WLL FAQs for Adjunct Faculty Members  
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Adjunct support committee members
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Absences
- If you need to miss a class because of illness or any other emergency, contact the office (503-725-3522 or wllddept@pdx.edu) as soon as possible and ask that the class be canceled. You should always email your class via D2L or by accessing the Summary Class List on banweb.pdx.edu. “Email class” is a link at the bottom of each list.
- If you expect to miss a number of classes because of illness or any other emergency, ask the department to make arrangements to cover your classes.
- If you plan to miss classes because of professional travel, let the office know in advance where you will be, how you can be reached, and what arrangements you have made to cover your class or classes.
- If you miss a class or any other professional duties because of illness, it is counted as a missed day of work and will be deducted from your sick time, if applicable. If you teach your class and/or perform your other professional duties, and then go home due to illness, it is not counted as a missed day of work.

Auditing
- All students attending a WLL course must be enrolled either as an auditor or a regular student in the course. Their name will appear on the class list.
- At PSU, auditing is regarded as a grading option. (See “Grading options.”)
- Auditing is not less expensive than registering for a grade; it costs the same as other grading options.
- Senior citizens (defined as over 65) registered with the Senior Adult Learning Center may audit courses at no cost with instructor permission. Senior auditors’ names appear on the class roster as regularly enrolled auditing students. (There is no longer a form to collect from them.)
- Senior Adult Learning Center’s office location: Urban Center Building, 506 SW Mill Street, room 470; Phone: 503-725-4739; E-mail: salc@pdx.edu; Website: https://sites.google.com/a/pdx.edu/salc/home.

BA language requirement
- We now have a Language Requirements tab on our web page to which you can refer students.
- Refer students asking about the requirement to the Language Requirements tab at: pdx.edu/wll.
- There is no Language Requirement for a BS degree. (See “Admission language requirement.”)
- To receive a BA, a student must complete and pass level 203 or higher in a foreign language class. (See “Passing a class.”) Classes taught in English do not meet this requirement. ASL does meet this requirement.
- Students who have acquired language skills outside of the classroom may take a College Level Exam Program (CLEP) exam in French, German, or Spanish, or they may take a noncredit departmental exam administered by a member of the department. Students who speak a language for which there is no exam may be tested by a member of the department.
- Students who speak a language for which there is no exam and no faculty authority may demonstrate proficiency by taking a BYU exam or by taking an exam from an external examiner approved by the department.
Native speakers who graduate from high school (or higher) in their native country may satisfy the requirement by bringing a high school diploma, or college transcript. (See “Native speakers.”)

Students who cannot demonstrate their proficiency in any of the above ways should consult with the chair.

By arrangement

All students requesting “By arrangement” courses should be directed to the corresponding section head or the department chair if the section consists only of adjunct faculty.

Community-based learning course (CBL)

The university is tracking courses that have a CBL component.

A CBL course explicitly engages students in addressing community issues in order to increase their understanding and application of academic content. Examples include course-embedded service-learning, field experiences (including practicum and internships), capstones, and other community engagement or research projects.

A CBL course can also provide students learning opportunities in the community.

If your course meets the above criteria, please email the WLL Scheduling Coordinator at wllscheduling@pdx.edu.

Class lists

Class lists can be accessed via banweb.pdx.edu; an Odin login is required. (Contact OIT Helpdesk in SMSU 18 for help if you do not yet have an Odin account.)

Once you have logged in, follow the Faculty Services link. The Summary Class List will generally provide all the information you need.

It is important to verify that all students attending the course have registered. (See Auditing above.)

Contracts and agreements

No faculty member has the authority to sign contracts or enter into any type of agreement on behalf of the university.

Contact the department manager for assistance.

Complaints

Students should address their complaints first to the instructor, then to the program coordinator (if there is one), then to the section head (if there is one), and then to the department chair.

Students whose problems cannot be resolved at the departmental level may go to the office of the Dean of Student Life at (SMSU 433). E-mail: askdoslif@pdx.edu; tel: 503-725-4422. See: http://www.pdx.edu/dos/student-conduct-at-psu.

Copyright

We are all bound by the doctrine of Fair Use and Federal Copyright Law. See http://library.pdx.edu/services/copyright-fair-use/

It is the responsibility of faculty members to ensure that coursepacks are prepared in a manner that conforms to copyright law.

Any faculty member who violates copyright law will be personally responsible for their legal defense costs and any liability arising from the alleged copyright infringement.

