FALL 2021

PACIFIC UNION COLLEGE

ADJUNCT FACULTY HANDBOOK

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WELCOME TO PACIFIC UNION COLLEGE

MISSION STATEMENT

Pacific Union College is a Seventh-day Adventist learning community offering an excellent Christian education that prepares its students for productive lives of useful human service and uncompromising personal integrity.

Pacific Union College wants to thank you for choosing to teach a contract course on our campus. We hope this experience will be rewarding for you. We recognize and value the contribution you are making by teaching at PUC, especially considering the extra effort required by the commute, the time and energy preparing for class, and the limited monetary reimbursement. This handbook was designed to assist in making a smooth transition to the teaching and learning environment at PUC. The handbook provides information on academic policies and various teaching resources; however, your department chair and/or your program director are available to guide you as the need arises. We in Academic Administration are also here to lend our support.

Milbert Mariano Academic Dean

Lindsay Morton, Associate Academic Dean

Academic Administration Pacific Union College One Angwin Avenue Angwin, CA 94508

Academic Dean's Office: 965.6234 Associate Academic Dean's Office: 965.6613 Fax: 965.7104

TEACHING AT PACIFIC UNION COLLEGE

The values of Pacific Union College are encapsulated in our Institutional Student Learning Outcomes:
Wholeness: Integrating the needs of body, mind, and spirit.
Integrity: Living by high ethical standards.
Service and Stewardship: Serving humanity, resisting injustice, and caring for the created world.
Diversity: Displaying intercultural competency and respect for diverse others.
Our Adventist Heritage: Respecting the major tenets of Seventh-day Adventist Christian thought.
Maintaining Lifelong Learning: Fostering intellectual skills, curiosity, and creativity.

More than forming a clever acronym (WISDOM), these themes were purposely chosen to reflect the broad influence that formal education can have on the personal, social, and spiritual development of the individual. In light of these outcomes, and depending on your previous experience with the Seventh-day Adventist Church and its system of higher education, you may have questions about what Pacific Union College expects of its teaching staff.

In your teaching and your interactions with PUC students, we trust that you will uphold these outcomes by:

- Supporting students in their pursuit of physical, mental, and spiritual health. If you wish, you are welcome to talk with students regarding your personal approach to physical wellness, intellectual growth, and/or faith.
- Supporting PUC's position as a dry campus: Students are expected to abstain from the use of tobacco, alcohol, and marijuana at all times, and these substances are not permitted on campus. We also ask that, if applicable, you refrain from discussing your personal use of tobacco, alcohol, and/or marijuana in your conversations with students.
- Demonstrating integrity in your behavior and upholding academic integrity in your classroom.
- Demonstrating care for others and encouraging students to develop an attitude of service.
- Recognizing the diversity of the PUC community and treating all individuals with respect. In order to maintain a positive environment, swearing and offensive language should be avoided.
- Recognizing that many members of the PUC community choose to observe the seventh-day Sabbath (from sundown Friday until sundown Saturday) as part of their Adventist faith. Accordingly, this 24-hour period should be free from class-related expectations and interactions (assignment due dates, Canvas activity, class emails, etc.). Also, please note that campus offices typically close no later than 2 pm on Fridays in preparation for the Sabbath.
- Supporting the teachings of the Seventh-day Adventist church, not necessarily by espousing them, but by avoiding disparaging comments that criticize the belief system of the church and college.
- Demonstrating a passion for learning and an attitude of intellectual curiosity.

Please consult with your Department Chair if you have questions or concerns.
Thank you for your service to our learning community. You are an important part of the team!

EMPLOYMENT PROCESS

After the adjunct faculty member has committed to teaching the course, the following process should be followed:

- The adjunct faculty member should supply their Department Chair or Director with their: current mailing address and a current resume. The resume should include the degrees obtained, dates, and institutions attended.

- The Academic Dean's office will complete the contract and send it with a packet of forms to the adjunct faculty member.

- The adjunct faculty member completes the forms, signs the contract and returns it to the Academic Dean's office, making sure to include all the necessary identification documents and completing all forms.

- It is imperative that all forms be completed correctly. The I-9 form requires documentation to verify identity. Examples of this include a social security card or passport. Please view the back of the I-9 form for more information. Failure to complete forms correctly or failure to turn in all required items on time will cause a delay in receiving pay.

- The Academic Dean's office processes the paperwork and notifies Payroll (located in the Financial Services Building, #32 on the Campus Map). Direct Deposit is mandatory for all new employees (see Appendix for form). Pay Advices are viewable on WebAdvisor (webadvisor.puc.edu > Employees Menu > Pay Advices). Please contact the Payroll office at 965-7300 for additional information.

The Academic Dean's office is located in the bottom floor of Chan Shun Hall (#23 on the Campus Map in the Appendix) and can be reached by calling 965-6234.

The Human Resources department is located in Financial Services (#32 on the Campus Map) and can be reached by calling 965-6231.

ADJUNCT FACULTY MEMBER RESPONSIBILITIES

Teaching a college course requires a lot of time and work outside the classroom. Some new faculty find it requires more time than they had anticipated. The following is an outline of various responsibilities that are part of teaching a course at Pacific Union College:

PRIOR TO THE START OF THE TERM

- Work with the department chair to order any necessary text(s) from the College Bookstore.
- Prepare the course in Canvas and post the syllabus.
- Email the prepared syllabus to the department chair and the Academic Dean's office (academicadministration@puc.edu).

