

# Part-Time Faculty Instructor Guide



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<b>Welcome .....</b>	<b>4</b>
<b>The University of Tampa Organizational Structure .....</b>	<b>4</b>
<b>Your Contract Terms .....</b>	<b>4</b>
<b>Getting Started .....</b>	<b>4</b>
Spartan Card .....	4
Parking Decal and Gate Access Cards .....	4
<b>Campus Technology Information .....</b>	<b>5</b>
Access to Your UT Email .....	5
Access to Lab/Classroom Workstations .....	5
Manage Your UT Network Account and Password: MyUTampa Login .....	5
Off Campus MyUTampa/Workday Login .....	5
Workday Access .....	5
SpartanLearn (powered by Canvas) Access .....	6
<b>Required Faculty Training .....</b>	<b>6</b>
ITS Training Center .....	6
Accessibility Training .....	6
Federal Educational Rights and Privacy Act (FERPA) .....	7
Note Taking Process .....	7
Information Security Training .....	7
Title IX .....	7
<b>Information Security Requirements and Recommendations .....</b>	<b>8</b>
Acceptable Use Policy .....	8
UT Wireless Access: .....	8
Additional Information about ITS at UT .....	8
<b>Inquiry and Academic Rigor .....</b>	<b>8</b>
<b>Academic Integrity .....</b>	<b>8</b>
<b>Important Dates and Final Exams .....</b>	<b>9</b>
Add/Drop .....	9
Dropped for Non-payment .....	9
Last Date to Withdraw .....	9
Final Exams .....	10

Timely submission of Final Course Grades .....	10
<b><i>Title IX and ADA Compliance .....</i></b>	<b>10</b>
<b><i>Syllabus Guidelines .....</i></b>	<b>11</b>
UT Syllabus Disclosures .....	11
Other Important Syllabus Information .....	12
Developing Your Attendance/Participation Policy: .....	12
<b><i>Faculty Support- The Center for Teaching and Learning (CTL) .....</i></b>	<b>13</b>
<b><i>Professional Attire .....</i></b>	<b>13</b>
<b><i>Emergency Communications.....</i></b>	<b>13</b>
<b><i>Student Related Information.....</i></b>	<b>14</b>
Academic Resources for Students.....	14
Academic Success Center .....	14
Accommodating Students with Disabilities .....	14
Saunders Writing Center (Plant Hall 323).....	15
Center for Public Speaking (Ferman Center for the Arts 228) .....	15
<b><i>Spartan Support Program .....</i></b>	<b>15</b>
<b><i>Disruptive Students.....</i></b>	<b>16</b>
<b><i>Your Part in Academic Success and Student Persistence.....</i></b>	<b>16</b>
General Education at UT .....	16
Midterm Progress Reports .....	17
<b><i>Student Course Perception Surveys .....</i></b>	<b>17</b>
<b><i>Office Space and Office Hours .....</i></b>	<b>17</b>
<b><i>Campus Map .....</i></b>	<b>17</b>

## Welcome

Welcome to The University of Tampa (UT). We are excited to have you join us as a part-time instructor. Your specialty brings needed expertise to our campus and will enrich our curriculum and the offerings we bring to our students. We value your perspectives as a community partner and professional. As a member of our teaching community, you are eligible for some benefits as noted below. We hope you will engage our students and take part in campus events as your time allows.

## The University of Tampa Organizational Structure

The University of Tampa is maintained and operated by a board of trustees, a president, and a provost. The University has four colleges, each of which is headed by a dean and an associate dean. The four colleges are the College of Arts and Letters (CAL), the Sykes College of Business (COB), the College of Social Sciences, Mathematics, and Education (CSSME), and the College of Natural and Health Sciences (CNHS). Individual departments within each college are headed by department chairs. If you would like more information on the UT organizational structure, please see [Academic Colleges and Structure](#). You report to the department chair that oversees your course.

