opportunity to preview the file. Click next.
7. You can ignore the Map Columns step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click next.
8. The next screen will summarize the anticipated results of this import. Click Import (even if you see that records containing errors will not be imported).
9. The final screen will summarize the results of the import and might look something like this:



10. If any records contained errors and were not imported, click on the orange notification icon to minimize the above summary. Click the validation report link **before** finishing.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

The validation report will open in Excel. An Error column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click Finished in the Import Grades dialog box. Import your spreadsheet again until all records import and save successfully.

11. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.
12. When finished, click Sign Out in the upper right hand corner.

Additional information:

🗑️ The Reset button pictured above only resets columns that have not been previously saved.

📄 Rolled grades (green checkmark in the Rolled column) cannot be changed online. They have already rolled to the student's permanent academic record. Grades roll to students' records every night.

Please contact the local records office with questions about this new grading option.

Chapter 3 - Academic Support/Services

This section of the handbook familiarizes you with the network of support services available, so your experience teaching at UAS is smooth and successful. Library resources and tutorial & learning/student services are covered here, as well as a basic primer on instructional technology – with essential information about how you can put technology to work for you and your students.

3.a: Information Technology Services Mission Statement

The mission of UAS Information Technology Services is to make the University of Alaska Southeast an exceptional place to learn by providing computing technology and services responsive to the needs of the University community.

UAS has incorporated a number of strategies related to use of technology in the UAS Strategic & Assessment Plan:

- Provide technology and services which support and enhance learning
- Expand access to written and electronic information resources
- Provide coordinated information technology instruction based on computing resources used for UA administrative and academic support.
- Assist and encourage all staff to integrate technology improvement into campus best business practices.
- Design of systems to maximize student interactivity and program and faculty control.

Electronic Portfolios

In conjunction with course management, UAS provides a Web portfolio system. An ePortfolio is automatically created for every faculty member and student. As a part of this portfolio, a unique "page" is created for every class an individual takes or teaches. Faculty and students are encouraged to use this resource to support both summative and formative evaluation of

learning outcomes, and to create a community of scholars through Weblogs, podcasts and other social networking strategies.

Course Provisioning

1. Course sites are created for every UAS course section within the UA Blackboard Learn system.
2. Course sites are created as soon as the Registrar's office releases the term and are updated daily.
3. Course sites are maintained indefinitely for institutional users, accrediting bodies and the general public.
4. Faculty may choose to link multiple class sections together for ease of management or to create a single larger cohort for student collaboration. Linked courses retain their unique titles and web addresses, but share a single pool of resources and activities and can be managed from a single class site.
5. In addition to Banner courses, a non-Banner course site can be created by contacting the Helpdesk.

Course Access

1. All course sites are visible to the general Internet.
2. Faculty may restrict course resources and activities.
3. Faculty may add individuals to the class roster/gradebook.
4. The official UAS student course rating system is entirely online and is integrated into UAS Online. Only officially registered students may submit course rating forms.
5. All faculty designated in Banner as "instructors of record" are automatically added to the associated course. UAS does not enforce storage limits on course sites or ePortfolios.
6. Faculty may import resources from other course sites and across terms, provided the faculty has management access to the course materials. When this access does not already exist, faculty may request access from the original faculty member or from the academic department.

Technology Help

The UAS ITS Technology Help Desk is available to provide initial assistance with any technology needs of both faculty and students. For hours of operation, contact details, and technical support guides, please visit the website. <http://uas.alaska.edu/helpdesk/>

3.b: Classrooms and Regional Equipment

All students, faculty, and staff have network storage, Web hosting space and ePortfolios. The campuses have wireless Internet for the convenience of all users. Mobile classrooms consisting of laptops utilizing the wireless network are available to faculty. Web/video conferencing is available for faculty for classes and meetings with staff or students at other campuses. Student use computers are available in Juneau, Sitka and Ketchikan for students to complete homework assignments. Contact local support to see what is available on your campus.

| | | |
|-----------------------|----------|--------------|
| Juneau Information | 796-6400 | 877-465-6400 |
| Sitka Information | 747-7700 | 800-478-6653 |
| Ketchikan Information | 228-4511 | 888-550-6177 |

3.c: Media Services

Media Services in Juneau provides support for all campuses with its many services. Contact 796-6374 or 877-465-6400.