DURING THE TERM

- Teach the course in accordance with the scheduled time and location. The course should be conducted in harmony with college academic policies aswell as any departmental guidelines.
- Review the course roster in Canvas. The Records Office will request (by email) that you inform them of any roster discrepancies during the *second* week of the quarter.
- Schedule office hours for student access. The number of office hours required will vary depending on the number of credit hours being taught. Office hours should be posted in the department and on the course syllabus.
- Provide students with a means of contact in addition to office hours (telephone number and/or email address). Contact information should be provided in the course syllabus. Student messages should be returned in a timely manner.
- Answer student questions. Refer students to campus resources (such as the Teaching and Learning Center), as needed.
- Grade course assignments and provide students with feedback in a timely manner.
- Post student grades on Canvas on a regular basis throughout the quarter.
- By midnight on the Monday of week 6: Submit midterm warning grades (for students with grades of C- and below) to the department chair.

AFTER THE TERM HAS CONCLUDED

- By noon on the Monday after finals: Submit final grades to the department chair.
- Return department key(s) to the department chair.

DEPARTMENT RESPONSIBILITIES

In order to facilitate a smooth transition for the adjunct faculty member, the department will be responsible for the following items:

- Ensure access to the *Adjunct Faculty Handbook*
- Coordinate the hiring procedure with the Academic Dean and the Human Resources office. (Please refer to the Employment Process section on p. 5)
- Assign a student reader to the adjunct faculty member, if appropriate.
- Coordinate with ITSS to establish access for the adjunct faculty member to Canvas and other resources, as needed.
- Supply necessary keys to the adjunct faculty member.
- Provide orientation to the physical layout of the department, including: lab rooms, supply closet, copier, fax, where grades are posted, printers, computers, classrooms, media cabinet, and designated space for office hours.
- Provide a copy of previous course syllabi and texts for review.
- Provide a copy of the course roster, as needed.
- Describe how to order texts from the College Bookstore and how to contact publishers for desk copies and instructor's materials
- Answer any questions regarding the Academic Calendar.
- Collect midterm warning grades and final grades from the adjunct faculty member.

DEPARTMENT ACADEMIC POLICIES

Your department may have developed specific written policies that should be included in each syllabus and consistently practiced by all faculty members. Please see your Department Chair for more information.

STUDENT READERS

An adjunct faculty member may request a student reader who can assist with clerical tasks such as copying handouts, assisting with library material retrievals, grading assignments (as appropriate), entering grades on Canvas, and other miscellaneous teaching-related tasks.

The department chair or director will evaluate the request. When appropriate the department will allot student labor for the adjunct faculty member.

It is the responsibility of the adjunct faculty member to give clear directions to the student reader regarding tasks. Student readers should receive sufficient advanced notice for completing assigned tasks. While readers may assist the adjunct faculty member with grading and with inputting student scores to Canvas, please note that *it is the responsibility of the adjunct faculty member to supervise the quality of the grading and to assign and submit final grades for each student.*

STUDENT COURSE SURVEYS

At the end of every quarter, beginning on the Friday before dead week, the Academic Administration provides students with the opportunity to evaluate each of their qualified courses using a system called EvaluationKIT that is integrated with Canvas. A copy of the survey questions is in the Appendix. You will also have the opportunity to add up to 5 custom survey questions to each of your course surveys before the survey period begins.

All surveys are completely anonymous. It is impossible to connect an individual survey response with a student's name—even for the administrators. Professors are only given a copy of the statistical results at the end of the course evaluation period after final grades are posted.

To further protect student anonymity, only courses with five or more students enrolled are selected for the survey process. Courses such as labs, practicums, and courses with fewer than five students are not surveyed.

If you have any questions about this process, please contact the office of the Associate Academic Dean at 965-6612 or email the survey administrator at coursesurveys@puc.edu.

COLLEGE ACADEMIC POLICIES

SYLLABI

All faculty will prepare a syllabus for each assigned course and will file a copy of this syllabus in the offices of the department chair and the Vice-President for Academic Administration, and will post a copy on PUC's online class administration system. The *Catalog* description of each course should directly reflect the more detailed course description to be found in the syllabus. The syllabus should clearly state policies pertaining to course attendance and student evaluation. There should be a listing of texts and references, and a schedule for all laboratories and required field trips. The syllabus should also include a statement regarding accommodations for students with disabilities. Consult the "Pacific Union College Syllabus Check List" and "Pacific Union College Syllabus Template" in the Appendix for additional guidelines. An editable version of the Syllabus Template is available for download.

GRADE POLICIES

PUC uses letter grades with +/- options (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F).

Midterm Warning Grades: It is very important that all faculty provide feedback to students regarding their academic progress. As part of our intervention program, all faculty are required to report midterm grades that are C- and below. Adjunct faculty report the midterm grades to their department chair, who then records them in WebAdvisor.

Final Grades: Final grades for the quarter are due on the Monday following finals week. It is the responsibility of the adjunct faculty member to turn in all grades to the department chair, or directly to the Records Office, in a timely manner.

Grade Changes: Once grades have been posted, grade changes are permitted only if it can be established that a clerical error was made, resulting in an inaccurate grade submission on the student's final record.

Student Appeals: A student begins a grade appeal with the course instructor, and the appeal may continue to the department chair and a full departmental meeting. Questions of academic worth must be settled within the department. If the student is unsatisfied with the outcome of these steps and this is a final grade, the appeal may be continued to the Academic Dean. The Grade Appeal Process can be reviewed online.

Incomplete Grades: A grade of 'I' is assigned in exceptional situations when unavoidable circumstances prevent completion of a course and when the Incomplete Grade Request Form has been submitted to and approved by the Records Office." The student must complete the missing coursework to remove an Incomplete by the time the instructor specifies, but no later than six calendar weeks from the beginning of the following quarter. An 'I' not complete before this deadline reverts to the default grade as indicated by the instructor.

