



## Guidelines for Part-time Faculty

**Welcome** to George Fox University! We look forward to the contribution you will make to our students out of your expertise and experience. More details about some of the following topics are found in the Academic Procedures Handbook.

### **Getting Paid**

Payday is the last working day of the month. Adjunct faculty that teach throughout the entire semester are typically paid September – December pay days. This assumes the contract has been signed and turned in by the middle of September. If turned in late, the pay will be spread over the remaining months in the semester. If you have not received a contract, or if you have turned in your contract and still do not receive any pay on payday, please check with your school dean's assistant. (Don't call HR/Payroll.)

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 <http://mygfu.georgefox.edu> to get to the sign in page. (If you haven't already added the login address to your favorites, this would be a good time to stop and do that.)
- 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.

### **ID Card**

Go to the IT department Help Desk (3<sup>rd</sup> floor of the Stevens Center), or the Site Coordinator at other locations, during regular business hours to have your picture taken and an ID card made. 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)

### **Syllabi**

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 AAO.

## **Textbooks**

Contact the department chair to see if texts have been ordered. For more information or to see the status of your book order, contact Candy Schlott (Bookstore) at x2541.

## **Class Schedule, Grade Book, Catalog**

Our class schedule <<http://class.georgefox.edu>> and catalogs <<http://www.georgefox.edu/catalog/>> can be found online. You may obtain a hard-copy grade book from the Academic Affairs Office or use an online grading package. 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/grading/>).

## **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.

## **Administrative Assistant Services**

Your Department Administrative Assistant is available to type syllabi, examinations, other course materials, and to make copies. Because of the increase of work near the start of the semester, please make such requests 4-5 days in advance. Otherwise, requesting work at least 1 day before you need it is wise. Check with your Department Administrative Assistant.

## **Office & Office Hours**

Your Department Chairperson will inform you of your campus office assignment (usually shared) and will see that you obtain the necessary keys. Be available a minimum of 2 hours per week in your office so that students can contact you. Announce these times on the syllabus to your students. An adjunct professor who is not assigned an office should arrange time before or after class to meet with students.

## **Communication & Mail**

Campus communications and mail will come through the Departmental Office. Contact the department administrative assistant if you need help with class lists or midterm and final grade submission. Adjunct faculty members are welcome but not required to attend faculty meetings, and will not have committee obligations.

## **Murdock Learning Resource Center**

Reference librarians are available to introduce both you and your classes to library services and resources. You can also enlist their help for bibliographic instruction if you have assigned research projects. You may place books and other materials on reserve, and forms are available in the library. Please request this at least two weeks before needed.

## **Media Production Services (MPS)**

All classrooms are equipped with resources to play videos or display an overhead, and many have a data projector for projecting a computer. For list of specific resources in a classroom, go to <http://calendar.georgefox.edu> and click on the room name. If you don't see what you need, reservations for additional equipment can be made using the MPS Equipment Request Form at <http://servicedesk.georgefox.edu>. We also provide: troubleshooting of audio and video equipment problems; audio and video duplication; assistance with video recording; converting audio, video, overhead and still images to digital formats; and consultation on instructional uses of technology. MPS is located on the third floor of the Stevens Center at the IT Service Desk (x2569).

## **Community Activities**

Please feel welcome to attend any of the events scheduled on campus, such as concerts, plays, recitals, art shows, ethnic/international programs, athletics, faculty research forums, etc. Employees receive one free ticket to plays (be sure to call the box office at x3844 to reserve your ticket(s) for the performance you would like to attend). You are also invited to

the Faculty Lunch on Tuesdays at noon in the Cap & Gown Room, located in the Student Union Building. The cost to you is \$3.00.

### **Student or Teaching Assistants**

Departments receive a budgetary allotment for work-study student assistants. Some professors have the option of employing student employees as assistants for various aspects of teaching. Talk with your department chair to see if student assistants might be available for your class.

### **Academic Appeals and Petitions**

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.

### **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.

### **E-announcements/E-Colleague**

University business and community news. Choose the level of information you want. E-announcements are distributed via e-mail no more than once a day. E-Colleague is distributed via e-mail on a biweekly basis  
(See attachment)

### **Software and Technology Resources**

See the Institutional Technology Faculty Resources page

([http://www.georgefox.edu/offices/inst\\_technology/resources/faculty\\_resources.html](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 FoxFiles.