

George Fox University

Adjunct Faculty Handbook



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Welcome

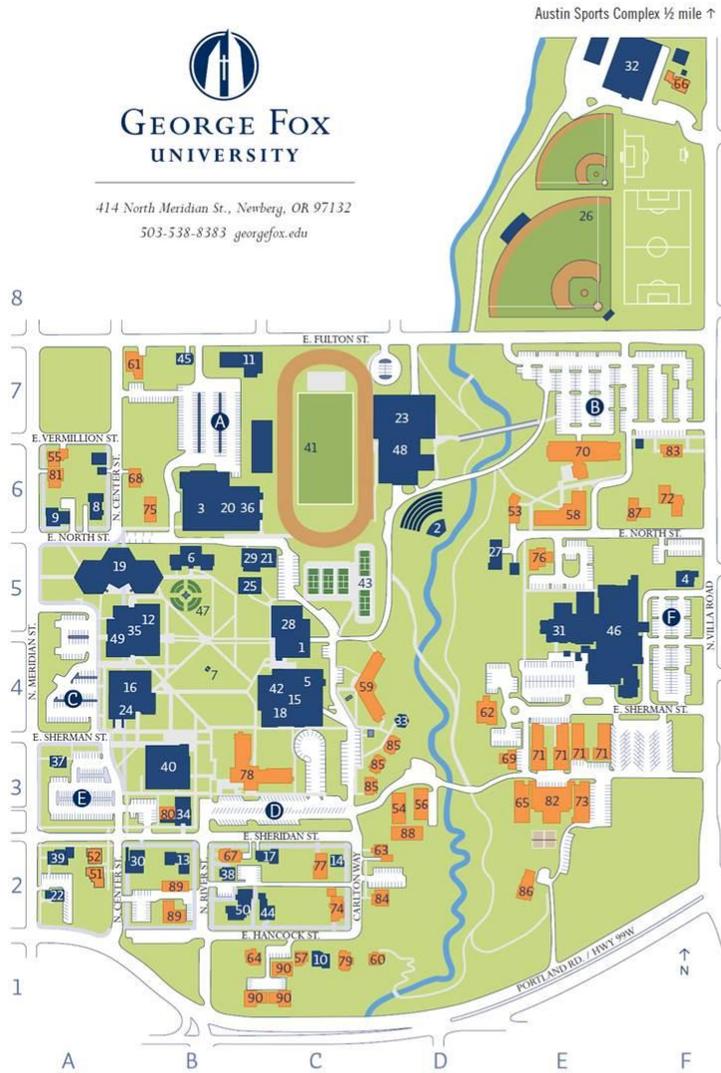
Welcome to George Fox University! We look forward to the contributions you will make to our students out of your expertise and experience. This handbook contains resources and information for adjunct faculty teaching at George Fox University. The handbook is a complementary guide to information that currently exists in other George Fox University publications such as the Student Handbook, Employee Handbook and Faculty Handbook. This guide is not intended to be a legal document or contract, and is subject to revision as necessary.

General Resources - Maps

Newberg Campus



414 North Meridian St., Newberg, OR 97132
503-538-8383 georgfox.edu



Campus Facilities	
1. Academic Resource Center	C4
2. Amphitheater	D6
3. Bauman Auditorium	B6
4. Behavioral Health Clinic	F5
5. BlueZone Store	C4
6. Brougher Hall	B5
7. Centennial Tower	B4
8. Center Street House	A6
9. Cinema Media Communications Center	A6
10. Costume Shop	C1
11. Duke Athletic Center (completed 2014)	C7
12. Edwards-Holman Science Center	B5
13. Financial Affairs/HR Office	B2
14. Fry House	C2
15. Heacock Commons	C4
16. Hoover Academic Building	B4
17. International Center/Cultural House	C2
18. Klages Dining Hall	C4
19. Lemmons Center	A5
20. Lindgren Gallery	B6
21. Mail Services/Print Services	C5
22. Meridian Street Services	A2
23. Miller Gym	D7
24. Minthorne Gallery	B4
25. Minthorn Hall	B5
26. Morse Athletic Fields	F8
27. Munn House	D5
28. Murdock Learning Resource Center	C5
29. North Street Annex	B5
30. Pennington House	B2
31. Physical Therapy	E5
32. Plant Services	F8
33. Prayer Chapel	D4
34. River Street House	B3
35. Ron Gregory Atrium	B4
36. Ross Center	B6
37. Security Services	A3
38. Senior Art Studio	B2
39. Sheridan Street House	A2
40. Stevens Center	B3
41. Stoffer Family Stadium (completed 2014)	C6
42. Student Union Building	C4
43. Tennis Courts	C5
44. Textbook Annex	C2
45. Theatre Storage	B7
46. Villa Academic Complex	E5
47. Virginia Millage Memorial Rose Garden	B5
48. Wheeler Sports Center	D7
49. Wood-Mar Hall	B4
50. Woodward House	B2
Student Housing	
51. Anderson House	A2
52. Armstrong House	E6
53. Barclay House	D3
54. Beebe Residence Hall	D3
55. Campbell House	A6
56. Carey Residence Hall	D3
57. Chapman House	C1
58. Coffin Residence Hall	E5
59. Edwards Residence Hall	C4
60. Fell House	C1
61. Fulton Street House	B7
62. Gail House	D4
63. Gulley House	C2
64. Hancock Street House	B1
65. Hobson Residence Hall	E3
66. Holton House	F8
67. Hoskins House	B2
68. Kelsey House	B6
69. Kershner House	E3
70. Le Shana Residence Hall	E6
71. Lewis Apartments	E3
72. Lyda House	F6
73. Macy Residence Hall	E3
74. McGrew House	C2
75. Newlin Apartments	B6
76. North Street House	E5
77. Parker House	C2
78. Pennington Residence Hall	B3
79. Riley House	C1
80. River Street Apartment	B3
81. Schomburg House	A6
82. Sutton Residence Hall	C2
83. Villa Road House	F6
84. Wesner House	C2
85. Wesner Village	C3
86. Wilder House	E2
87. Wilhite House	F6
88. Willcuts Residence Hall	D3
89. Winters Apartments	B3
90. Woolman Apartments	C1