## Your Contract Terms

Your position is part-time instructor. Contracts are issued through Workday and **must be signed in Workday in order to be paid**. If you have questions, or there are errors in the contract information, please contact the administrative assistant in the dean's office for your college. As stated in The

University of Tampa Faculty Policies and Procedures Handbook, [Chapter 4 Section I.H](#) The Appointment of Part-Time Faculty, "Part-time faculty members should consult with their chair and their dean at the time of hiring on their duties and expectations concerning their performance." You should also speak with the associate or assistant dean for your college since they often work more closely with the daily operations of the faculty than does the dean.

## Getting Started

### *Spartan Card*

Bring a government-issued photo ID to the Vaughn Center Room 201 to get your UT ID card (Spartan Card). They will take your picture and print your card. You will use this card in a variety of ways on campus. For more information and office hours, please see the [Spartan Card website](#).

### *Parking Decal and Gate Access Cards*

Parking at UT is free for all faculty and staff who register their vehicle. When you register your vehicle, you will receive a parking decal.

1. For details on the registration process, please [click here](#) and look under Students, Faculty, and Staff Parking Registration to access the most current information. Please note, that there may be a period during the summer when the registration process is on hold for updates. If this is the case, check back closer to the start of the semester.
2. If you have any questions regarding secondary or replacement decals, please email [parkingdecal@ut.edu](mailto:parkingdecal@ut.edu) for assistance.

Access for the gated faculty/staff lots is provided through the Spartan Card. If your Spartan Card is not working, email [spartancard@ut.edu](mailto:spartancard@ut.edu) to have them check on the access and correct it.

## Campus Technology Information

### *Access to Your UT Email*

Important campus-wide communications are sent via UT email: DO NOT use your personal email address. You are required to regularly check your UT email and to comply with all directives conveyed therein. This should also be the email address used to communicate with students.

[Webmail access](#) is available for the UT staff and faculty email system. Your initial password will be one of two scenarios:

1. The last four digits of your SSN and "+Spartans" (for example: 1234+Spartans); OR
2. The last four digits of your UT identification number and "+Spartans" (for example: 1234+Spartans).

### *Access to Lab/Classroom Workstations*

You will need to login to workstations provided for faculty using your UT Network ID and password. If you require assistance with any lab/classroom equipment for faculty use, please contact [ITS Media Services](#). If your students are encountering difficulties using student lab workstations, please contact the ITS Service Desk at 813.253.6293 or they can submit a ticket by logging into [MyUTampa](#) and clicking the Service Desk portal.

### *Manage Your UT Network Account and Password: MyUTampa Login*

MyUTampa is a single-sign-on technology that allows you to access Canvas, Workday, The Security Awareness Training (knowBe4), and other campus technology without logging into each piece of software individually. [Instructions](#) for using MyUTampa have been provided by ITS.

### *Off Campus MyUTampa/Workday Login*

You will need to set up your mobile device/phone for multi-factor authentication in order to access MyUTampa off-campus. ITS has provided [step by step instructions](#).

### *Workday Access*

Your official class roster and the final course grade entry screen are located on Workday effective on or after your Hire Date. Note that the class roster on SpartanLearn (powered by Canvas) is NOT the official roster. (ALWAYS refer to

Workday for the official enrollment. Students dropped for non-payment will be deleted from SpartanLearn until they are cleared by the Bursar. Once they are reinstated in the course, any work they completed prior to being dropped will be restored. While they are working out their financial aid issues. Final grades must also be entered in Workday. Grades from the SpartanLearn gradebook do not transfer automatically. Please see the [Enterprise Solutions page](#) of the UT website for more information on [Workday](#).

#### *SpartanLearn (powered by Canvas) Access*

SpartanLearn (powered by Canvas) sites for each of the courses you teach will be automatically created for you about six weeks before the start of the term. Each site will come pre-loaded with the UT template content and enrollment, including the names and UT ID numbers of all of the students enrolled in your courses. As students add the course, they will be added to SpartanLearn.