To report broken University equipment:

Juneau Campus, computers & phones - ITS Helpdesk - 796-6400

Ketchikan Campus, computers & phones - Campus Technician - 228-4532
day 228-4570 eve

Sitka Campus, computers - Campus Technician - 747-7744

Sitka Campus, phones - Facilities Services - 747-7724

3.d: Center for Excellence in Learning and Teaching

The Center for Excellence in Learning and Teaching (CELT) provides regional peer to peer and professional support for UAS faculty in both instructional design and the scholarship of teaching and learning. CELT is physically located on the lower level of Egan Library, room 103, on the Juneau campus.

The newly designed CELT website is a one-stop shopping portal for a variety of professional development opportunities available to UAS faculty, including faculty-developed programming around pedagogy and instructional practice, on-site workshops provided through the Provost's office, and online opportunities provided by external networks, such as the Online Learning

Consortium. It also serves to highlight innovative faculty teaching at UAS. For more information, please visit <http://www.uas.alaska.edu/celt>

Instructional Design Network (IDN)

The Instructional Design Network (IDN), a program area within CELT, supports faculty in the design and development of e-Learning courses as well as the integration of technology into face-to-face courses as needed. Instructional designers provide training and consultation in the use of all UAS technologies.

For more information, contact uas.celt@alaska.edu or visit the IDN website <http://uas.alaska.edu/celt/idn>. Additional assistance is available from John Ingman (Sitka - 907-747-7725) and Kimberly Matsuura (Ketchikan - 907-228-4507). See <http://uas.alaska.edu/celt/idn/staff/> for additional contact information.

Scholarship of Teaching and Learning (STL)

CELT's Scholarship of Teaching and Learning (STL) program provides peer-to-peer opportunities for faculty professional development through exploring and sharing effective, evidence-based teaching and learning methods. Faculty are encouraged to participate in STL workshops and collegial learning spaces and to get involved by designing and leading sessions in their areas of interest. For more information, contact Kaia Henrickson, Assistant Professor of Library and Information Science, at 907-796-6515 or visit the STL website to explore ways to get involved: <http://uas.alaska.edu/celt/stl>.

3.e: Learning/Student Centers

Juneau Campus

The Learning Center, an integral part of the UAS learning community, provides tutoring and testing services empowering students to achieve their educational and professional goals while supporting student engagement within the UAS community and beyond. The Learning Center also contributes to local and regional community workforce development by providing testing services for business, industry, and government agencies.

Services: Math tutoring, hosting tutors in subject areas, testing (local, distance, placement, and

standardized), computer use, study space and more. For further information, please visit us at

<http://www.uas.alaska.edu/juneau/tlc/index.html> give us a call at 907-796-6348, or stop by.

The Writing Center, located downstairs in the Egan Library, Room 105, advises students from all disciplines on writing projects. The Writing Center team's aim is to help your students master the writing process through attentive, supportive assistance and a genuine interest in what they have to say. For further information including hours, please visit us at: <http://www.uas.alaska.edu/juneau/writing-center/>, contact us at 796-6187 or 796-6188 or email uas.writingcenter@alaska.edu. We look forward to seeing you in the Learning Center and Writing Center!

Ketchikan Campus

The mission of the Ketchikan Learning Center is to support student learning and to help students achieve their academic goals, whether that means completing a course, an entire degree, or a certification exam.

The Learning Center provides writing consultations, math tutoring, computer use, distance education support, proctoring, state and national testing, and placement testing. For more information, please contact us at 907-228-4545 or visit our website at <http://www.uas.alaska.edu/ketchikan/studentservices/TutoringServices/index.html>.

The Ketchikan campus Computer Lab has computers available to students for on campus courses, distance education courses, with printing and scanning capabilities. The lab is open morning and evening hours. Kimberly Matsuura is available to support students in the computer lab. 907-228-4507 or kcschulte@alaska.edu

Sitka Campus

The Sitka Campus Learning Center is an integral part of not only the campus community, but the larger Sitka community as well. The Center provides:

- tutoring • testing • quiet and group study spaces • computer lab • small library
- disability services • Adult Basic Education Program • GED tutoring and testing
- Writing Improvement Program • English as a Second Language Program

Please visit us at <http://www.uas.alaska.edu/sitka/support/index.html> or give us a call at 907-747-7717.