ACADEMIC INTEGRITY

Any evidence of academic dishonesty by any student is to be sent to the Academic Dean's office, where these records are kept. A clear policy of academic integrity should be stated in the course syllabus. The form to report academic dishonesty activities is housed in Canvas, and can be obtained from your Department Chair or the Academic Dean's office. There is also a copy in the Appendix, along with FAQ from faculty about Academic Integrity at PUC. For additional information about Academic Integrity, visit the Academic Integrity section of the PUC website.

CLASSROOM POLICIES

Attendance: Students are expected to maintain regular attendance and participation at all class sessions of each course in which they are enrolled. Attendance in courses is expected to begin on the first day of the quarter. Students are expected to inform instructors of class absences in advance. Regardless of the reason for the absence, the student is responsible for all material and assignments presented in class and for meeting assignment deadlines. Opportunities to make up course work are provided at the instructor's discretion, and the student may not place any undue burden on the instructor. The instructor will make a reasonable effort to accommodate a student's pre-arranged absence from class due to participation in an approved college activity (such as a field trip, varsity athletics event, or a music ensemble performance).

Please note that the instructor is not under any obligation provide opportunities to make up course work due to either late registration or unexcused absences.

Each instructor has the right to establish a specific attendance policy best suited to a given course and to publish it in the syllabus. Students are responsible for reviewing, understanding, and adhering to the published attendance policies for all courses. If a student is absent for more than 20% of a course, the instructor may assign a failing grade for the course or may request that the student withdraw from the course if the syllabus contains such a policy. This may apply regardless of the reason for the absences.

Depending on the nature of the course, some instructors may necessarily have a more strict policy with regards to attendance. Some instructors may use academically-related activities (such as assignments, group work, quizzes, and examinations) to determine attendance. The instructor may consider a student to be absent from the course based on failure to participate in these required activities according to the established course schedule.

Disruptive Academic Behavior: Pacific Union College is committed to creating a positive Christian learning community characterized by respectful discourse and meaningful academic activities. Consequently, students do not have the right to behave in a manner that disrupts the academic learning environment for other students. The Disruptive Academic Behavior Policy and Report Form may be obtained online.

Field Trips: Field trip request forms must be submitted online within the first two weeks of each quarter. Information and logistics regarding Academic Off-Campus Activities may be reviewed online. As a service

to the faculty, Academic Administration sends out a weekly Academic Off-Campus Activity Notification email detailing student attendance in required and optional field trips that may affect their attendance in other courses that day.

Surveys: It is not appropriate to do research projects on our student body or other college groups without prior approval. If you require students to conduct surveys for any of your classes, please remember that the research instruments used must be approved by the Institutional Review Board (IRB).

Pre-Examination ("Dead") Week: No off-campus fieldtrips, major examinations, or extracurricular activities requiring student participation may be scheduled during the week prior to the first day of final examination in order that students may devote full time to completing course projects and preparing for final exams.

Final Exams: Final exams should be given at the time listed on the official Final Exam Schedule. Neither students nor faculty should change test dates without approval from the Academic Dean.

Week of Spiritual Emphasis: Every Spring quarter the College schedules a week of spiritual emphasis with a modified schedule for classes in the morning and early afternoon. The class times are adjusted and the class periods are shortened from fifty to forty minutes. All faculty should review the Week of Prayer Schedule when planning spring course schedules.

COPYRIGHT LAWS

The College is committed to the careful observance of all laws protecting intellectual property. Adjunct faculty members should adhere to copyright regulations in the conduct of their classes. Basic copyright information and resources may be located online; for additional assistance, consult with the PUC Library.

FAMILY RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA is a federal law designed to protect the accuracy and privacy of education records, including admissions and academic information, student financial and employment information, student housing and disciplinary information, career counseling and testing information, student academic work and exams, and e-mails regarding students. It is very important to comply with FERPA. PUC will not share information about a student without prior written consent from the student. See Appendix for additional details about the basics of FERPA.

ACCOMMODATING STUDENTS WITH DISABILITIES

PUC is committed as an institution to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations. In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 laws, no qualified person may be excluded from participating in any college program, be denied the benefits of any college program, or otherwise be subjected to discrimination with regard to any college program. Disabilities

Support Services are coordinated by the Teaching and Learning Center (TLC). To meet their responsibilities in this area, all faculty should:

- refer students who request accommodations to the TLC.
- make arrangements for accommodations once the Disability/Accommodations Notice (signed by the Disabilities Support Service Coordinator) is received.
- relate concerns to the Disabilities Coordinator regarding any accommodation(s) or arrangements that have been requested by the student during their initial contacts.
- determine the conditions under which exams are to be administered (e.g., open book, use of notes, computer with word processing including spell check, formula sheet, calculator, scrap paper, dictionary).
- provide appropriate accommodations, either personally or by making arrangements with the Disabilities Coordinator. Please make every effort to proctor these accommodations in your department.
- assure the timely delivery of exams, along with all necessary instructions and materials for proper administration, if a student's exam is to be administered outside of class. The adjunct faculty member may also make arrangements with the student for the delivery and return of the exam.
- assure confidentiality of information regarding students with disabilities.
- include a statement regarding disabilities in class syllabus. The following example is suggested: "In compliance with equal access laws, Pacific Union College makes reasonable accommodations for qualified students with documented disabilities. You may have a learning disability, a chronic illness, or a physical or psychiatric disability that may impact your work for this class and for which you may be eligible for accommodations. To receive accommodations you need to register at the Teaching and Learning Center (ext. 7688). Please keep in mind that accommodations are not retroactive, so it is best to register at your earliest convenience. If you suspect that you may have a learning disability but it is not yet diagnosed, please consider an appointment for screening."

