



INFORMATION FOR ADJUNCT FACULTY

Welcome, School of Education Adjuncts!

Thank you for agreeing to teach as an adjunct instructor at Gonzaga University for the School of Education (SOE). Prior to your signing of a final employment contract, there are several points of information of which you should be aware. This letter is meant to guide you through the policies and procedures that govern the work of the School of Education as an academic unit within the University, having Washington State approved teacher, administrator, and counselor programs, and as a nationally accredited National Council for Accreditation of Teacher Education (NCATE) institution.

SOE POLICIES AND PROCEDURES

<http://www.gonzaga.edu/soe/forms>

- *Bylaws and Operations Manual*
- *Standards & Fair Process Manual*
- *Adjunct Faculty Handbook* (updated each academic year)
- *Assessment Manual*

GONZAGA UNIVERSITY POLICIES AND PROCEDURES

- *Gonzaga University Catalogue*
<http://www.gonzaga.edu/catalogues> (graduate and undergraduate)
- *Gonzaga University Student Handbook*
<http://www.gonzaga.edu/student-life/Student-Handbook-Security-Guide/default.asp>

Please read the following information as it provides guidelines for teaching within the School of Education.

Background Checks

All Gonzaga employees must have background checks conducted prior to a final contract of employment. Any faculty or adjunct who has not worked for the University within the previous 12 months will require a background check before a contract can be issued. A re-hire background check will only include the criminal search and a new application will not be needed.

Enrollment Levels in Courses

All courses at Gonzaga have a minimal enrollment standard of eight (8) students. Courses with less than 8 registered students are subject to cancellation. If your course has less than 8 students you have the option of continuing to teach the course on an amended contract that

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remunerates you on a pro-rated, per student stipend based upon the total adjunct stipend for the course. If your course has less than 8 students you also have the option to not to sign the contract.

Example: If your total stipend for a fully enrolled course is \$3000.00. That amount is divided by 8 (the number of students in a fully enrolled course) which results in a \$375.00 per student stipend. You will be remunerated at \$375.00 per student for those registered in your course.

Standard Syllabus and Vita

The School of Education has a standardized format for course syllabi and curriculum vita. These formats are available on the SOE website at <http://www.gonzaga.edu/soe/forms> and need to be submitted to the department chair in both electronic and hard copy form prior to the first day of class.

Textbooks

The Higher Education Opportunity Act prohibits the change of a required course textbook, once registration for that course has opened.

Blackboard Use

Blackboard serves as a vital interface between students and professors at Gonzaga. Every university course is automatically given a Blackboard site. All faculty must be proficient in Blackboard, and online training is available at:

<http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Training/bb9-FAQ.asp>.

Outlook and Zagweb

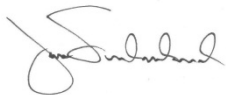
Outlook is the university subscribed email system at Gonzaga. Once contracted, you will have access to Outlook through a personal GU employee email address. This email system is used for University communications and updates and should be monitored frequently. Zagweb is the site for several university electronic functions, including class lists, grade submissions, and on-line course evaluations. Please refer to the course evaluation section in the *Adjunct Faculty Handbook* at <http://www.gonzaga.edu/soe/forms>.

Gonzaga ID Card

Adjunct instructors who teach on-campus programs must have a Gonzaga picture ID card made for your use during your teaching semester. All new adjunct faculty will receive an authorization form in the hiring packet. This GU ID card will allow you access to classrooms and other university services. The GU ID card must be reactivated each semester through Student Accounts.

For additional information please contact your department office. Thank you for the important contributions you provide to Gonzaga University students.

Sincerely,



Jon Sunderland, PhD
Dean, School of Education

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