3.f: Library Services

William A. Egan Library – Juneau Campus

<http://www.uas.alaska.edu/library>

Mission Statement

Egan Library supports scholarship, research, and creative activities at the University of Alaska Southeast by providing relevant, diverse, and well-maintained collections, by helping individuals evaluate and efficiently use those resources, and creating a welcoming environment for all.

Egan Library Contacts

- Elise Tomlinson - Regional Library Dean - 796-6467
emtominson@alaska.edu
- David Cox II – Assistant Professor of Library Science, Technical Services Librarian – 796-6345 dbcxii@alaska.edu
- Jonas Lamb—Associate Professor of Library Science, Public Services Librarian - 796-6440 J.lamb@alaska.edu. Liaison Areas – School of Career Education and Natural Sciences Department
- Jennifer Ward –Associate Professor of Library Science, Outreach Services Librarian - 796-6285. jdbrown@alaska.edu Liaison Area - AK College of Education and Department of Business & Public Administration.
- Kaia Henrickson – Assistant Professor of Library and Information Science, Information Literacy Librarian - 796-6515 kbhenrickson@alaska.edu

Your Librarian Liaison can help you:

- place course materials on reserve for your students
- borrow materials from a network of libraries nationwide as well as abroad
- request the purchase of new library materials (books, journals, DVDs, etc.)
- develop assignments focusing on the information literacy core competency by visiting your class to show students how to find credible research sources
- discover new research collections and tools in your area of expertise

Faculty FAQ: <http://www.uas.alaska.edu/library/faculty/faculty-faq.html>

Department Phone Numbers

Circulation Desk - 796-6300 Reference Desk - 796-6502 Reserves - 796-6264

Interlibrary Loan - 796-6285 Acquisitions - 796-6345 Toll Free - 877-796-6502

Egan Library Hours

Egan Library is open seven days a week, including evenings and weekends, during Fall and Spring Semesters. Hours vary during Intersession, Spring Break, and Summer Session; check the library website for details.

Mon. - Thurs. 8:00 a.m - 10:00 p.m.

Friday 8:00 a.m - 5:00 p.m.

Saturday 11:00 a.m - 5:00 p.m.

Sunday 11:00 a.m - 8:00 p.m.

Library Catalog

The Egan Library is part of the Alaska Library Catalog (ALC), a consortium of 87 public, academic, special, and K-12 libraries throughout the state of Alaska. Egan Library users may borrow materials from any of the ALC member libraries. There over 3.2 million items in our combined library catalog which currently covers more than 90% of Alaska. Library cards issued at any participating ALC Library can be used at the Egan Library.

UAS Ketchikan Campus Library

<http://www.uas.alaska.edu/ketchikan/library/index.html>.

Mission Statement

The primary mission of the UAS Ketchikan Library is to provide UAS students and faculty, without regard to their geographic location, with a full range of library services and resources. The library supports the instructional programs of the University and strives to meet the information and research needs of the Ketchikan community. The library offers access to high quality resources, services and gateways to information.

UAS Ketchikan Campus Library Contacts

Kathy Bolling - Library Manager - 228-4517 kjbolling3@alaska.edu

Kathleen Wiechelman - Librarian - 228-4567 kwiechelman@alaska.edu

Shellie Tabb - Library Assistant - 228-4538 astabb@alaska.edu

To contact the Campus Library to place items on reserve, to request interlibrary loan materials, to schedule a library instruction session, or to ask a question, call 228-4567 or 228-4517.

Ketchikan Campus Library Hours

The UAS Ketchikan Campus Library is open five days a week during Fall and Spring semesters. Hours vary during Intersession, Spring Break, and Summer Session; check the UAS Ketchikan campus library website for details.

Mon. - Thurs. 9:00 a.m. - 6:00 p.m. Friday 9:00 a.m. - 5:00 p.m.