SpartanLearn is the approved and supported LMS at UT. At a minimum your syllabus and your grades need to be provided in SpartanLearn so that students can track their progress. Final grades will be submitted via Workday.

## Required Faculty Training

#### *ITS Training Center*

The ITS Training Center training team strives to make UT's innovative technologies (applications and classroom audiovisual equipment) seamless for part-time faculty. Programming has been designed specifically for part-time faculty, and our comprehensive training sessions cover essential tools like SpartanLearn (powered by Canvas), Qualtrics, and YuJa, our new state-of-the-art video creation and management tool. By joining training sessions in the ITS Training Center, you'll gain awareness and knowledge of technologies at UT so you can focus on teaching.

#### *Accessibility Training*

Section 508 of the Americans with Disabilities Act requires that all material posted online, including SpartanLearn (powered by Canvas), must meet accessibility requirements such that individuals with a disability have equal access to information. This is important for all content uploaded to SpartanLearn or linked to from SpartanLearn. Typically, this means that text-based content must be accessible for screen readers, video content must have closed captioning and/or a transcript, and audio content should have a transcript and Faculty must be prepared to provide one for any student requiring accommodations. It is also important to consider use of color for those individuals that are color blind or color confused.

We have provided initial online training via the "Introduction to Academic Accessibility" course in SpartanLearn (powered by Canvas.) You will be automatically enrolled in this course. You should complete this training within 30 days from starting at UT.

We also have a tool within SpartanLearn called Ally that will help you identify, and fix, issues related to accessibility. Ally not only offers a quick read on the accessibility of your courses but offers different pathways by which to repair accessibility issues and prioritize your efforts. To access the tool in your new course shell, select the link for the Ally Course Accessibility Report in the menu on the left-hand side of your SpartanLearn Course. An individual, [unique course report](#) will be generated for you. For accessibility assistance, faculty and students should be familiar with the information available on the ADA statement found on the Center for Teaching and Learning webpage for [Required Syllabus Disclosures](#).

There are additional [resources for accessibility](#) available on the Information Technology and Security website. We also periodically provide workshops on accessibility topics and sponsor Accessibility Week events. Please watch your UT email for more information. If you have questions regarding the training, how to use Ally, or while you are working on your documents, please contact the ITS Service Desk at 813.253.6293 or by email at [servicedesk@ut.edu](mailto:servicedesk@ut.edu).

#### *Federal Educational Rights and Privacy Act (FERPA)*

FERPA ensures appropriate confidentiality of educational records. The Office of the Registrar provides [general information on FERPA](#) and [information specific to faculty and staff](#) on the UT website. You must complete the FERPA training located in MyUTampa under the Safe Colleges App before the start of the semester as well as the KnowBe4 Educational training. If you have questions about FERPA, please contact the [Registrar](#).

#### *Note Taking Process*

The Americans with Disabilities Act (ADA) requires a variety of accommodations be made for students with documented disabilities. The type of accommodation depends on the disability, the barriers present in the environment, and is determined on a case-by-case basis. Student Accessibility Services (SAS) maintains all records related to required accommodations and notifies faculty members in writing when accommodations are required. More information about SAS, accommodations, and the process for determining eligibility for accommodations can be found on the Student Accessibility Services Website.

#### *Information Security Training*

You will be enrolled in KnowBe4 'Security Awareness' online training. Login to [MyUTampa](#) to access KnowBe4 and complete the training. **You are required to complete this training within thirty (30) days after your UT email account has been issued to you.** For help accessing MyUTampa please contact Information Security.

#### *Title IX*

You will receive information from HR regarding training on Title IX and your responsibilities as a faculty member. You must complete the training within 30 days of the original email with the course information.

## *Information Security Requirements and Recommendations*

### **Acceptable Use Policy**

This policy applies to anyone who uses the UT network, whether it be wired or wireless. The resources covered by this policy include, but are not limited to, computer hardware and software; electronic devices such as smart phones and tablets. Use of these resources includes access from University owned computers and access from privately owned computers and electronic devices. You should review this policy before accessing the UT network. If you have any questions, please contact Information Security.