ACADEMIC SUPPORT DEPARTMENTS

This section contains information about various campus departments that provide academic support to faculty.

LIBRARY SERVICES

The W.E. Nelson Memorial Library (#28 on the Campus Map) provides the information resources and technology for the research needs of students and faculty. The library offers a computer lab and other learning spaces, borrowing from other libraries through LINK+ and Interlibrary Loan, technology resources available, and other faculty resources. A liaison librarian is available to assist with teaching information literacy in your class; please contact the library (965-6639) for additional information.

Computer Lab Reservations: If you need to reserve a campus Computer Lab, you can do so through the Library's Room Reservation System. Use the "New reservation" menu item at the top of the page to make a new reservation. First time users must create a new account by clicking on the "Create New Account" link below the login fields. Otherwise login with your email and password (this is not linked to the PUC email login so it may be different). Fill out the reservation form and click submit. A copy of the reservation will be emailed to you immediately. If there are no problems with the form, you will see a success screen. From there you can view your reservations or you click on the menu link to view all reservations to verify the reservation is in the system with the correct date and time.

MEDIA SERVICES

PUC Media Services (#44 on the campus map) houses and coordinates campus audio and visual services, equipment, and recordings. Media Services provides online files of recordings from the past several years, and can also provide CD or DVD recordings of programs and events.

To reserve Media Services equipment and/or services, fill out an online reservation request. Please note that a 48-hour notice must be achieved for all requests. For additional information, call 965-7221 or email mediaservices@puc.edu.

RECORDS OFFICE

The Records Office (#44 on the Campus Map) is available to assist with classroom assignments, student registration, and other academic scheduling and record issues. Call 965-6673 or email records@puc.edu.

TEACHING AND LEARNING CENTER (TLC)

The Teaching and Learning Center (TLC) provides academic support services that enhance students' abilities to succeed in college. Students regularly come to the TLC for academic advising, tutoring and academic mentoring programs. The TLC also coordinates a wide range of support services for disabilities. Study skills courses and academic efficiency seminars are also offered each quarter in our TLC Great Room. The TLC is located just north of the Dining Commons on the walkway toward Davidian and Chan Shun Halls.

INFORMATION TECHNOLOGY SYSTEMS & SERVICES (ITSS)

ITSS (# 28 on the campus map) supports Internet connectivity, computer repairs, PUC webmail accounts, and telephone systems for the entire campus. The department oversees online campus programs utilized by students and faculty, including WebAdvisor, Colleague, and Canvas. Students, faculty, and staff can file a help request at any time through the Help Desk on this site.

Helpdesk: If you encounter problems with your computer or phone, using PUC email or Canvas, you can file a help request at any time by logging in (with your PUC username and password) to Helpdesk.

Phone Directory: The PUC Phone Directory can be accessed online. Once you log in (click the link in the left- hand menu) using your PUC username and password, you can look up phone numbers and locations of individuals (students, faculty, and staff) by PUC username, first name, or last name. You can also browse by department and look up department numbers. Please note that this website is not available off-campus.

Software and Hardware Discounts: As a member of the campus community, you have access to a variety of hardware and software selections offered at lower prices through educational discounts. Please visit ITSS for more information.

PUC EMAIL

PUC's email, Office 365, is the official email for PUC students, faculty, staff, and alumni. To set up your account, please follow these steps:

- Go to webadvisor.puc.edu and click on "Create New Account".
- The Create Account/Reset Password Page will accept three different types of identification: PUC ID Number, Social Security Number, or PUC Username (usually your first initial and last name, but may include your middle initial).
- Click "Proceed" and an email will be sent to the address associated with your PUC records. After you receive the email and click the provided link, you will be asked to enter a new password.
- Go to the PUC Web Page and click on the webmail icon at the top of the page**.** Once you've fully logged in with your username and password, you'll need to go fill out a setup screen to fully activate your account. Choose the "Language and "Time Zone" (i.e., Pacific Time) and you will be in your account. If you wish, you may set up your PUC email to forward to a different email address.

CANVAS

Tools for Web enhancement of class materials are provided through Canvas (link is at top of page at puc.edu). Canvas enables you to access your courses online, view course materials, grades and updates, and interact with your students through email, discussion groups, and blogs. For more information, there is a FAQs section in Canvas that you can access via the Help link once you are logged into your profile, or online at the Canvas Guides Website. All adjunct faculty are encouraged to request training for Canvas course development and use. Call 965-7000 to request assistance.

WEBADVISOR

You will have access to the Employee menu in WebAdvisor, which includes information regarding pay advices and W-2 forms. There is a faculty menu in WebAdvisor that contains confidential student advising and grade information. In general, adjunct faculty members do not have access to the faculty menu in WebAdvisor, Please consult with your chair if you need access to information on a specific course or student.

OTHER CAMPUS RESOURCES

A variety of other campus departments are available to provide assistance and support.

CAREER & COUNSELING CENTER

The PUC Career & Counseling Center (#3 on the Campus Map) provides students with career counseling, personal counseling, and testing services in a supportive, caring, and confidential environment.

DINING COMMONS

The PUC Dining Commons (#26 on the Campus Map), operated by Bon Appétit, offers a variety of vegetarian and vegan foods, salads, sandwiches, snacks, and drinks.