Information
If you need assistance, please visit the Information Desk in the Stevens Center (building 40 in quadrant B3), or call the switchboard at 503-538-8383.

Parking

A. Bauman/Ross Center Parking Lot	B7
B. Le Shana Parking Lot	E7
C. Hoover/Wood-Mar Parking Lot	A4
D. Pennington Parking Lot	C3
E. Stevens Center Parking Lot	A3
F. Villa Road Parking Lot	F5

Maps

Portland Campus



CAMPUS AND PARKING MAP

1 PORTLAND CENTER SOUTH

- Classrooms: 155a-b, 160, 161, 210, 220, 235, 240, 255, 260, 265, 280, 281, 285a-b, 290, 295
- Library, Study Rooms
- Prayer Chapel
- Kam's Coffeehouse – Second Floor
- Administrative & Faculty Offices
 - Admissions, Registrar, SFS, Operations
 - Adult Degree Completion Program
 - George Fox School of Business – MBA P.T. Program
 - School of Education – MAT in Your Community Program, Elementary Education Program
 - George Fox Evangelical Seminary

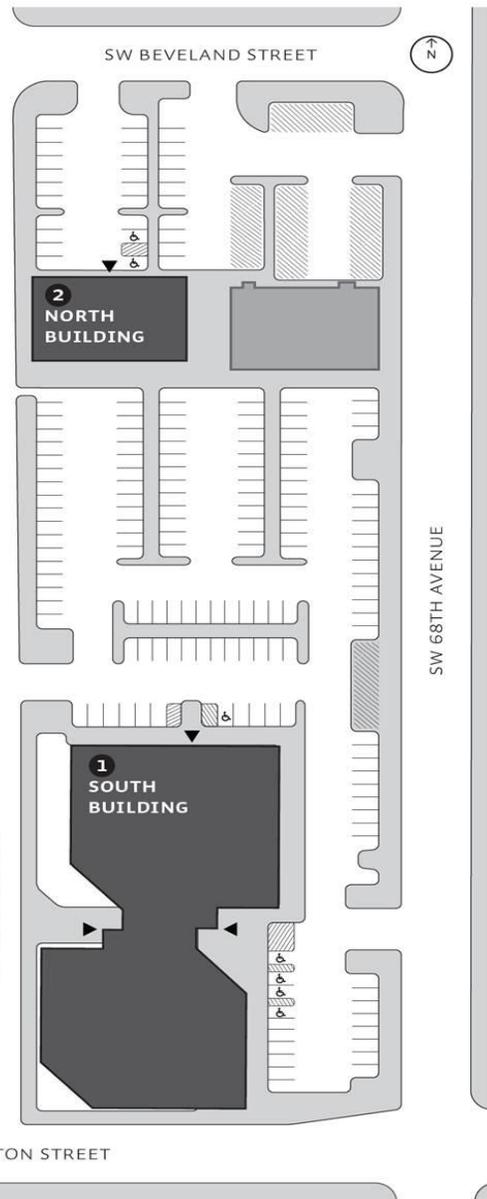
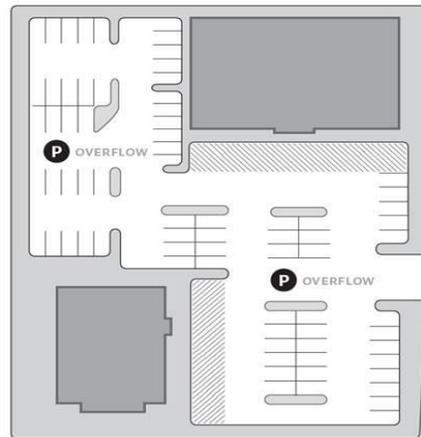
2 PORTLAND CENTER NORTH

