

DePaul University – School of Continuing and Professional Studies

All Programs

Part-Time Adjunct Faculty Teaching Directives

DePaul University's Part-Time Adjunct Faculty Information Sheet, which is enclosed, out-lines part-time faculty responsibilities, university policies and procedures, including those related to compensation benefits, and employment parameters.

In addition to those university requirements, all part-time adjunct faculty teaching for the School's programs are expected to follow the following teaching directives:

1. **New Adjunct Hires:** In addition to the university orientation linked to DePaul's Faculty Information Sheet, all new hires shall have a conversation with the applicable program director to become orientated to SCPS teaching practice and to convey any questions they may have about their assignment before the start of the quarter.
2. **Technology Access:** The instructor must have reliable access to the Internet and e-mail, and access to computer hardware and software that meet the minimum requirements for using DePaul's learning management system, Desire2Learn (D2L). If you are teaching an online class, your computer hardware and software must also meet or exceed the School's minimum technical specifications.
3. **Communication with Students:** Instructors are expected to conduct all e-mail communications regarding DePaul matters with the e-mail account that the University will establish for him/her. Instructors are expected to respond to student's queries within 24 hours of receipt on weekdays and 48 hours over the weekend.
4. **Instructional Tools:** Prior to teaching their first course, instructors are expected to learn how to use the tools in the course delivery platform(s).
5. **Instructional Methods:** Instructors must adopt pedagogies effective for promoting students' mastery of learning outcomes and/or competencies, using training courses and materials provided by the School and DePaul. Instructors are expected to participate in coaching, if available, when first teaching in the School, and to request assistance with problems from the School's staff and administrators.
6. **Commitment to Quality:** The instructor is expected to be committed to student learning and to engage in ongoing improvement of his or her teaching, including through observation of his or her teaching and through regular participation in faculty development activities sponsored by DePaul University and in assessment processes related to the improvement of the School's programs.
7. **Assessments:** The instructor is expected to assess learning outcomes and competence attainment of students enrolled in the course following the School's Assessment Principles and utilizing the forms and formats provided by the School. The course should include a variety of assessments throughout the course's progression. The instructor must submit grades online including the submission of grade changes that may occur after the active quarter of instruction (e.g., IN and R grades).
8. **Incomplete (IN) or Research-in-Progress (R) grades:** Instructors should familiarize themselves with all policies and deadlines for student grading. If a student requests an IN grade, instructors should complete and agree to the stipulation of the IN contract found [here](#). Grading policies for the graduate program, including the R grade, can be found [here](#).
9. **Enrollment:** The instructor is expected to ensure that only students officially enrolled in the course are permitted to participate, and to report any irregularities to administrators.

10. **Restriction on Costs, Services, and Promotion:** The instructor is expected to refrain from charging students directly for materials or services related to the course, or using the course environment to promote their own products and services or recruit clients to non-DePaul related enterprises.
11. **Responding to Student Concerns:** Refer students as follows:

Registration: SCPSadvising@depaul.edu

Technical problems: TSC (Help Desk) at 312-362-8765

Problems with an online course: SCPSonline@depaul.edu

Academics: assigned Academic Advisors or Faculty Mentors (Graduate Program)

Financial or other challenges: DePaul Financial Aid or DePaul Dean of Students

12. **Policy on Student Work Retention:** Faculty should follow the university policy in retaining and disposing of student work: <http://rm.depaul.edu/Records/Coursework.aspx>
13. **School and University Procedures:** As a member of the part-time adjunct faculty body of DePaul University, you are expected to familiarize yourself and comply with all applicable School policies and procedures, in addition to DePaul's. This includes information posted online: <https://scps.depaul.edu/faculty-and-staff/faculty-resources/Pages/default.aspx>.