HUMAN RESOURCES

The Human Resources office (#32 on the Campus Map) provides current employees with friendly, effective, and efficient service in a variety of areas, including payroll, policies, and employment questions.

MAILROOM & COPY CENTER

The Mailroom & Copy Center (#11 on the campus map) provide a wide array of copying and mailing services. Color copying, folding, cutting, stapling and laminating are just a few of the services provided. The center also distributes all incoming mail, delivers and picks up intercampus mail, processes outgoing U.S. and international mail, and ships UPS, FedEx and USPS packages.

PUBLIC SAFETY

The Public Safety department (#22 on the campus map) provides safety and security patrol, vehicle battery starts, tire changing services, vehicle lockout services, night escort service, crime prevention and self-defense instruction, emergency medical dispatch, law enforcement liaison, and the communication center (24/7 information and communication for all college-related issues, i.e., safety issues, general information, campus maintenance problems, and monitoring of general public emergency radio frequencies).

In Emergency: Dial 9-1-1, from any phone both on and off campus. You may also dial 707-253-0911 from your cell phone while on campus or in the local area. For Public Safety, including the dispatch for the Angwin Ambulance and the on-campus Health Services nurse, call 965-7111.

Vehicle Registration and Parking: All adjunct faculty members are required to register their car with Public Safety. Visit webadvisor.puc.edu and click on the "Employees" bar on the right. Select "Vehicle Registration" and follow the prompts. You will need to have your DMV registration, driver's license, and proof of insurance to register your vehicle online. Once you register your vehicle, you can go to the Public Safety office (#22 on the Campus Map) to pick up your parking in person. This permit will allow you to park in any "A" parking lot (Faculty/Staff parking).

STUDENT HEALTH SERVICES

The Health Services office is located on campus across from the Dining Commons (#33 on the Campus Map). They offer health screenings and referrals to on-staff physicians for students. Medical staff is available by phone 24 hours a day.

LOCAL AMENITIES

The following information is designed to assist the commuting adjunct faculty member. Please contact your department chair or director if you have any further needs not addressed here.

ACE HARDWARE

The Ace Hardware store is on the left side of the Market (#1 on the Campus Map) to meet any hardware needs.

ATM

A 24-hour ATM is available at Silverado Credit Union, located in the Angwin Plaza (#5 on the Campus Map).

GAS STATION & AUTO REPAIR

A Chevron station is located on Howell Mountain Road (the main road in Angwin; #9 on the Campus Map). They are closed from Friday sunset until Sunday morning. Pumps can be used after closing using a credit card. They also sell drinks and snacks. The next closest gas station is in St. Helena. An Auto Repair is located next to the gas station and provides a variety of auto repairs and services (i.e. flat tire repair, hose repairs, oil changes, and belt and battery replacements). They can be reached at 965-2833.

HOSPITAL

St. Helena Hospital is the closest to PUC. It is equipped with an emergency room and pharmacy, and is about 5 miles down the hill on Sanitarium Road.

HOWELL MOUNTAIN MARKET

The Market (#1 on the Campus Map) offers a huge selection of organic produce and natural foods, bulk grains, flours, granola, dried fruits as well as a large section of natural health and beauty aids, and supplements. Located inside the market, the Deli offers hot breakfast and lunch foods, prepared sandwiches, beverages, and other delicious options.

POST OFFICE

An U.S. post office is located behind the Silverado Credit Union (#2 on the Campus Map).

PUC BOOKSTORE

Our virtual bookstore ordering system is up and running for book orders. The AIP (Adoptions and Insights Portal) can be accessed via this link: https://sso.bncollege.com/bes-sp/bessso/saml/pucedu/aip/logon

You can reach BNC Customer Service via the phone, email or chat support option on the page itself (lower right). If you have questions that cannot be answered via those means, feel free to contact us at: bookstore@puc.edu and if anyone wishes to do a live training on how to submit book orders, we can request that of the BNC team to do via Zoom. Here is a link that may be useful too: https://youtu.be/rTnuv7X63y8

HELPFUL PUBLICATIONS

(Older editions may also be available at the library or in your department)

Barkley, E. F., Major, C.H. Cross, P.K. *Collaborative Learning Techniques: A Handbook for College Faculty* (2nd edition). San Francisco: Jossey-Bass, 2014.

Fink, L.D. *Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses* (2nd edition). San Francisco: Jossey-Bass, 2013.

Grunert O'Brien, Judith, Barbara J. Millis, and Margaret W. Cohen. *The Course Syllabus: A Learning-Centered Approach* (2nd edition). San Francisco: Jossey-Bass, 2008.

Meyers, C., Jones, T.B. *Promoting Active Learning: Strategies for the College Classroom* (1st edition). San Francisco: Jossey-Bass, 1993.

Nilson, L.B. *Teaching at Its Best: A Research-Based Resource for College Instructors* (3rd edition). San Francisco: Jossey-Bass, 2010.

Stanley, C.A., Porter, E.M. *Engaging Large Classes: Strategies and Techniques for College Faculty* (1st edition). San Francisco: Jossey-Bass, 2001.