Saturday/Sunday Closed

Library Catalog

The UAS Ketchikan Campus Library is part of the First City Libraries consortium, a group of Ketchikan Libraries, including the Ketchikan Public Library, the libraries at the Ketchikan Gateway Borough Schools, and the Campus Library. You may find the library catalog at <http://www.firstcitylibraries.org>

UAS Sitka Campus

Sitka campus students, staff, and faculty are encouraged to use the services and resources of Egan Library. To meet your needs, please go to the Egan Library web site <http://www.uas.alaska.edu/library> and take advantage of services (interlibrary loan, instruction, consultation, reference assistance) or gain access to bibliographic databases, full-text journal articles, and e-books. The Outreach Services Librarian, Jennifer Ward 907-796-6285 jdbrown@alaska.edu is your liaison to the Egan Library.

Chapter 4 - Human Resources related

Your first point of contact for issues related to your pay or related matters is your departmental administrative contact. They can help you find the right person to talk to with such issues.

4.a: Collective Bargaining Agreement—United Academics – Adjuncts AAUP-AT/AFL-CIO

This important document spells out your rights and responsibilities as an adjunct faculty member. For the complete Collective Bargaining Agreement, please visit the UA Statewide Labor & Employee relations website at: <http://www.alaska.edu/labor/adjuncts-info/>

4.b: Required training

UA is committed to making our campuses safe and positive work environments for our faculty, staff, and students. The Employee Learning Library (MyUA Dashboard link [select employee services dashboard]: <https://myua.pageuppeople.com>) contains the four required training courses all UA employees must complete:

1. Workplace Harassment Prevention
2. Behavior Based Safety (One time)

3. Title IX Training (**Annually** by October 1st)*

These training requirements are for all **faculty, staff, adjunct, temporary staff, and student employees**. New adjuncts will only have access to our online learning module after their assignment has begun.

The following are MyUA Learning Library troubleshooting tips from Statewide:

1. Use the browser Google Chrome
2. Ensure that 'block cookies' or any setting that prevents cookies and/or pop-ups from functioning normally is not active in your browser settings.
3. Clear your cache, cookies, and any other temporary files saved locally in your browser.
4. Log out of MyUA and restart your browser
5. Access the training once again through MyUA

4.c: Self-Assessment

Adjunct self-assessment is part of UAS' overall effort to provide constructive and timely feedback to adjuncts, focusing on continuous improvement of instruction. It is an important part of improving the quality of UAS' teaching and learning—key to accreditation and student success. Adjunct instructors are asked to complete an annual adjunct faculty self-assessment form prior to the end of their current teaching year. The completed self-assessments are subsequently reviewed by the appropriate program coordinator or department chair that then provides a response to the adjunct instructor.

Adjunct Self-Assessment:

<http://www.uas.alaska.edu/provost/adjunct/selfassessment.html>

Chapter 5 - Instructional Technology

UAS Online and Blackboard!

UAS Online (www.uas.alaska.edu/online) is the portal to our Learning Management System (LMS). Students and faculty access their course sites by logging into UAS Online. After you or your student's login, you will see a list of links to your courses.

An online Blackboard course site is created for every UAS class. This site can be used to list your assignments, lecture notes, exams, notices, syllabi, powerpoint presentations and to record grades, as well as provide other resources utilized in your instruction. You can access your Blackboard course site(s) through the UAS Online portal <http://uas.alaska.edu/online/> For

more information and support visit the online Instructional Design Network at <http://www.uas.alaska.edu/celt/idn/>

Contact: For information or one-on-one assistance and personalized training with instructional technology, please contact the regional instructional design coordinator at uas.celt@alaska.edu or 907-796-6557 or your local administrative assistant. Additional assistance is available from John Ingman (Sitka - jfingmanjr@alaska.edu or 907-747-7725) and Kimberly Matsuura (Ketchikan - kcschulte@alaska.edu or 907-228-4507). See <http://uas.alaska.edu/celt/idn/staff/> for additional contact information.

For assistance with technology troubleshooting and general technology training, please contact the IT Helpdesk: uas.helpdesk@alaska.edu or 796-6400, 1-800-465-6400.

Blackboard (<http://www.uas.alaska.edu/celt/idn/blackboard/>) Use the menu located in the left sidebar on the IDN's Blackboard information site to explore features and learn how to use them. Begin with these links:

[Uploading Your Syllabus](#): UAS requires that every course site have a syllabus posted to Blackboard by the first day of class. Even if you're not planning to use Blackboard for assignments and other teaching materials, you'll want to upload your syllabus using these instructions.

