

DePaul University Adjunct Faculty Information Sheet 2018-2019

About the University

To gain an overview of DePaul and to understand some key policies and procedures that apply to adjunct faculty, please view the following:

Adjunct Faculty Orientation <http://go.depaul.edu/PTFacultyOrientation>

An overview of DePaul University and the adjunct faculty role

Adjunct Resources <https://offices.depaul.edu/academic-affairs/faculty-resources/adjunct-resources/Pages/default.aspx>

An overview of resources and benefits available to adjunct faculty

The Teaching Commons <https://resources.depaul.edu/teaching-commons/Pages/default.aspx>

Comprehensive teaching resource for all faculty at DePaul

Faculty Responsibilities

In order to best serve students, adjunct faculty are expected to perform all duties and responsibilities of a faculty member that are commensurate and consistent with the faculty member's qualifications and the best interests of DePaul. This includes, but is not limited to, the following:

1. All new faculty are expected to view the Adjunct Faculty Online Orientation in order to be familiar with DePaul, key policies and procedures, the role of the faculty member, and available resources. The 25-minute orientation is located at <http://go.depaul.edu/PTFacultyOrientation>
2. Classes should begin and end at the university scheduled times for classroom courses and according to the course schedule for online courses.
3. Final examinations (or exercises) are expected to take place on the scheduled examination date and period as approved by the university. Final projects that are substituted for a final examination or exercise are expected to be due at the time of the scheduled examination date and period.
4. Faculty are responsible for teaching each class session as scheduled. If an instructor must miss a class or is not able to fulfill any of their responsibilities, the instructor must follow the school/college procedures of notification.
5. The syllabus serves as the faculty/student contract for the course and should include accurate class information and expectations. A syllabus must be distributed no later than the first class meeting. All syllabi must contain certain required information. Details about this information, as well as more information on creating a syllabus generally, can be found at the Teaching Commons at [The Syllabus](#).
6. Instructors are expected to establish a supportive learning environment in the course, and to give students feedback on an assignment by the third week of the quarter.
7. Instructors are expected to respond to two Progress Surveys each quarter addressing students' participation and progress in their classes. These surveys are part of [BlueStar in Campus Connect](#), an online system to support academic advising.
8. Instructors are expected to respond, in a timely manner, to student email and/or voicemail communications. Classroom instructors are expected to be available to students enrolled in their classes for office hours outside of scheduled course sessions. Online instructors are expected to monitor the course communications and related student email regularly.
9. Online instructors are expected to ensure that they have consistently reliable access to the internet and email, as well as access to computer hardware and software that meets the required technical specifications.
10. Instructors are expected to comply with all DePaul, school/college and department administrative and academic policies, procedures, guidelines, and directives. University policies can be found at <http://policies.depaul.edu/>. All adjunct faculty members are expected to familiarize themselves with

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this information and comply with all applicable policies and procedures.

11. Adjunct faculty are expected to view and respond to their DePaul email.
12. At the conclusion of their appointment, adjunct faculty should promptly return any University property or documents in their custody or control.

Compensation

Compensation will be payable in accordance with DePaul's payroll policies, and is subject to applicable withholdings and deductions. Appointment is contingent on adjunct faculty completing the I-9 form and providing an original document or documents that confirm their identity and employment authorization to work in the U.S. as required by the Immigration Reform and Control Act of 1986. The offer is also contingent on a background check, which includes university degree verification and a criminal conviction investigation. For questions related to this process, please contact the school/college office.

Adjunct Faculty Benefits

Adjunct faculty are eligible to make pre-tax contributions to the DePaul University 403(b) Retirement Plan. Information about the plan can be found on the Human Resources web site at <https://offices.depaul.edu/human-resources/benefits/403b-retirement/Pages/default.aspx>. Please note that eligibility for the University's 9.5% matching contribution requires a one-time completion of a course load equivalency of 1,000 hours for adjunct faculty in any anniversary year of employment. Health benefits eligibility information is available at <https://offices.depaul.edu/human-resources/benefits/part-time/Pages/default.aspx>

Employment Parameters

Employment as an adjunct faculty member to teach a course is on a part-time, as-needed basis. This is a non-tenure-track appointment and adjunct faculty are not eligible for tenure. DePaul University cannot guarantee that adjunct faculty will be reappointed or that, if reappointed, they will be given a course assignment each quarter or a minimum number of course assignments in any academic year. Please also keep in mind:

- This appointment and any course assignment may be terminated by DePaul at any time without notice, penalty, or further obligation if, in DePaul's sole discretion, there is basis for such cancellation.
- DePaul reserves the right to cancel a course or reassign faculty to teach a course at any time if it determines there is insufficient enrollment, a necessary staffing adjustment, a schedule change, or other DePaul basis for course cancellation.
- Course Cancellation Fee:
 - 31 days or more prior to the first scheduled class meeting there is no compensation.
 - Cancellation at any point after 30 days or less prior to the scheduled first class meeting results in a fee equal to 25% of the total course fee
 - Opt-out Option: When an adjunct faculty member is notified that a course section is being cancelled due to low enrollment the faculty member may request to opt out of the cancellation fee and keep the course open anticipating that it may fill. The adjunct faculty member must make the opt-out request within five business days of the date of the cancellation notice. If the course does not fill and is later cancelled due to low enrollment the faculty member would not receive a fee. The opt-out agreement will be written and will include the enrollment figure required for the class to continue. If enrollment reaches the designated figure and the course is nonetheless cancelled for a reason other than low

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enrollment in that course section, the adjunct faculty member will receive the course cancellation fee.

Appointment as an adjunct faculty member to teach a course is also contingent on school or college staffing and course needs, course enrollment, availability, and the instructor's teaching abilities and satisfactory classroom performance. This appointment and any course assignment may be terminated by DePaul without notice, penalty or further obligation if the instructor (a) fails to perform the responsibilities of a part-time faculty member satisfactorily; (b) violates any academic or administrative policy or guideline; or (c) refuses to comply with any reasonable directive of DePaul.

University Notice

University employees, including adjunct faculty, have a variety of obligations to report various types of conduct that they observe or that is reported to them by students or other employees. These obligations include, for example, an obligation to report discrimination or harassment on the basis of sex, including sexual and relationship violence; an obligation to report that a child under the age of 18 known to them in their professional or official capacity may have been subjected to physical or sexual abuse, may be at risk of physical or sexual abuse, or is being deprived of the proper or necessary care; and, under some circumstances, an obligation to report information about crimes on-campus. Depending on the situation, reports should be made to Public Safety, DePaul's Title IX Coordinator, or the Illinois Department of Children and Family Services. Reports can also be made by contacting Public Safety at 773-325-7777 or 312-362-8400, and Public Safety will assist with explaining any other reporting obligations. Public Safety is open 24 hours a day, seven days a week. More information about specific reporting responsibilities can be found at <https://compliance.depaul.edu/resources/index.asp>. The university will require all employees to sign an Acknowledgement of Mandated Reporter Status form certifying that they understand their mandated reporting obligations at the time of hire. This form will be provided to adjunct faculty for signature at the time hiring forms are prepared.

A copy of DePaul University's Annual Security Report is available at <http://publicsafety.depaul.edu/safety/index.asp>. This report includes statistics from the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. To obtain a hard copy of the report, please contact the Crime Prevention office at (773) 325-7775.