APPENDIX A: KEY CONTACTS FOR ADJUNCT FACULTY

PACIFIC UNION COLLEGE, 2021-2022

KEY CONTACTS & RESOURCES FOR FACULTY

GENERAL

IN AN EMERGENCY, DIAL 911 OR EXT. 7111	
Public Safety	Visit http://www.puc.edu/campus-services/public-safety/home
Campus Directory	Visit https://services.puc.edu/phonebook/DeptPhone.aspx (log in for a Printable List)
College Policies and Procedures	
Forms and Downloads for Faculty and Staff	Visit www.puc.edu/faculty-staff/forms-downloads
Expense authorization & reimbursement forms	Under "Resources"
General Catalog	Visit www.puc.edu/academics/general-catalog
PUC Calendar	Visit www.puc.edu/calendar

CAMPUS RESOURCES

Campus Chaplain	**7191 / Church Complex (#18)**
Copy Center	**6216 / copycenter@puc.edu / Press Building (#11)**
Custodial	**7261 / custodial@puc.edu / Custodial (#12)**
Facilities Management (maintenance requests, vehicle rentals)	**7150 / fmd@puc.edu / Facilities Management (#51)** Visit www.puc.edu/faculty-staff/home
Health Services	**6339; 965-6789 after hours / healthservices@puc.edu / Counseling Center & Health Services Building**
Human Resources	**6231 / hr@puc.edu / Financial Services (#32)**
Information Technology Systems & Services (ITSS)	**7000 / helpdesk@puc.edu / Library (#28)** Visit http://www.puc.edu/campus-services/itss/home Help Desk >> Sign In >> Create New
Mailroom	**7401 / mailroom@puc.edu / Press Building (#11)**
Payroll	**7300 / payroll@puc.edu / Financial Services (#32)**
President's Office	**6211 / president@puc.edu / Chan Shun Hall (#23)**
Title IX Coordinator: Tanya Healy	6226 / titleix@puc.edu / Chan Shun Hall, 106 (#23)
Public Relations	**6303 / pr@puc.edu / Graf Hall (#44)**
Ordering business cards and email signatures	Visit www.puc.edu/campus-services/public-relations/home >> Business Card Order Form
Public Safety	**6551 / dps@puc.edu / Public Safety (#22)**
Registering your vehicle	Log in to WebAdvisor at www.puc.edu >> Employees Menu >> Vehicle Registration

Note: Every effort is made to keep this contact sheet up to date. However, personnel may change during the course of the year.

APPENDIX B: CAMPUS MAPAPPENDIX C: PUC

1. Angwin Plaza:
Ace Hardware
College Bookstore
Market
Washette
2. Post Office
3. Career & Counseling Center
4. Dental Building
5. Credit Union
6. Tennis Courts
7. Athletic Field:
Hardball and Softball Fields
Sand Volleyball Courts
8. Brookside Park:
Student Family Housing
9. College Chevron
10. Athletic Track & Field
11. Press Building:
Copy Center
Estate Planning
Mail Services
12. Custodial:
Lost and Found
13. Heating Plant
14. Church & Sanctuary
15. Alumni Park
16. Fisher Hall:
Visual Arts
17. Sabbath School Rooms
18. Church Complex:
Campus Chaplain
Campus Ministries
Church Office
Fireside Room
Scales Chapel
19. Paulin Hall:
Music
20. Pacific Auditorium:
Exercise Science
Fitness Center
Gymnasium
Weight Room
21. Swimming Pool
22. Public Safety
23. Chan Shun Hall:
Academic Administration
Academic Advising
Chemistry
Mathematics
Physics & Engineering
President's Office
24. Davidian Hall:
Nursing & Health Sciences
Psychology & Social Work
25. Teaching & Learning Center
26. Dining Commons:
Cafeteria
Campus Center
Student Association Offices
27. Rasmussen Art Gallery
28. Library:
E.G. White/SDA Study Center
Information Technology Systems and Services
Library Computer Lab (LCL
Pitcairn Islands Study Center
29. Preparatory School
30. Elementary School
31. Advancement & Alumni
32. Financial Services:
Accounting Services
Financial Administration
Human Resources
Student Financial Services
33. West Hall:
Education
Health Services
34. West Hall Annex
35. Stauffer Hall:
Alice Holst Theater
English
36. Amphitheater
37. Storage Area
38. Newton Hall:
Men's Residence
39. Grainger Hall:
Men's Residence
40. Clark Hall:
Biology
Wilmer Hansen Collection
41. Irwin Hall:
Business Administration & Economics
Communication
History
World Languages & Cultures
42. Ambs Hall
43. Graf Oval
44. Graf Hall:
Academic Records
Admissions
Enrollment Services
Media Services
Public Relations
Student Services
Theology
Visitor Center
Women's Residence
45. Dauphinee Chapel
46. Andre Hall:
Women's Residence
47. Winning Hall:
Women's Residence
48. Discoveryland Children's Center
49. Facilities Management
50. Recycling Center
51. Plant Services
52. Mobile Manor
53. Landscape
54. Court Place Apartments:
Student Family Housing
55. Nichol Hall:
Men's Residence
56. McReynolds Hall:
Women's Residence
57. Virgil O. Parrett Field:
Flight Center
58. Young Observatory
60. Prayer Chapel
61. Cogeneration Plant

Pacific Union College

One Angwin Avenue
Angwin, California 94508
(800) 862-7080
puc.edu

8/2017

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APPENDIX C: SYLLABUS CHECK LIST & TEMPLATE

PACIFIC UNION COLLEGE

SYLLABUS CHECK LIST

The items listed on this check list are required for each Pacific Union College syllabus. A syllabus template incorporating these required elements is provided for any faculty who wish to use it. Alternatively, faculty may develop their own syllabus format, organization, and wording so long as the required elements are addressed.