- Individual & Family Matters Clinic – First Floor
- Classrooms: 120 & 123
- Conference Room 204
- Administrative & Faculty Offices
 - Graduate Department of Counseling
 - School of Education – MAT@Night Program

P OVERFLOW PARKING AREA

Only available after 5pm M-F and on Saturdays

No Parking Area Handicap Parking Building Entrance



12753 SW 68TH AVE., PORTLAND, OR 97223 | 503.554.6100

Parking & Security

The primary responsibility of Security Services is to protect our University community by providing general assistance to visitors, employees, and others doing business or associated with the university; and safeguard the vehicles, buildings, and property on campus.

Emergency Contacts and Phone Numbers – Newberg Campus

Fire, Police, Ambulance	911
Security Services	503-554-2090
Student Life	503-554-2310
Spiritual Life	503-554-2320
Campus Pastor	503-554-2321
Health & Counseling Services	503-554-2340

Site Contacts and Phone Numbers – Brooks, Portland and Redmond

Brooks Center: 4910 Brooklake Rd. NE, Brooks, Oregon 97305
Facility Contact: Tania Kleinschmit: 503-584-7341
Emergency: Call 911

Portland Campus : 12753 S.W. 68th Ave. Suite 185, Portland, OR 97223
Operations Manager: Darla Norgren: 503-554-6164

Portland Plant Services
Building Superintendent: John Newberry: 503-554-6199
Weeknights (6:00 p.m.-12:00 am): Vern Choin: 503-554-6196
Saturdays: Jared Lanning: 503-487-7200
Emergency: Call 911

Redmond Campus: Ridgeview High, 4555 Elkhorn Ave., Redmond, OR 97756
Phone: 541-504-3617
Emergency: Call 911

Parking & Security

Parking

George Fox University Security Services issues various types of parking permits. These permits are assigned based on the vehicle owner's type of activity at the university.

All vehicles parked on campus or used to commute to campus must be registered and insured according to Oregon state law. Vehicle registration is available online through MyGFU. Parking permits will be delivered to Mail Services where you will sign for them unless other arrangements are made.

For more information on obtaining a permit and vehicle registration please visit

<http://www.georgefox.edu/offices/security/parking/index.html>

Tips for Classroom Safety for Faculty and Staff

While these tips are primarily for the Newberg campus, most apply to any location. Keeping your classroom or office as safe as possible begins with you! The following guidelines will help you to work in as safe a manner as possible, and will transition over to your classroom/office as well.

1. Keep your eyes open! Observe and report anything that doesn't "look right" or "feel right" to Security Services. We'd much rather come over and investigate something/somebody suspicious that turns out to be nothing.
2. Lock your doors and lock up your belongings! Don't tempt potential thieves by leaving your cars/offices/personal belongings not locked up. If you are working alone in your office or classroom outside of normal hours, lock your door.
3. Newberg Campus offers security escorts. If you are working late at night and are alone in your office, call Security Services at ext. 2090 for an escort from your classroom/office to your vehicle.
4. Schedule meetings when others are in the office. "Difficult" meetings should always be scheduled when others are present in your office/building so that backup can be called if the meeting turns volatile.
5. Leave a paper trail. Keep all written correspondence with colleagues and students. If a future problem arises, the saved files could help establish a pattern of behavior.

Parking & Security

7. Make no promises you can't keep. Make no promises of confidentiality before lending an ear to a student. They might disclose patterns of behavior or actions that already have or could lead to dangerous situations for others, and you must report those to the proper authorities.

8. Lead by example! Treat every fire alarm-even if it is a drill-as the real thing. Leave the room immediately and grab your essential items and GET OUT! Access might be limited for the rest of the day in case of a real emergency, and re-entry for forgotten car keys, etc. will NOT be permitted. Go to your classroom prepared to evacuate in case your office building is under evacuation orders.

9. Leave cell phones on, and in vibrate mode during class. Emergency alerts will be sent to your cell phone that is registered with Fox Alert, and your phone must be where you can see or feel the vibration in order to evacuate if needed. Emergency updates will also be sent via this official mode of communication.

10. Use your cell phone as an emergency tool. Program in the acronym "ICE" (In Case of Emergency) and put in the Security Services phone number (503-554-2090) and other emergency contact numbers. If you call 911 from your cell phone due to a classroom emergency, Security Services needs to be alerted as well in order to assist you and direct the emergency personnel to your location.