For instructors teaching on-campus courses or at offsite locations:

A. **Course Plans:** The instructor is expected to understand the School's approach to course development to plan courses that are designed to enable students to achieve specified learning outcomes and/or competencies. The instructor should use the School's most recent Syllabus Template to develop his/her own syllabus including activities, materials, assignments, and assessments aligned with specified outcomes. The instructor is expected to provide his/her syllabus to the appropriate School staff by the deadline indicated.

B. **Course Materials:** The instructor is expected to order textbooks and course materials through the online system at depaul.bncollege.com. If the instructor is using supplementary online tools/packets, it is the responsibility of the instructor to assure that these are coordinated with the bookstore for student purchase and access.

C. **Course Review:** If a course that the instructor teaches is selected by the School's Curriculum and Assessment Committee (CAC) for review for the purpose of critical reflection and constructive feedback, the instructor is expected to participate in the review process. Full and timely participation, along with the outcomes of CAC's review, will be instrumental in future scheduling decisions by the college.

D. **Instructional Hours:** In four-credit courses, the instructor is expected to ensure he/she delivers all thirty (30) hours of instruction during the quarter, spread over ten (10) weeks, and utilizes the 11th week (Finals Week) to supervise and/or collect all remaining deliverables (final exam, paper, presentations etc.). In two-credit courses, the instructor is expected to ensure he/she delivers all fifteen (15) hours of instruction during the quarter; depending on the course schedule, either spread over five (5) weeks, utilizing the 6th week (Finals Week) per above; or over ten (10) weeks, utilizing the 11th week (Finals Week) per above. The instructor must not take the initiative to shorten the length of the class session, which must last three and a quarter (3.25) hours, including a 15-minute break period.

E. Instructor Absences: If the instructor must miss a class, he/she is expected to notify all students enrolled in the course as soon as possible, via at least two communication modes such as D2L e-mail, telephone and/or text. He/she is also expected to immediately inform the staff of the campus where he/she teaches, first trying to reach the administrator, and then, if not successful, the campus desk attendant on duty. Thus, the instructor is expected to make every effort to ensure that a student does not come to campus only to find the class session was canceled. If the instructor misses a class session, he/she is expected to utilize the Finals Week to make up for that class in a full 3-hour instruction session. Every class session that is missed by the instructor must be made up for, no exception. Lastly, the instructor is also required to inform the Associate Dean of Academic Affairs of the circumstances under which a class session was cancelled.

For instructors teaching online courses:

Course Structure: Instructors will teach the online course using the course design and delivery platform provided by the School, and assist in assessing and monitoring the currency and accuracy of the course and any related materials.

New Adjunct Hires: Before a quarter commences, it is expected that new adjunct faculty teaching online for the school have demonstrated a high level of competence in online teaching facilitation, through DePaul-sponsored training, documented experience, and/or certification in online instruction.

Required Role and Responsibilities: Instructors guide student learning by establishing timelines, entering due dates into the online course in appropriate tools, and regularly communicating with students using the online learning platform, email and other tools as needed.

Availability to Students: The instructor is expected to be available and involved in his or her course on a daily basis. Should an emergency arise, the instructor is expected to notify the School administrator and/or staff immediately if he or she will be unavailable to students at any time during the course.

Identification: The instructor will not identify himself/herself as the author of the online course, unless he or she is in fact the author, or unless expressly agreed otherwise.

Consistent Delivery: The instructor is expected to teach the course as it appears in the learning management system. Should problems arise, the instructor must inform the School administrator and must not make any modifications to the course before receiving approval from the administrator. Instructor's are encouraged to engage students utilizing their experience and supplement learning where it builds onto the course learning experience.

Oversight: The instructor acknowledges that the School administrators or staff may enter courses to address documented student or faculty problems, provided that the instructor is given prior notice.

Ownership: The instructor will be the owner of any additional intellectual property developed independently to teach the course; however, the instructor has no right to use, reproduce, publicly display, make derivative works of, or modify the course.

dlo/05.14.18

kfd/02.4.19

kfd/10.2.19