BASIC INFORMATION

- Course Information (Subject, Number, Title, Credits)
- Course Meeting Information (Term, Meeting Time, Days, Location) Instructor Information (Name, Degree)
- Instructor Contact Information (Email, Phone, Office Location & Hours) General Catalog Description, including Prerequisites
- Texts, Materials, and Fees

STUDENT LEARNING OUTCOMES

- SLOs- What the student will be able to do after course completion For Multi-sectioned Courses: Core SLOs common to all sections For GE Courses: Alignment with GE section SLOs
- For Departmental Major Courses: Alignment with program SLOs

COURSE EXPECTATIONS AND POLICES

- Academic Policies- Link to the information or incorporate the policies Attendance Policy
- Late Work Policy
- Absences Caused by Short-term Suspensions Policy Academic Integrity Statement
- Disability Accommodations Statement

ASSESSMENT AND GRADES

- Methods of Assessment (Ideally will correlate with specific SLOs) Viewing Current Grades on Canvas
- Final Grade Information

COURSE OUTLINE AND SCHEDULE

- General outline of class session topics
- Schedule for major course assignments and activities (Must be in in harmony with the "PUC Credit Hour Policy")

PUBLICATION OF THE SYLLABUS

- Syllabus has been published on Canvas for student access
- Syllabus has been provided to the Academic Administration Office

A solid syllabus says good things about you to your class. Among them, it says that you understand students, how they abhor surprises and last-minute assignments, and how they appreciate a tightly organized, explicit course structure around which they can plan the next few months. It says that you respect them, as well as the subject matter of the course. *Nilson, Teaching at its Best, Jossey-Bass 2010.*

INSTRUCTOR RESOURCES

Fink, L. Dee. *Creating Significant Learning Experiences. Jossey-Bass, 2003.*

Weimer, Maryellen. *Learning-Centered Teaching: Five Key Changes to Practice. Jossey-Bass, 2002.*

OPTIONAL SYLLABUS IDEAS

- Add an assignment (such as a quiz question about the syllabus) to encourage students to read the syllabus.
- Provide a list of things students can expect from you, such as being on time and prepared for class, keeping posted office hours, and returning graded work quickly.
- Provide information and ideas regarding resources for success, such as study aids, availability of tutoring, writing labs, writing rubric, and Canvas.
- Provide opportunities for student self-assessment.

Pacific Union College Syllabus Template: Use of this template and the included policy statements is optional. Faculty may develop their own syllabi and policy statements or use modified versions of the provided suggestions so long as they conform to the institutional polices outlined in the Faculty Handbook and the General Catalog.

The green italicized text sprinkled throughout the document provides information to instructors regarding the use of this template. These portions of text should be removed prior to publishing the syllabus.

Template updated by CECom 05/11/2012
Links updated by Academic Admin 06/1/21

Pacific Union College Syllabus

SYLL 101- Introduction to Syllabi (2 credits)

Professor First Last, M.A.

Instructor Phone # | Instructor email@puc.edu | Office Building & Room #

BASIC COURSE INFORMATION

Quarter & Year | Day(s) & Time | Building & Room #

Catalog Description:

Texts:

Materials and Fees:

Disclaimer- The instructor has the right to alter or adjust the syllabus as needed. Any exceptions to this syllabus are at the instructor's discretion and will be announced in class or on Canvas.

STUDENT LEARNING OUTCOMES

By the end of this course, the successful student will be able to:

1.

2.

…

Outcomes should begin with active verbs and be as concrete and specific as possible. Indicate what you want your students to be able to do after taking your course. See also the "PUC Student Learning Outcome Guidelines", which can be found online at https://www.puc.edu/academics/academic-administration/documents for multi-sectioned courses, be sure to include the core SLOs that have been determined by your department.

General Education Outcomes- This course applies to GE Section <<GE Section #>> and contributes to the following GE outcome:

•

Program Outcomes- This course applies to the major in <<Major within your Department>> and contributes to the following program-level outcomes:

•

COURSE EXPECTATIONS AND POLICIES

Academic Policies: All courses offered at Pacific Union College are subject to the institutional academic deadlines and policies, available for review here: https://www.puc.edu/academics/records. These policies are imported by reference into this syllabus and students are held responsible for compliance with them.

Attendance: *Provide the attendance policy for the course. Each instructor has the right to establish a specific attendance policy best suited to a given course within the parameters of the official class attendance policies regarding planned and unplanned absences in the current Course Catalog.*

Late Work: *Provide the late work policy for the course. There is no institution-wide late work policy; each instructor has the right to establish a specific late work policy best suited to a given course. Remember that late work can never be accepted after the end of the term.*

Outside-of-Class Expectations: *It is optional but highly recommended to provide a statement regarding the outside-of-class expectations. Here is one way that this expectation can be worded in the syllabus:* Learning takes time; the more effectively you spend time, the greater the chance of success in learning. To maximize learning in this class, you should budget at least 2 hours outside of class for every 1 hour of scheduled class time. If you plan on multi-tasking during study (surfing the Internet, listening to music, texting, Tweeting, etc.), you should budget additional time.