11. Prepare in advance for an emergency! Read, think through, and understand the Campus Emergency Plan that is available on the GFU website, and review the Emergency Response Guide posted in each classroom. If you have questions, concerns, or special needs in your classroom, contact Security Services as soon as possible. Alert your students to the Guide's location, and point out the classroom exit(s) and escape route at the start of each semester. During an emergency the electricity might be out, and you might not be able to read the classroom Guide, so it is critical to know the information ahead of time. Tucking a portable flashlight into your computer bag is also a good idea.

For more information on personal safety, please visit

<http://www.georgefox.edu/offices/security/personalsafety.html>

Department Contacts

Academic Administrative Assignment List 2014-15

Academic Affairs Office				
Position	Name	Ext.	Assistant	Ext.
Provost	Linda Samek	2142	Janelle Freitag	2141
			Jennifer Kepler	2140
Director, Center for Study Abroad	Paul Chamberlain	2154	Lynn Scott	2150
Associate Vice President for Intercultural Engagement and Faculty Development, Director, Center for Peace and Justice	Rebecca Hernandez	2147	Jennifer Kepler	2140
Associate Vice President of International Enrollment Services	Thomas Peng	2614	Jennifer Farland	2258
Director of International Student and Scholarship Services	Alex Pia	2643	Jennifer Farland	2258

COLLEGE OF ARTS & SCIENCES

Position	Name	Ext.	Assistant	Ext.
Dean	Laura Hartley	2143	Lynn Scott	2150
Chair, Art and Design	Mark Terry	2636	Cheri Hampton	2619
Chair, Biology and Chemistry	Carlisle Chambers	2706	Lori Scharton	2710
Chair, Communication, Journalism, & Cinematic Arts	Steve Classen		Kathy Harris	2670
Chair, English and Theatre	Gary Tandy	2602	Kathy Harris	2670
Chair, History, Politics & International Studies	Paul Otto	2676	Vetta Berokoff	2678
Chair, Music	Loren Wenz	2623	Debbie Hawblitzel	2620
Chair, World Languages, Sociology, & Cultural Studies	Debbie Berho	2646	Debbie Hawblitzel	2620
Director, William Penn Honors Program	Joseph Clair	2153	Jane Sweet	2152

COLLEGE OF BEHAVIORAL & HEALTH SCIENCES

Position	Name	Ext.	Assistant	Ext.
Dean	Jim Foster	2144	Carol Jaquith	2741
Director, Nursing	Lisa Mariea	2951	Elaine Smith	2950
Director, Doctor of Psychology	Mary Peterson	2372	Tammy O'Doherty	2370
Chair, UG Psychology	Chris Koch	2744	Carol Jaquith	2741
Chair, Social Work	Cliff Rosenbohm	2748	TBA	2740
Chair, Health & Human Performance	Steve Grant	2971	Patty Findley	2910
Director, Physical Therapy	Tyler Cuddeford	2452	Brianna Provoast	2451

COLLEGE OF BUSINESS

Position	Name	Ext.	Assistant	Ext.
Dean	Chris Meade	2827		2825
Chair, Management, Global Business, Business Administration	Annette Nemetz	2807	Kelly Borrer	2810
Chair, Marketing, Entrepreneurship	Steve Leijon	2813	Kelly Borrer	2810
Interim Chair, Accounting, Finance, Economics	Chris Meade	2827	Kelly Borrer	2810
Director, DBA Programs	Paul Shelton	2814	Britny Scholz	6176
Director, Part-time MBA	Jared Roth	2809	Britny Scholz	6176

Department Contacts

GEORGE FOX EVANGELICAL SEMINARY & COLLEGE OF CHRISTIAN STUDIES				
Position	Name	Ext.	Assistant	Ext.
Vice President and Dean	Chuck Conniry	6152	Karlyn Fleming	6150
Director, Seminary Master Programs	Darla Samuelson	6161		6035
Director, Doctor of Ministry Program	Loren Kerns	6154	Heather Rainey	6162
Chair, College of Christian Studies	Phil Smith	2657	Paula Hampton	2650