### **UT Wireless Access:**

*Faculty and Staff connect to UoT\_Faculty&Staff, while Students connect to UoT\_Students.* Choose UoT\_Faculty&Staff when logging onto the wireless network on campus. Use your Network (Spartans Domain) username and password to access the UT Wireless network. Authentication is required for UoT\_Faculty&Staff and the first time you connect, your device may request that you accept the certificate for this network. You will be required to accept this certificate to complete your setup for network access.

Guests of the University connect to UoT\_Guest

The guest connection is a one-click acceptance of (AUP), and they will be connected.

### **Additional Information about ITS at UT**

For the most up-to-date information about policies, procedures, and help related to the ITS department, please see the [Information Technology and Security website](#).

## Inquiry and Academic Rigor

Each class should be taught at a college level appropriate to class rank. First-year students need to have reading and writing requirements in class throughout the semester as they learn time management skills. You are asked to provide multiple early assessments of their work. This can include quizzes, short papers, and other work for grades.

Upper-level students should have higher academic expectations and demands. ***Please consult with your department chair for information about your class rigor level.*** Students generally work up to your expectations as a faculty member – demand more.

## Academic Integrity

The University of Tampa is committed to fostering the highest standards of honesty and integrity in our students. Academic dishonesty will not be tolerated. Please make your academic integrity expectations crystal clear on your syllabus and during discussions of class expectations. Reiterate your expectations consistently (and with each assignment) so that there will be no questions about what will happen if academic integrity standards are violated.



### What to do When You Suspect an Academic Integrity Violation in an Undergraduate Course

1. Review the [Undergraduate Academic Integrity Policy](#) to be sure the student(s) is/are in violation of the policy.
2. Log-in to SpartanNet through MyUTampa and follow the process outlined under [Center for Teaching and Learning Internal Resources – Academic Integrity](#).

### What to do When You Suspect an Academic Integrity Violation in a Graduate Course

1. Review the Graduate Academic Integrity Policy (available in the graduate catalog) to be sure the student(s) is/are in violation of the policy.
2. If there is a violation, follow the process outlined in the policy. If you have questions, reach out to the program director that you are teaching for.

### Important Dates and Final Exams

The [Academic Calendar](#) and scheduled final exam times are available online.

#### *Add/Drop*

Students are allowed to add or drop courses during the first week of classes. Make sure that you check Workday for the most current roster before each class period.

**While SpartanLearn updates nightly, Workday updates as soon as students make changes to their schedule.** Students that add your course during the official add/drop period must be allowed to complete any work that was completed during class or assigned prior to adding the course without penalty or they must be given some form of accommodation so that they are not penalized. Please see the Academic Calendar for the last day to add/drop courses.

Students that were on your class roster at the start of the semester but chose not to attend class during the add/drop period do not have to be allowed to complete work that was due during that time, including anything completed during class.

#### *Dropped for Non-payment*

Students have their schedules dropped for non-payment sometime during the week after the end of the add/drop period. This is typically the Monday after the end of the add/drop period. They will have their schedules removed from both Workday and SpartanLearn. Any work submitted will be retained and available if the student's schedule is reinstated. If a student is dropped from the course but continues to attend, please let them know that they need to work with the bursar and registrar to be reinstated in the course. The registrar will provide the specific dates when student schedules are dropped and information about how long students have to pay in order to be reinstated. If they do not reappear on your Workday roster after this date, do NOT allow them to continue to attend class.

#### *Last Date to Withdraw*

The last date to withdraw from 14-week classes is typically 10 weeks from the start of the semester. Always check the [Academic Calendar](#) for the exact date. Make sure that

you have provided sufficient graded material and feedback to students prior to this date so that they can determine if it makes sense for them to withdraw from the course.