[Understanding Your Blackboard Course Site](#): Describes the basic layout of a Blackboard course site and defines some of the terminology.

Online training for the Blackboard Learning Management System is also available at <http://uas.alaska.edu/pub/bb201> .

FAQ: Frequently Asked Questions

Includes instructions for using Blackboard's "Student Preview" feature, adding additional users (such as Teaching Assistants) to a course, and more.

1. How do I get an I.D./swipe card and/or a key to campus if I need one?

Contact the administrative assistant in your area to obtain the paperwork to gain an UAS ID/swipe card and/or keys. Your administrative assistant can assist you in initializing your ID/swipe card for gaining access to buildings or classrooms.

2. Am I able to sponsor an independent study project if a student approaches me?

Adjunct faculty may not supervise student independent study projects or

internships. Only full-time faculty members may supervise student independent study projects and internships.

3. Do I have to purchase my own classroom supplies?

Any one of the department's administrative staff can provide you with instructional supplies such as pen, pencil, grade book, white board markers, folders, etc.

4. Do I have a box where I can receive mail and campus communications?

Check with the appropriate campus / department administrative contact as to the location of your mailbox, if any.

5. When do I get paid, and is direct deposit available?

Per Article 13.1.1 of the CBA, United Academics-Adjuncts unit members will participate in direct deposit of net pay. Using electronic means the University will deposit net pay and other reimbursements into employee designed financial accounts. The form for automatic deposit is located online or from your H.R. office. Once completed, please return the form to the H.R. department. Remember to attach backup from your financial institution that has your name, routing number, and account number preprinted on it. If you had direct deposit before, you need not reapply unless your employment was terminated at UAS and you were rehired. To receive your pay information you will need to go to <http://uaonline.alaska.edu/>. For more information about the UAS auto deposit system contact UAS Payroll at 796-6273.

6. Do I have an active personnel file?

Yes, when you applied for this position, you completed an application with the I-9, W2, Demographic data, etc. You will also need to provide a current resume/vitae, official educational transcripts to be sent to the HR office, a copy of your current driver's license, and a copy of your social security card. Please bring appropriate documentation, such as your driver's license or passport for the H.R. office to copy. A Banner ID will be provided to you and this will be your university identification number. (If returning as an adjunct, please check with your department to see if the most current information is on file.)

7. What if I need to purchase something for my class?

All purchases must go through the authorization process and be authorized prior to actual purchase. Please contact your administrative assistant for any

purchasing needs. Commitments, or obligations to purchase, made by faculty members or others without approval are unauthorized expenditures and are the personal responsibility of the individual making the commitment. Binding purchase commitments may be made only by purchasing personnel. Talk to the appropriate campus contact for more information and details on purchasing.

8. Can I be reimbursed?

Please see number seven. All faculty are expected to follow purchasing procedures established by the administrator of their unit. The administrative assistant for your unit is the best source of information for your purchasing needs. The use of petty cash reimbursements is strongly discouraged and not permitted in some units. Please contact the [business office](#) with any questions.

9. What if I get sick on a day I have class?

If you know you will be missing a class in advance, work with your faculty mentor or school contact to arrange for an approved substitute or other appropriate class activity. If you have a last minute emergency or event that prevents you from teaching, please contact the appropriate administrative assistant to post a sign on the door. If the class is an e-Learning class, post a notice on your class website. You may also want to send a bulk email to students notifying them of the cancelled class.

10. I've heard that adjunct faculty can take classes at UAS for free. What's the deal?

Please see Article 14.3 of the [Collective Bargaining Agreement](#) for information about earning and banking tuition waiver credits for yourself, your spouse, or qualifying dependant.

Appendix-Web Links to Forms

- a. Change of Grade
<http://www.uas.alaska.edu/facultyhandbook/docs/forms/ChangeOfGrade.pdf>
- b. Course Completion Contract
<http://www.uas.alaska.edu/facultyhandbook/docs/forms/CourseCompletionContract.pdf>
- c. UAS Petition Form: <http://www.uas.alaska.edu/forms/index.html>
- d. Tuition Waiver Request: <http://www.uas.alaska.edu/forms/index.html>
- e. Self-Assessment

<http://www.uas.alaska.edu/provost/adjunct/selfassessment.html>

9/11/2019

Please send any needed updates / corrections to uas.provost@alaska.edu