COLLEGE OF EDUCATION				
Position	Name	Ext.	Assistant	Ext.
Dean	Scot Headley	2871	Sondra Creason	2842
CAEP Coordinator (Villa)	Amy Dee	2852	Sondra Creason	2842
Director of External Partnerships (Villa)	Brenda Morton	6024		
Associate Director of Clinical Practices	Saurra Heide	2885		
Associate Director of Clinical Practices	Lois Mulkey	2872		
Chair, UG Teacher Ed	Debra Espinor	2875	Christee Wise	2840
			Brenda Graf	6110
Director, Graduate Teacher Education	Carol Brazo	6115	Judy Deale	2830
Coord, MAT @ Night (PTLD)	Mary J. Johnson	6112	Brenda Graf	6110
Coord, MAT Comm Program (PTLD)	Carol Brazo	6115	Brenda Graf	6110
Coord, MAT Program (Redmond)	Kris Molitor	RDM	Judy Deale	2830
Dir, EdD Program (Villa)	Gary Tiffin	2874	Julie Green	2850
Dir, MEd Program (Villa)	Eloise Hockett	2859	Julie Green	2850
Dir, Admin. License (Villa)	Marc Shelton	2869	Julie Green	2850
Interim Dir, Grad School of Counseling	Keith Dempsey	6140	Jennifer Lichtenberg	6104
Director, Trauma Response Institute	Anna Berardi	6144	Jennifer Lichtenberg	6104
Director, Clinical Mental Health Counseling	Daniel Sweeney	6146	Jennifer Lichtenberg	6104
Director, Marriage, Couple & Family Counseling	Rand Michael	6145	Jennifer Lichtenberg	6104
Director, School Counseling Program	Lori DeKruyf	6147	Jennifer Lichtenberg	6104
Director, School Psychology Program	Robert Simpson	6169	Jennifer Lichtenberg	6104
Clinical Director, CMHC & MCFC	Keith Dempsey	6140	Jennifer Lichtenberg	6104
Director, NW Center for Play Therapy	Daniel Sweeney	6146	Jennifer Lichtenberg	6104
Chair, Department of Professional Studies	Mark Ocker	6186	Ashley O'Doherty	6180
DPS Operations Manager	Jack Lyda	6188	Ashley O'Doherty	6180
DPS Prior Learning Credit Coordinator	Jennie Harrop	6182	Ashley O'Doherty	6180
Director, English Language Institute	Rebecca Valdovinos	2641	Helen Morse	2640

COLLEGE OF ENGINEERING				
Position	Name	Ext.	Assistant	Ext.
Dean	Bob Harder	2788	Adina McConaughy	2780
Chair, Mechanical & Civil Engineering	Mike Magill	2784	Joyce Engberg	2778
Chair, Electrical Engineering & Computer Science	John Natzke	2783	Joyce Engberg	2778
Chair, Math & Applied Science	John Johnson	2721	Joyce Engberg	2778

HR Resources & ID cards

The office of Human Resources provides services to the university and its employees in the areas of payroll, benefits administration, staff and administrator hiring, and personnel records maintenance.

Human Resources Directory

Human Resources Main Line: 503-554-2180

Employee Handbook

<http://www.georgefox.edu/offices/hr/Employee%20Handbook%20JAN%202012.pdf>

Holiday Schedules

<http://www.georgefox.edu/offices/hr/holiday-schedules.html>

Payroll Forms

<http://www.georgefox.edu/offices/hr/forms.html>

ID Cards

Go to the IT department Help Desk (3rd floor of the Stevens Center, Newberg), or the site coordinator at the Portland center during regular business hours to have your picture taken and an ID card made. If you teach at a site other than the two mentioned, contact the main Help Desk (503-554-2569) to make arrangements for obtaining an ID. The ID card will grant you access to athletic and other community events and facilities.

- Functions as your library card
- Access to your buildings on campus
- Access to the Wheeler Fitness Center Free admission for yourself and family to sports events
- Receive a 10% discount at Bruin Bookstore (except textbooks)
- Show at box office for one free ticket to most student performances (theatre, music)

Getting Paid

Getting Paid

Adjunct faculty pay is divided equally over the contracted months, beginning with the first month that the signed contract is received in Human Resources, (as long as it is received by the 18th of the month). Payday is the last working day of the month. If you have not received a contract, or if you have turned in your contract and still do not receive a check or direct deposit on payday, please check with the dean's assistant for your college.

Direct deposit is the usual method of pay and is strongly encouraged. Employees access their pay statements online as follows:

- If you do not already access MyGFU, use <https://mygfuforgeorgefox.edu> to get to the sign in page.
- Use the same user ID and password that you use to log in to email.
- Open "Self Service" in the menu on the left and click on "Payroll and Compensation".
- You will see a list of all of your pay statements that have been processed in MyGFU with some basic information included in each of the columns.
- Click on the pay date in the far left column labeled "Check Date" to open your statement as a PDF file.
- You can then print it if you want a hard copy, save the PDF file to another folder, or just refer to it again in the future in MyGFU.

If you are unable to open a pay statement, you may need to enable "popups" from this site on your computer. If you would like assistance with that, please call the GFU Service Desk at 503-554-2569.

For more information please visit the Human Resources site

<http://www.georgefox.edu/offices/hr/index.html>

Academic Support – Academic Affairs

The Office of Academic Affairs oversees faculty hiring and evaluation, curriculum development, and academic issues for students. We are located on the first floor of the Stevens Center. Our general office line is: 503-554-2140.