### *Final Exams*

As stated in the UT Faculty Handbook: “Unless the dean of the college authorizes an alternative, each instructor is required to: (1) give a final examination in every course; and (2) administer it on the date published in the semester course schedule. The Dean will approve alternate arrangements, upon notification, for courses that for good academic reasons do not require a final examination.”

The last four days of the Fall and Spring semesters are set aside for final examinations. A period of two hours shall be allotted for each final examination. In extremely rare cases, students may have more than three exams scheduled on one day or may have multiple exams scheduled at the same time. The first step in the process is for faculty to make sure that they are following the published final exam schedule. If they are not, then they must move their exam to the published final exam time. If all exams are scheduled at the published time, then the student may petition the instructor in accordance with the parameters outlined in the [catalog](#).

If you are the instructor of the course with lowest priority and the student notified you at least two weeks prior to the exam, then you must provide an alternative final exam time during the final exam period that adheres to the final exam policy. Note that the testing center cannot accommodate arrangements for final exam conflicts due to the large volume of students with documented testing accommodations using the testing center during that time.

### *Timely submission of Final Course Grades*

After you administer your final exam, calculate final course grades, and submit them via Workday as soon as possible. The deadline for submitting final course grades will be announced in an email sent to your UT email address but is typically no later than 11:59pm on the Monday after final exam week.

Entering grades on Canvas is not the same as using Workday. Grades should be entered in both sites. ***It is your obligation to submit your grades by this deadline.***

## Title IX and ADA Compliance

The University is bound by federal law to comply with the provisions of Title IX and the Americans with Disabilities Act (ADA). Title IX and the ADA promote University accessibility and equity and give students certain legal protections. The University of Tampa fully supports the efforts and welfare of all its students, including the provision of reasonable accommodations to eligible individuals who may have disabilities as defined in the Americans with Disabilities Act (ADA). UT is fully committed to act in compliance with all ADA mandated requirements.

The University faculty and staff are mindful of the diversity of the student body and act in ways to promote the academic success of each individual. The Office of Student

Accessibility and Academic Support is committed to the principles and practices of universal design and provide students with disabilities the needed accommodations that equalize their access to the educational experience.

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sex-based harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The University of Tampa is committed to providing an environment free from discrimination based on sex and provides resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. Compliance with the law is everyone's responsibility at The University of Tampa. For more information, or to make a Title IX report, please reach out to [titleix@ut.edu](mailto:titleix@ut.edu). You can learn more about Title IX on the [Human Resources Title IX webpage](#).

## Syllabus Guidelines

Course syllabi requirements are set out in the *University of Tampa Faculty Handbook* as follows:

“In accordance with good academic practice and the regulations of the Southern Association of Colleges and Schools, each faculty member is required to prepare, distribute to students, and file in the appropriate college office, a syllabus for each course taught. Copies of course syllabi must be available by the conclusion of the first week of classes in any given term. The syllabus functions as a reference to course content and agenda. Syllabi must therefore be carefully prepared. In the case of multi-sectioned courses, a committee of faculty in the program may prepare the syllabus, but in most cases the preparation of the syllabus is the responsibility of the individual instructor.

The contents of syllabi may vary according to the nature of the course but the following points should be addressed: All syllabi should show at the top of the first page the course number and title as it appears in *The University of Tampa Catalog*. Syllabi should also include the instructor's name, office number [when appropriate], office hours, UT email address, and campus telephone number(s) [departmental number acceptable for part-time instructors]. The syllabus should also announce the goals and learning objectives of the course.”

### *UT Syllabus Disclosures*

An up to date version of required and recommended syllabus disclosures can be found on the [CTL website](#). You are encouraged to link directly to these disclosures on your syllabus and in SpartanLearn as they will always be up to date. If you prefer to have the wording directly on your syllabus or are interested in including information about an inclusive classroom or student support services, both personal and academic, there are Word versions of the required and recommended versions and sample wording on the CTL website under [Faculty Resources: Faculty Handbooks/Guides](#).