Academic Integrity: Academic integrity is a core value at Pacific Union College. Any incident of academic dishonesty (such as cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, including production of materials for other students) may result in a failed assignment or a failing grade for this class. Any serious offense will be discussed with the department Chair and may be reported to the Academic Dean. In the event of a second offense reported in any course, the Dean will give you a failing grade in that course. A third incident will result in dismissal. For more information, go to the General Catalog Appendix A and to the PUC website: https://www.puc.edu/academics/academic-administration/academic-policies- procedures

Disability Accommodations: PUC is committed to providing equal educational opportunities for students with disabilities. If you have a documented learning, psychological, or physical disability or if you suspect you have a disability, contact the Disabilities Coordinator at the Counseling Center (ext. 7685). They will work with you to enhance your learning environment by providing accommodations or set up testing to assess your learning capabilities. For more information, go to https://www.puc.edu/v/campus-services/counseling-center/disabilities- support-services

Title IX: PUC is committed to providing a respectful learning environment that is free of sexual and gender-based discrimination and harassment, and sexual misconduct such as sexual assault, dating or domestic violence, or stalking. If you inform me of an issue of sexual and gender-based discrimination and harassment, and sexual misconduct, as a professor and partner in this commitment, I have a mandatory reporting responsibility to share the information with the Title IX Office. Anything you share will remain

as private as possible. If you wish to speak to someone confidentially, you may contact the PUC Chaplain at (707) 965-7191 or members of the Counseling Center, (707) 965-7080, or Health Services, (707) 965-6339. For more information, go to our Title IX Office webpage at https://www.puc.edu/campus-services/title-ix

ASSESSMENT AND GRADES

Assessment: Learning will be assessed through the following methods:

Explain how students will demonstrate the learning outcomes of the course through the various course assignments and other requirements. Ideally, students will be able to see the correlation between the assessment methods and the specific course SLOs.

Viewing Current Grades on Canvas: Grades will be maintained using the grade book in Canvas. You should review your grade regularly in order to monitor your progress in the course and to review the accuracy of assignment scores. All questions regarding assignment scores and grades must be brought to my attention before the end of the quarter.

Final Grades: Final grades will be calculated as follows:

COMPONENTS OF FINAL GRADE	
Component	%
Total	100%

GRADING SCALE				
Grade	%		Grade	%
A			C	
A-			C-	
B+			D+	
B			D	
B-			D-	
C+			F	

OUTLINE AND SCHEDULE

Provide the general outline of class session topics.

Provide the schedule for major course assignments and activities (exams, field trips, etc).

The course outline should be in harmony with the PUC credit hour policy. In particular, the course should include an appropriate amount of relevant out-of-class learning activities that enhance and contribute to the student's achievement of the SLOs

Instructors are strongly encouraged to incorporate active learning strategies whenever possible.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Exam Week: Day, Date, & Timeframe

Publishing the Syllabus: Once you have completed the syllabus, an electronic copy must be posted on Canvas for student access. An electronic copy must also be submitted to the office of the Vice President for Academic Administration for the permanent file.

APPENDIX D: FERPA BASICS FOR FACULTY

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), all Pacific Union College employees with access to education records must maintain the security and privacy of those records.

***F**amily*
***E**ducational*
***R**ights &*
***P**rivacy*
***A**ct*

Pacific Union College
FERPA Basics for Faculty

What is FERPA?
FERPA is a federal law designed to protect the accuracy and privacy of education records.

Why is FERPA important?
FERPA compliance is required for all institutions that receive funding under federal programs, including grant and loan programs. Funding may be withheld from non-compliant institutions.

What are education records?
Education records are all records maintained by PUC that contain information that is personally connected or identifiable to a student. Examples include:
- Admissions and academic information
- Student financial and employment information
- Student housing and disciplinary information
- Career counseling and testing information
- Student academic work and exams
- E-mails regarding students

This is not a comprehensive list- there are many different components to the education record.

Are there records that are excluded?
Education records do not include:
- Records in the "sole possession of the maker", such as private advising notes stored on paper in the advisor's office
- Law enforcement records
- Employment records for non-student workers
- Medical and psychological treatment records
- Alumni records

What rights does FERPA give to students?
FERPA gives each student the right to:
- Inspect and review education records
- Request amendments to education records
- Suppress directory information
- Provide written permission before confidential information is disclosed (with certain exceptions)
- File a complaint with the US Dept of Education regarding any alleged violation of FERPA rights

Each of these rights is described in detail on the form entitled "*Student Rights Under FERPA*".

When do FERPA rights begin and end at PUC?
FERPA rights begin on the first day that the student attends class at PUC, regardless of the student's age. FERPA rights continue after a student leaves PUC, and do not end until the student's death.

What happens if a student wants to inspect or amend an education record?
FERPA outlines specific requirements, procedures, documentation strategies, and deadlines that must be followed. The Registrar has forms and information to assist with the process.

Note: Students have this right so that they can address errors in fact. FERPA does not extend to challenging substantive decisions (e.g. grades).

What is directory information?
Directory information is considered public and may be released freely under FERPA.

The only exception is if the student has suppressed his or her directory information, in which case the student information will not show in WebAdvisor.

Note: FERPA permits the release of directory information but does not mandate it. PUC can (and should) use discretion when disclosing information.

What items are directory information at PUC?
The following items are designated as directory information at PUC:
- Name
- Date of Birth
- Photograph
- E-mail address
- Academic Program of Study
- Dates of Attendance
- Enrollment Status (i.e. FT, PT)
- Class Standing (i.e. FR, SO)
- Addresses (Local and Home)
- Phone Numbers (Local, Home, and Cell)
- Most Recent Educational Institution Attended
- Participation in Officially Recognized Activities
- Weight and Height of Athletic Teams Members
- Expected Date of Graduation
- Degrees Conferred and Date of Conferral
- Academic Honors (i.e. Dean's List, Cum Laude)

Are there any items of information that cannot be directory information?
FERPA stipulates that the following items can NEVER be designated as directory information.
- Grades
- GPA
- Ethnicity
- Gender/Sex
- Religious Preference
- Country of Citizenship
- PUC ID Number
- Social Security Number

Office of the Registrar ~ Pacific Union College ~ One Angwin Avenue ~ Angwin, CA 94508
Phone: 707.965.6673 ~ Fax: 707.965.6432 ~ E-mail: records@puc.edu