Academic Calendar

To access the academic calendar visit this website below-

<http://www.georgefox.edu/offices/registrar/resources/Academic%20Calendar%20Supplement%2014-15.pdf>

Syllabi

The syllabus is a legal contract between the instructor and the student. It is also legally binding with the university. No changes should be made unless it is an advantage to the students and not just for the convenience of the instructor.

Prepare a syllabus for each course and distribute it during the first class period. See instructions in the Academic Procedures Handbook. The administrative assistant in your area will file a copy for your department and send a copy of the syllabus to Academic Affairs. Please also check with the department assistant to see if texts have been ordered.

Academic Appeals

Students have the right to appeal course grades and to petition academic policies in the catalog. Adjunct instructors may encounter some of these petitions or appeals if it involves a course in which they were the instructor of record. Questions from students should be directed to the department chair. For more information see the Academic Catalog online at -

<http://www.georgefox.edu/catalog/handbook/academic/records/appeals.html>

Extended Illness Excuse Procedures

Regular class attendance is essential for academic success. Specific consequences of class absences are included in the syllabus for each course. Students are never "excused" from their course work because of absences, but when students follow certain procedures (listed in the Academic Procedures Handbook), they are permitted to make up the work they missed.

For more information about the Academic Affairs Office, please visit

http://www.georgefox.edu/offices/academic_affairs/index.html

Academic Affairs

Very Important Notes from the Office of Academic Affairs

1. Stick to your syllabus— Develop reasonable expectations for your course, put these in your syllabus and then stick to the syllabus. Even dropping assignments can upset students.
2. Do not modify class time or location—Class meeting times are fixed and faculty members are not free to shorten or lengthen class meetings. The Registrar assigns rooms, and they are in short supply. Particularly if you need a larger room, contact your department chair and assistant immediately. Get permission from your department chair for any changes.
3. Missing class—if you must miss a class, make arrangements with your department chair to have the class covered or provide an online replacement session.
4. Communication— Students are expected to use their GFU email account for official communication. You can send class emails to everyone through FoxTALE or iGFU.
5. Attendance—We recommend that you take attendance at each class session. Notify the Registrar if you have a student that is not attending your class. If a failed grade is posted at the end of the semester, you must post the last date of attendance. An easy way to do this is through your course list in iGFU.
6. Be consistent—Treat students equitably. Some may seek extra credit. Be sure all opportunities for credit are available to all students.
7. Late Work— From the catalog guidelines for receiving late work: “Class work missed because of absence may be made up only in the case of prolonged or confining illness, death of relatives, or similar emergencies.” However, you must also accept late work from students with an excused absence from an official university event such as concerts or athletics.
8. Photocopying—limit photocopying to what your students will actually use in class. Use the class FoxTALE site to upload and send documents whenever possible.
9. Student evaluations— Check with your department assistant to determine what form your course uses. All course evaluations are online.
10. Final exams – Be sure to give your final exam at the scheduled time. Students are not to take exams early without prior approval from the Registrar.

Registrar

General Line	503-554-2218 or registrar@georgefox.edu
University Catalogs	http://www.georgefox.edu/catalog/index.html
Schedule of Classes	https://webservices.georgefox.edu/class/
Finals Schedule	http://www.georgefox.edu/offices/registrar/grading-and-exams/final-exam-schedule.html
Faculty Grading Information	http://www.georgefox.edu/offices/registrar/faculty-staff-resources/grading/index.html

Entering Grades

Our class schedule <http://class.georgefox.edu> and catalogs <http://www.georgefox.edu/catalog/> can be found online. Contact Institutional Technology for login instructions to MyGFU where you will enter grades and find your class list. Typically, an email will be sent prior to each grading period, which includes instructions on entering midterm and final grades (or you can locate the online grading calendar and instructions at - <http://www.georgefox.edu/offices/registrar/faculty-staff-resources/grading/index.html>)

Class Rosters and Waitlists

Class rosters are available through MyGFU (under Self Service > Faculty Center for a given term). Class sections have a defined capacity determined in advance by the department offering the class or by room size. Some classes may have waiting lists (which are also viewable through the Class Roster function in MyGFU). Some students who are on a waiting list may request that you increase class size to add them to the class. Such decisions for increased enrollment or waiting list management should be directed to your department chair for approval.