Desire2Learn (D2L)

D2L is an online learning management system designed to create a rich learning environment for PSU students and faculty members. Faculty members can post online learning materials, assignments, updates, and messages via D2L to their students.

For D2L log-in website, see https://d2l.pdx.edu/

To activate your course to use D2L, see http://www.pdx.edu/psuonline/activating-a-course.

For tutorials and help, see http://www.pdx.edu/psuonline/tutorials-and-help.

For more information, see http://www.pdx.edu/oit/online-class-support.
For a schedule of D2L training workshops, see http://www.pdx.edu/oit/workshops.
For further questions, contact OIT Help Desk at 503-725-4357 or help@pdx.edu.

**Discrimination and harassment prevention training**
- All faculty (full-time and part-time), Graduate Teaching Assistants, staff and student employees are required to complete and pass the accompanying exam for the “Creating a Culture of Respect: Preventing Prohibited Discrimination & Unlawful Harassment” online learning module.
- Instructions on how to access the online module can be found at http://www.pdx.edu/diversity/learning-module.

**Disability Resource Center (DRC)**
- Students requesting accommodations must register with the DRC (503-725-4150).
- We are required to make reasonable accommodations for students with disabilities according to the DRC’s guidelines.
- If you have questions, confusion, or concerns, consult with the DRC: 503-725-4150, drc@pdx.edu.

**Duplicating (Photocopying)**
- Duplicating has a significant impact on the environment and is one of the department’s largest expenses. Keep duplicating to a minimum by using overhead projectors, double-sided copies and half-sheets when possible.
- Do not make overheads of illustrations that are in the student’s textbooks. In general, try to use document camera or computer graphics rather than overheads.
- Do not use colored paper for syllabi, exams, quizzes, or daily homework. This will help our department budget tremendously.
- There are also legal restrictions to the kinds and amounts of things that we may duplicate. Refer to PSU’s copyright policy at library.pdx.edu/copyright/.

**Equipment**
- Some departmental equipment is purchased with student technology/language learning fees.
- Equipment may be borrowed, reserved, and used by any faculty member.
- At present, we own boom boxes, VHS and DVD players (all regions), monitors, laptop computers, projectors, document cameras, digital cameras, and a digital video camera.
- Faculty who use WLL equipment off campus are required to complete an Equipment Loan Agreement available in the WLL main office.

**Evaluations**
- Evaluations **must be** administered in all classes taught by WLL during the regular academic year. The quantitative data that we get from the evaluations become part of our departmental profile and factor into promotion and tenure decisions.
- Evaluations **must not** be administered during finals week.
- Evaluations **must not** be conducted by faculty themselves but after the faculty has left the classroom. A student designated by the faculty must collect the completed evaluations and take them to the departmental office directly on the same day. If the class is held in the evening, then the student must drop off the evaluations at the WLL computer lab (NH 394).

**Faculty education, professional development, and health insurance funds**
- The university sets aside funds for faculty education, professional development and health insurance each year.
- Faculty may apply each term for a grant from the Faculty Education fund to be used for enrollment in career-related PSU courses.
- Faculty may apply each year for a grant from the Professional Development fund for research, travel, and conferences.
- Faculty may apply for the health insurance funds during the term for which assistance is needed.
• Benefits and forms can be found at http://www.pdx.edu/sites/www.pdx.edu.oaa/files/oaa_AFTbenefits.pdf.
• See the Faculty Development Funding Opportunities web page (http://www.pdx.edu/oaa/faculty-development-funding-opportunities#B) for a listing of faculty development awards and deadlines.

FERPA (See “Privacy”)

Final exams
• During fall, winter, and spring terms, finals are given according to the schedule published in the schedule of classes.
• During summer term, finals are given at the last class meeting. Time for the final is factored into the faculty member’s teaching load.
• Shifting final exams to the last week of courses is against university policy.
• Faculty members who do not administer final exams still need to be available during the scheduled exam time for activities related to the class.

Fire inspection
• The City of Portland’s fire inspector inspects PSU buildings each year. There is fine for each fire code violation that is charged to the department.
• Keep all exits, stairways, and fire escapes clear of obstructions and/or combustible material. Items such as chairs, cabinets, tables, trash cans, etc. cannot be left in the hall at any time.
• Avoid using improper extension cords, multi-plug adapters, and power strips. Contact the office for the proper extension cords.
• Maintain 30 inches of clearance in front of all electrical panels.
• Do not prop open fire doors with wedges or any other device or disconnect an automatic closer.
• Remove excessive recycling and items from the floor of your office.
• Space heaters, microwaves, refrigerators are not allowed in individual offices and must be removed.