### *Other Important Syllabus Information*

If you are teaching a course that is part of Spartan Studies, you must include the specified language on your syllabus. If you are not sure, check with your department chair or look at the course description in the catalog. You can find specified language on [SpartanNet under Spartan Studies](#) within the broad area of the course, i.e., Humanities, Social Science, etc.

“The syllabus should include an outline of the major subjects to be covered in the course; a list of required materials and books, indicating author’s name, the full title of the work, the edition and year of publication; a list of materials that may have been placed on reserve in the [Macdonald-Kelce Library](#); a description of any required papers, assignments, and other activities connected with the course; and any specific formats and deadlines for the submission of required coursework. Any information pertinent to laboratory requirements, studio requirements, and/or excursions and assignments away from campus should be given. The syllabus should also set course policies for grading and state the faculty member’s expectations for students’ attendance and participation in the class.”

The University of Tampa does not have an official policy on the appropriate use of generative AI, such as ChatGPT, Gemini, or Mindjourney. You should discuss departmental expectations with your chair and be very clear about expectations on your syllabus.

New faculty are encouraged to develop their syllabi with the involvement of their department chair. In your conversation with your chair, also ask if your course is part of the Baccalaureate Experience, the old general education program that we are phasing out, and designated W (writing intensive); A (art/aesthetic); IG (international/global) or NW (Non-Western); ask if your course is being used to assess any of the Baccalaureate Experience, Spartan Studies or departmental goals, or if you need to indicate any other assessment-related items on your syllabus. Content of course syllabi, as well as their circulation and filing in department and college offices, is of importance both to the student, to whom a clear and complete statement of learning expectations is owed, and to the University for its continued accreditation.

#### **Developing Your Attendance/Participation Policy:**

Please use [UT’s official guidelines](#) when developing an attendance/participation policy for your syllabus. This policy specifies the requirements for excused absences and the responsibilities of the student and the faculty member regarding excused absences. It also identifies absences that are not excused through University policy. The faculty member may choose to treat these absences as excused per their course policies but are under no obligation to do so. Changes are periodically made to the policy, so faculty members should review it each academic year.

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on

attendance and/or participation. Faculty must inform students of attendance requirements on syllabi.

## Faculty Support- The Center for Teaching and Learning (CTL)

The [Center for Teaching and Learning \(CTL\)](#) provides support for faculty in their teaching endeavors. Resources include access to [Faculty Resources](#), a [series of professional development talks](#) (you will need to be logged in to SpartanNet to access these) and a link to the Office of Diversity and Inclusion's resources on [Diversity and Inclusion](#). You are invited and encouraged to use these resources as needed. If you have questions about policies or resources please feel free to contact the [Center for Teaching and Learning](#).

## Professional Attire

The University of Tampa has no dress code for teaching. It is expected that you dress comfortably yet professionally so that the work you need to do is completed.

## Emergency Communications

In the event of an emergency, please take the following actions:

- To report an accident, suspicious activity, fire, etc, call Campus Safety from an on-campus line at x7777, or from a non-campus line, at 813.257.7777. You are encouraged to add this number to your cellphone contacts.
- Watch for information. The following communication lines will be utilized to convey information on emergencies and campus closings:

-Website: Information will be posted on the [UT website](#).

-Email: global emails will be sent to your UT email address

-Text message: the Spartan Mobile Alert, or SMART system will send emergency text messages to all cell phones registered with the system

To register a cell phone for SMART alerts, logon to MyUTampa, click on Workday and select the "Personal Information" app. Click Contact Information, Select Edit in the top left-hand corner, Click the Pencil Icon under primary phone and update your cell phone information. Ensuring that your mobile phone is your primary phone number will automatically include you in the SMART alerts. Screenshots and instructions are [here](#).