Registrar

Family Educational Rights and Privacy Act

George Fox University accords all the rights under the Family Educational Rights and Privacy Act (FERPA) to students who are enrolled. No one shall have access to, nor does the institution disclose any information from, students' education records without the written consent of students except to personnel within the institution with direct educational interest, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, George Fox University may provide "[directory information](#)" in accordance with the provisions of the Act. The university construes the following information to be "directory information:" parents' names and addresses, the student's name, permanent address, local address, temporary address, e-mail address, telephone number, date and place of birth, participation in officially recognized activities and sports, major, dates of attendance, full-time and part-time status, degrees and awards received, class year, the most recent previous school attended, and for members of athletic teams, height, weight and position played. The university also considers photographs to be directory information. As such, release of photographs also is permitted.

Students may restrict the release of their directory information to third parties by annually submitting a signed and dated statement to the Registrar's Office within the first two weeks of the semester. Otherwise, all photographs and information listed above are considered as "directory information" according to federal law. Non-directory information, notably grade records, are released to third parties only on written request of the student, or otherwise required by law (e.g., subpoena). (See the Family Educational Rights and Privacy Act in the current University catalog.)

Library

Library Hours – Regular Academic Schedule

(Call or check website during summer and breaks)

MLRC, Newberg

Monday-Thursday	7:30 a.m.-11:00 p.m.
Friday	7:30 a.m.-5:00 p.m.
Saturday	9:00 a.m.-6:00 p.m.
Sunday	2:00 p.m.-10:00 p.m.

Portland Center Library

Monday-Thursday	10:00 a.m.-7:00 p.m.
Friday	10:00 a.m.- 4:30 p.m.
Saturday	10:00 a.m.- 3:00 p.m.
Sunday	Closed

THE MURDOCK LEARNING RESOURCE CENTER (NEWBERG)

The MLRC houses over 134,000 volumes of print books and periodicals. In addition, there are collections of sound recordings, DVDs, and microforms. The Special Collections Room on the second floor houses the Quaker, Hoover, and Peace Collections. The University and NW Yearly Meeting Archives are located in an adjacent room. A Curriculum Collection supporting educational programs is housed in a room on the lower level. A “learning commons” provides access to computers and library reference assistance. Institutional technology and writing center help is also available during some library hours.

THE PORTLAND CENTER LIBRARY

The Portland Center Library houses over 41,000 print volumes and is located on the Center’s main floor. The library has strengths in the areas of religion and counseling. It houses the archives of George Fox Evangelical Seminary, as well as an audiovisual collection containing DVDs and other materials. An attractive study environment includes study carrels and tables. The library houses a learning commons with services similar to those in the MLRC.

Library

LOAN PERIODS

Faculty may check out GFU library books for 120 days; videos, DVDs and sound recordings for one week. Materials can be requested online from the Portland Center Library or MLRC and sent to the other location for pick up. Most Orbis Cascade Alliance books circulate for 6 weeks, with no renewals. Certain materials, such as reference books and periodicals, do not circulate.

INFORMATION LITERACY IN THE CURRICULUM

The goal of information literacy at George Fox University is to enable students to:

- Determine the nature and extent of the information needed
- Access needed information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system
- Individually or as a member of a group, use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Through Writing 110, incoming undergraduates take a self-paced information literacy tutorial, which guides them through the steps of effectively searching for and selecting appropriate information resources, and then evaluating the information.

Librarians work with faculty to help facilitate the integrations of information literacy goals into their discipline. This includes raising student awareness of the specific literature(s) of a discipline, their types and most effective uses, accessing and retrieving information from the literature, and evaluating the authority and reliability of the information retrieved.

For more information on library services for faculty visit

<http://www.georgefox.edu/offices/murdock/Services/Faculty/index.html>

IT Support – Contact Information

George Fox University's Institutional Technology team works to provide and support the technological framework necessary to advance the mission of the university.

Newberg Campus IT

Phone: 503-554-2569
Email: servicedesk@georgefox.edu
Normal Service Desk Hours:
Stevens Center - Third Floor
Monday - Friday 7:30 a.m. - 5 p.m.

Portland Center IT

Phone: 503-554-6127
Email: pdxtech@georgefox.edu
For Event Rental Reservations - Phone: 503-554-2027
See website for supported hours -
<http://www.georgefox.edu/offices/it/about-it/portland-center-services.html>

Software and Technology Resources

Please See the Institutional Technology Faculty Resources page (http://www.georgefox.edu/offices/inst_technology/resources/faculty_resources.html) for a complete list of software and technology resources available to you, including: email, MyGFU, FoxTALE, and iGFU.

Email

Email is provided as customized Gmail hosted by Google and part of the Google Apps Core Suite. All official George Fox electronic correspondence will be sent to your George Fox Google Email account. It is the responsibility of all students and employees to receive University correspondence at your provided email address. Access your email by typing the following line into your browser: <https://mail.google.com>.

IT Support- Resources

MyGFU

MyGFU is an online system that enables students, employees, and alumni to log in and view their own personal information page. MyGFU contains records such as addresses, class enrollment, grades, financial balances, and other information that is made available depending on your status at George Fox. MyGFU is a secure, password-protected system, ensuring that only you can access your personal information. MyGFU can be accessed at mygfu.georgefox.edu.