Grade changes
• Instructors may change an I, X, M, IP or a letter grade online through Banner at banweb.pdx.edu.
• Supplement grade report (SGR) forms are no longer needed.

Grading options
• Students select a grading option (Audit, P/NP, or A-F) at the time of registration.
• Students who have missed the deadline for changing grading options may petition to change.
• Instructors may not change a student’s grading option. (For more on grading see “Supplemental Grade Reports” in this document.)

Heritage speakers
• Speakers of languages other than English who have not graduated from high school (or higher) in the target language are regarded as heritage speakers. Heritage speakers may earn credit by exam and take or challenge language courses at any level. (See Credit by exam.)
• For a list of language courses specifically designed for heritage speakers, visit the PSU Heritage Language Initiative at http://www.pdx.edu/wll/heritage-languages.

Incompletes
• WLL rarely grants incompletes.
• Incompletes should be awarded only when a finite amount of work is missing (a term paper for example) and when exceptional, documented circumstances (such as a medical emergency) warrant.
• The student must be doing at least C-minus quality work at the time of request in order to qualify for a mark of I.
• Although not required, it is a good idea to conclude a written agreement with the student specifying what work needs to be completed and by what date.
• Specify what will happen if the due date is not met. One might, for example, award a grade of F to the missing assignment, and then compute the final grade accordingly.
• Incompletes that are not removed within a year convert automatically to an F.
• It is important that all adjuncts provide their section head with the breakdown of past student grades and any agreement in which they have entered if they are no longer teaching at PSU.

Language requirements
• Faculty can refer students to: www.pdx.edu/wll/foreign-language-requirement for information.
• See Admission Requirement, BA Language Requirement, and MA Language Requirement, and Proficiency.

Native speakers
• For purposes of language credit, a native speaker is defined as a person who has graduated from high school (or higher) in the target language.
• Native speakers may not receive credit for language acquisition courses (first- through fourth year). They may receive credit for any content courses (literature, linguistics, etc.).
• An individual who has not graduated from high school (or higher) in the target language is regarded as a heritage speaker. Heritage speakers may earn credit by exam and take or challenge language courses at any level. (See “Heritage speakers.”)

Office assignments, telephones, and hours
• Office Assignments and Telephones:
  o ASL - NH 023/023A, (503) 725-5265
  o Japanese - NH M237B, (503) 725-5297
  o All other languages - NH 247, (503) 725-5227 and (503) 725-5226
• Office Hours:
  o Teaching faculty typically schedule 2-3 hours of office hours per week and are available by appointment. Office hours must be communicated to WLL staff before the start of the term in which you teach. Please email your office hours to wlldept@pdx.edu.
  o If you are not going to be in your office during your posted office hours, please let the office know so that we can inform students. This should not be a regular occurrence.
  o If you step away from your office during the office hours, please put a note on the door.
  o Always close the door and ensure it is locked before leaving for any period of time.

Outside employment
• There are all sorts of rules and regulations governing employment outside of the department. Please discuss with the department manager before accepting another paying position at PSU or another OUS institution.

Passing a class
• If a student is taking a class for a letter grade, a D- or higher is considered a passing grade. A student earning a D- in a 203 class thereby satisfies the PSU Language Requirement.
• A student must receive a C or higher in a course for it to count towards the major or minor.
• If an undergraduate student is taking a class P/NP, a C- or higher is considered a passing grade.
• If a graduate student is taking a class P/NP, a B- or higher is considered a passing grade.
• No class taken P/NP can count towards a major or a minor.
• A grade of P carries credit but is not included when calculating the GPA. A grade of NP does not carry credit nor is it included when calculating the GPA.
• GTAs cannot receive lower than a B- in a course and maintain their TAship. They must maintain an overall 3.0 GPA.