If you no longer wish to receive SMART alerts, please text STOP from the enrolled device to one of the common short codes, 67283 or 226787. For more information, see [www.ut.edu/emergency](http://www.ut.edu/emergency) or [www.ut.edu/safety](http://www.ut.edu/safety).

## Student Related Information

### *Academic Resources for Students*

Please send students who want or need extra help to the following centers. Please note that “A” students make heavy use of the centers, as well as students who are struggling.

#### **Academic Success Center**

The [Academic Success Center \(ASC\)](#) is located on the second floor of the Technology Building. Many of these services are also offered virtually. Please contact via telephone at 813.257.5757 with any questions about academic support services for students.

The Academic Success Center offers the following services:

#### Student Accessibility and Academic Support

- Tutoring
- Academic Coaching
- Student Accessibility Services (SAS)
- SOAR program for students on academic probation
- Academic skills coaching (ASK 100)

Testing services:

- [CLEP Testing](#) and credit
- SAS testing

#### Academic Advising Office

- Professional advisors for first-year students
- Faculty advisor questions
- Academic petitions

### *Accommodating Students with Disabilities*

1. In order for instructors to provide students who have disabilities with special accommodations, students must provide instructors with an official Letter of Accommodation (LOA) from the Office of Student Accessibility Services.
2. If you receive a LOA from a student in your class, you will need to abide by the instructions given. If you have any questions about how a particular accommodation functions in your course or feel that a particular accommodation fundamentally alters the nature of your course, don't hesitate to reach out to Student Accessibility Services to discuss further.
3. The LOA will not disclose the nature of a student's disability, but will outline the accommodations the student must, by law, be afforded to ensure equal access.
4. The most common accommodation is extra time on exams. Students with this accommodation will generally take the exam at the Testing Center in the ASC located on the 2<sup>nd</sup> floor of the Technology Building.
5. Students are responsible for notifying the SAS Testing Center at 72 business hours

before taking an exam at the office. When the student contacts the Testing Center, SAS will contact the professor via email to notify them of the exam scheduling.

6. Professors will be notified via email by the Testing Center to request the exam two business days before the start of the exam. The email will outline the specific details that are required for SAS to administer the exam. These details should be provided, along with a copy of the exam, to the SAS Testing Center in the ASC.
7. It is imperative that the exam be sent to the SAS Testing Center prior to the time scheduled for the exam. Note that not all exams may be given at the same time as the rest of the class given conflicts created by students approved for extended exam time.
8. If, as an instructor, you are not on campus regularly, or on the day of a scheduled exam, it is still your responsibility to get the exam to the SAS Testing Center prior to the time the student is scheduled to take it. You may make plans with a staff assistant to deliver it if needed or email the exam to the Testing Center at [testing@ut.edu](mailto:testing@ut.edu).
9. Exams will be returned as soon as possible upon completion, typically on the same day, unless requested otherwise, to the instructor's office, box, etc. as indicated in your response to the Testing Center's exam request email.
10. Please contact [Student Accessibility Services](#) with questions about accommodations at 813.257.5757.
11. Failure to comply with any approved accommodation could be cause for a student to file a grievance report with the Associate Provost and/or a claim with the Office of Civil Rights based on the ADA. If you feel an accommodation fundamentally alters the nature of your course, don't hesitate to reach out to SAS to discuss.

### **Saunders Writing Center (Plant Hall 323)**

The [Saunders Writing Center](#) can assist your students with all forms of writing in your class. Peer tutors in the writing center work with students on all stages of the writing process, from brainstorming to creating Work Cited entries and polishing a final draft. Call ext. 6244 for an appointment.

### **Center for Public Speaking (Ferman Center for the Arts 228)**

The [Center for Public Speaking](#) can assist your students with presentations for your class.

## Spartan Support Program

If you have general concerns about a student's academic performance or classroom behavior, please contact the student's academic advisor. You will find this information on your class roster on Workday.