FoxTALE

The Fox Teaching And Learning Environment is the Learning Management System (LMS) used at George Fox University by teachers and students to provide options for online classroom interaction. Typical uses are for providing a Web-based presence for course schedule and syllabus, online testing, forum discussions, digital resource library and grade book. For more on FoxTALE, visit <http://www.georgefox.edu/offices/it/teaching-learning/foxtale-faculty/>.

iGFU

The iGFU Mobile Portal is a convenient way to access university data in formats conducive to various smaller screen displays common to smartphones and pad type computing devices. iGFU is accessible from any browser via the URL: <https://igfu.georgefox.edu>.

For more information about all of the services offered by IT please visit

<http://www.georgefox.edu/offices/it/>

Resources for Students – Faculty Information

Faculty information

The following paragraph comes from the University’s policy statement on students with disabilities

(http://www.georgefox.edu/offices/disab_services/policies.html):

“George Fox University is committed to providing equality of opportunity and meaningful access for qualified students with physical, psychological, attentional or learning-based disabilities in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student with a disability at George Fox University is someone who, with reasonable or no accommodations, is capable of meeting George Fox’s academic standards.”

Contact the Disability Services Office if you believe an accommodation would fundamentally alter the objectives of an assignment, course, or program; we can work together to arrive at an appropriate solution. Accommodations are not retroactive. For example, if an exam was given before you received the notification email from Disability Services, you have no obligation to give the exam again with the requested accommodations.

Students requesting accommodations or adjustments based on a disability should work through the Disability Services Office. Providing accommodations to a student who has not followed the formal registration process (without making the accommodation available to all students) could make the instructor and the institution susceptible to complaint.

For questions, please contact Rick Muthiah by phone 503-554-2314, or email at: rmuthiah@georgefox.edu

Disability Services and Syllabus Information

Disability Services and Syllabus Information

Please include the following information in your syllabi as a means of assisting students with disabilities. This syllabus statement was last updated in January, 2014.

“If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Disability Services Office as early as possible so that your learning needs maybe appropriately met. You will need to provide current documentation of your disability to the Disability Services Office. For more information, go to ds.georgefox.edu or contact Rick Muthiah, Associate Director of Learning Support Services (503-554-2314 or rmuthiah@georgefox.edu).”

About the process

Rick Muthiah, Associate Director of Learning Support Services, will meet with students who request services and review the student’s documentation of a disability and contact their instructors via email. The email includes accommodations that have been deemed appropriate for the student based on documentation and the individual student history. Until the instructor receives such an email, no accommodations should be expected (and they should not provide adjustments that wouldn’t be offered to any student). If a student indicates that he or she has a disability but you haven't received a notification from the Disability Services Office, please direct the student to Rick Muthiah. Please maintain the student’s privacy by not discussing the student’s disability status in public.

For a complete list of services offered by the Disability Services Office please visit

<http://www.georgefox.edu/offices/idea-center/students/academic-success/dso/index.html>

Academic Resource & Portland Writing Center

Academic Resource Center & Portland Writing Center Syllabus Information

Please consider including the following information in your syllabi.

For Newberg students and courses (last updated August, 2012):

“The Academic Resource Center (ARC) on the Newberg campus provides all students with free writing consultation, academic coaching, and learning strategies (e.g., techniques to improve reading, note-taking, study, time management). The ARC, located in the basement of the Murdock Learning Resources Center (library), is open from 1:00-10:00 p.m., Monday through Thursday, and 12:00-4:00 p.m. on Friday. To schedule an appointment, go to the online schedule at <https://arcschedule.georgefox.edu>, call 503-554-2327, or email the _arc@georgefox.edu. Visit arc.georgefox.edu for information about ARC Consultants’ areas of study, instructions for scheduling an appointment, learning tips, and a list of other tutoring options on campus.”

For non-Newberg students and courses (last updated January, 2015):

“The Writing Center (WC), located in room 141 of the Portland Center Library, is available for face-to-face and distance (email or telephone) writing consultations. Graduate and ADP students from any George Fox site are invited to contact the WC for feedback on writing projects, citation assistance, or other writing-related issues. Check <http://www.georgefox.edu/offices/idea-center/students/academic-success/arc/writing-center/> for additional information, including hours of operation. To schedule an appointment, go to the online schedule at <https://arcschedule.georgefox.edu>, email the Writing Center at wc@georgefox.edu, or call 503-554-6055.”

For more on ARC or services offered by the IDEA center please visit

<http://www.georgefox.edu/offices/idea-center/students/academic-success/arc/index.html>

Thank you and welcome to
George Fox University!