Plagiarism
• The PSU Bulletin defines plagiarism as “[t]he appropriation of language, ideas, and products of another author or artist and representation of them as one’s own original work.”
• In language classes, writing assignments may not be corrected or translated by an outside source such as a tutor, a friend, or a computer. Tutors at The Learning Center (2nd floor Millar Library) guide students towards the correct answer and are discouraged from correcting errors directly as this violates the plagiarism policy.
• If a student plagiarizes, he or she receives a “0” for that assignment. The faculty member must explain this to the student.
• In the case of undocumented inclusions of material from the Internet (“cut and paste” plagiarism), document the plagiarism and report it to the Office of the Dean of Student Life (e-mail: askdoslif@pdx.edu; tel: 503-725-4422).
• For details on these and other infringements, see the PSU Code of Student Conduct (http://www.pdx.edu/dos/codeofconduct#AcademicDishonesty)

Privacy (FERPA)
• We are all bound by the Family Educational Rights and Privacy Act (FERPA). Its protections apply to students of any age, even minors.
• Violations of FERPA include:
  o passing around a sign-in sheet on which student ID numbers appear;
  o leaving graded exams or papers on one’s office door, even in an envelope;
  o handing graded papers back to students face up so that others can see their grades;
  o discussing student grades in front of others;
  o discussing a student with a third party (such as a parent) without a written FERPA release from the student.
• No information may be released for students whose records are marked “confidential.” The standard reply is, “There is no information available on that person.”
• Only directory information may be released for students whose records are not marked “confidential.”
• Refer all other requests to the Office of Admission, Registration, and Records.
• For more information see http://www.pdx.edu/registration/student‐records‐privacy
• See a complete description of FERPA at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

Room and class scheduling
• Class times are determined by the section heads and will not be changed without their approval.
• Requests to change the room assigned for your class should be directed to WLLscheduling@pdx.edu. Requests should be based on necessity such as:
  o the room is not large enough to accommodate the students
  o back-to-back classes are scheduled across campus from each other
  o to accommodate a student with a disability
• Such requests should be based on necessity (i.e., the room is not large enough to accommodate the students), rather than preference (i.e., the location is inconvenient even with sufficient time to commute).

Special registration forms
• Special registration forms permit students to register for scheduled classes. They are typically used when a student has missed an add/drop deadline or to by-pass prerequisites.
• Special registration forms are not used to register students for unscheduled classes. (See “By-arrangement.”)

Student code of conduct
• Students who are disruptive in class or violate the Student Code of Conduct in any way should be reported to the Office of the Dean of Student Life. (See “Plagiarism.”)

Technology/language learning fee
• All first- and second-year language students pay $7 per term in technology/language learning fees.
• The technology/language learning fee is not a lab fee. It supports the acquisition and maintenance of equipment (boom boxes, players, computers, etc.), media, and software, all of which are more highly used in first- and second-year language instruction than in other kinds of teaching. (See “Equipment.”)
• Any instructor of any first- and second-year language may use tech funds to support activities directly related to student learning at these levels.
• Please contact the department manager for assistance prior to any purchases.

Technology support
• Audio Visual Services (A/V) checks out equipment and provides training to instructors to use equipment in classrooms. To reserve A/V equipment or schedule training, contact A/V Services at 503-725-4357 or av@pdx.edu; see http://www.pdx.edu/oit/audio-visual-services for more information. SMSU 18.
• To reserve A/V equipment from WLL, contact the office at 503-725-3522 or wlldept@pdx.edu.
• To replace printer toner, contact the office at 503-725-3522 or wlldept@pdx.edu.
• For other technology questions or assistance, contact the office at 503-725-3522 or wlldept@pdx.edu.

Travel
• You must submit a travel authorization request prior to travel. Unauthorized travel will not be reimbursed.
• Travel funding is provided on a competitive basis by the Faculty Professional Travel Committee (http://www.pdx.edu/oaa/faculty-development-funding-opportunities#B).
• As a rule, one should use the per diem allowance when requesting reimbursement for professional travel expenses rather than submitting receipts.
• Travel receipts must be submitted within 60 days of travel for reimbursement.
• Please work with the department manager to book your trip.

X and M grades
• A grade of X means “no basis for a grade.” Award it only to students who never attended a class at all or who made a brief cameo appearance during the first week of classes. Do not use X as a gentle substitute for F.
• An M grade will appear on the transcript for any student not receiving a grade.
• All M (missing) grades will change to a grade of X, one term after the initial term. Once converted to an X, it cannot be changed.
• Students will occasionally ask for an X or M grade in lieu of a poor grade. These grades should never be given at the request of a student. See http://www.pdx.edu/registration/online-grading for a full explanation of the grading policy.