For more serious concerns, please utilize the Spartan Support process. This process identifies and assists students who may face challenges that hinder their learning, development, success, and/or community well-being. It involves collaboration between campus and community resources to assess, prioritize, recommend appropriate actions, utilize available resources, and create individualized plans with ongoing monitoring. To submit a concern about a student, please fill out a [Spartan](#)



[Support Form](#), or call the Spartan Support Program at (813) 257-3901. To report a student who displays any troubling behavior whatsoever, please fill out a [Spartan Support Form](#) or contact [Debra Tritt](#), Director of Student Care and Advocacy at 813.257.3564.

## Disruptive Students

Disruptive behavior in your classroom should not be tolerated. The [Classroom Disruption policy](#) details the University's process for dealing with disruptive behavior. If you feel threatened by a student, please call Campus Safety at x7777 or from an off-campus line at 813.257.7777.

## Your Part in Academic Success and Student Persistence

Transferring between schools is more commonplace across the nation. Transferring often lengthens a student's time in school, which may in turn add to a student's loan debt. Research has shown that students who are engaged both academically and socially feel more committed to their university and are more likely to graduate on time (or within four years). Please be aware that the manner in which you interact with students plays a crucial role in helping them engage and stay focused on their program of study.

Your role is more than just instruction. Sharing your passion and interest in the subject matter fuels student interest and engagement as well. Disengagement or disinterest on your part can lead to student issues such as lack of attendance, disruptive behavior, and other problems. Please speak with your department chair or use CTL services if you need assistance in ways to engage your students.

### *General Education at UT*

The University of Tampa is in the process of changing to a new general education program called Spartan Studies. We are excited by the change, but it does mean that we have overlapping programs during a transition period. You can learn more about [Spartan Studies](#) on our website.

During this transition, you may be teaching a course that meets Baccalaureate Experience requirements (old program), Spartan Studies requirements, or both. The best way to identify if, and how, your course fits within general education requirements is to look at the course descriptions within the 2023-2024 catalog.

It is important that students, receive consistent opportunities to grow and achieve the goals of our general education programs. As such it is important for you to understand the role your course may play in the program.

Please reach out to the Associate Dean, Teaching and Learning, or the Spartan Studies Director that oversees the requirement your course fulfills. If you would like more context than you can get it from the website. Contact information is available on SpartanNet in the [Spartan Studies](#) section.



### *Midterm Progress Reports*

The University of Tampa has a process for faculty to submit progress reports for all undergraduate students. The priority is to identify students who may be at risk of failing. However, you can give feedback to any student. Students can access progress reports and view the information and comments you submit. These reports are especially important for first-year students as well as those in special populations including athletes, ROTC, and students on academic probation. The process runs from the fifth to the seventh week of classes, and you will receive an email request to complete reports once the process opens. It is helpful for students if you have enough graded material prior to this point to be able to provide meaningful feedback. If you have questions about progress reports, please contact [Donald Painter](#).

### Student Course Perception Surveys

Your course will be evaluated by students, via an online reporting system, at the end of the semester. The results of these “perception surveys” will be made available to your dean, your department chair, and to you after final grades are submitted. When you receive your responses, review them carefully to see areas of perceived excellence and areas for improvement.

see where you might improve. We are looking for faculty that maintain strong academic standards and rigor balanced with care and support for student success in mastering the desired content and skills.

### Office Space and Office Hours

While UT generally does not provide dedicated office space for part-time instructors, spaces exist where you may meet privately with students. If your classroom is available, or if another one nearby is available, you may meet with students in a classroom. Conference rooms and/or gathering spaces also exist in most buildings and in the Library. Please ask your department chair for guidance on where you might meet with students. We expect part-time instructors to provide a reasonable amount of time outside of class for consultation with students. This can be face-to-face or be by electronic means such as Zoom, collaboration tools on SpartanLearn, email, or texting. At a minimum, we ask that you be available before and after class.

### Campus Map

There are always changes to campus, particularly over the summer, so please refer to the [campus map](#) and building guide to help you find your way around campus.