

# Part-Time Faculty Instructor Guide



**THE UNIVERSITY OF TAMPA.**  
**Center for Teaching and Learning**

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## 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, president, and a provost. The University has four colleges, each of which is headed by a dean and either an associate or assistant 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*

Go to the Vaughn Center Room 235 A to get your UT ID card (Spartan Card). You need this card in order to complete the steps that follow and for a variety of other purposes on campus. Call 813.253.6296 for current Spartan Card office hours and for questions.

### *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 gate access card and parking decal. To register your vehicle, complete the following steps in order:

1. Fill out [The University of Tampa Parking Permits Form](#). Please note that you will need your employee ID number, license plate number and the make, model, year and color of your car. Your decal will be sent to the address you provide.
2. If you need a second or replacement decal, please contact Campus Safety. Otherwise you will be charged the full price instead of the discounted rate of \$15. Secondary/Replacement decals will need to be picked up in person at the Campus Safety Office.
3. To obtain a gate access card, ask for a form from your department staff assistant, complete the form, and have it signed by your department head or staff assistant. If your department does not have the form, one can be obtained by emailing [Campus Safety](#). Once the form is completed, take your Spartan Card to the campus Safety office to obtain your gate access card.

## 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 [Campus Media Services](#). If your students are encountering difficulties using student lab workstations, please contact the ITS Helpdesk 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 Blackboard, Workday, the Security Awareness Training (SANs), 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. Note that the class roster on Blackboard is NOT the official roster since students are not removed from Blackboard when they drop or withdraw from a course. ALWAYS refer to Workday for the official enrollment but recognize that students dropped for non-payment will need to stay in Blackboard while they are working out their financial aid issues. Final grades must also be entered in Workday. Grades from the Blackboard gradebook do not transfer automatically. Please see the [Enterprise Solutions page](#) of the UT website for more information on [Workday](#).

### *Blackboard Access*

Blackboard 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 names and emails of all of the students enrolled in your courses. As students add the course, they will be added to Blackboard. HOWEVER, once the semester starts, students are not automatically removed when they drop or withdraw from the course. You will need to manually remove these students. It is recommended that if they have completed any work in your course you make them inactive as opposed to removing them.

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

## **Required Faculty Training**

### *UT Faculty Training Organization on Blackboard*

There is a variety of required training for faculty related to Federal Law and funding. Training may be online or there may occasionally be required in-person training. Most of the online training is contained within the UT Faculty Training Organization on Blackboard (look in the “My Organizations” section of your landing page). Each training section must be completed. You will know when the training has been completed when you go to the “Grades” section of the menu and you see a score has been posted. You may receive emails regarding additional required training that you need to complete in as timely a manner as possible. We appreciate your valuable time and will limit required training as much as possible. If you do not have access to the UT Faculty Training Organization, please contact the Center for Teaching and Learning.

### *Accessibility Training*

Section 508 of the Americans with Disabilities Act requires that all material posted online, either on an external website or on an internal system that requires a password, such as Blackboard, must meet accessibility requirements such that individuals with a disability have equal access to information. This is important for all content uploaded to Blackboard or linked to from Blackboard. 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 must have a transcript. It is also important to consider use of color for those individuals that are color blind or color confused. The University of Tampa has an agreement with the Office of Civil Rights indicating that new content posted online will be accessible and that existing content will be remediated in a timely fashion. We are also required to provide annual training to all individuals that post content online.

We have provided online training in the Accessibility Training Folder in the UT Faculty Training Organization on Blackboard. You should complete this training within 30 days from starting at UT. We also have a tool within Blackboard that will help you identify, and fix, issues related to accessibility. You can find more information on ALLY in the “Ally for Faculty and Staff” module on the landing page in Blackboard. There are additional [references for accessibility](#) available on the Center for Teaching and Learning website. We also periodically provide workshops on accessibility topics. 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 [Sharon Austin](#), Academic Technology Accessibility Specialist.

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

FERPA, also known as the Buckley Act, 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 should review the information contained here and then you MUST complete the quiz on the UT Faculty Training Organization on Blackboard before the start of the semester. Even if you have previously taken the quiz, it is a good idea to review the information and retake the quiz to make sure that you remember some of the nuances of the law. If you have questions, please contact the [Registrar](#).

### *Note Taking Process*

The Americans with Disabilities Act requires a variety of accommodations be made for students with documented disabilities. The type of accommodation depends on the disability. Student Disability Services maintains all records related to required accommodations and notifies faculty members in writing when accommodations are required. One type of accommodation is Note Taking. The Office of Civil Rights requires that all faculty be made aware of the process at The University for meeting the Note Taking accommodation. Information about the process and a short quiz have been developed to meet this requirement. The information and quiz can be found in the UT Faculty Training organization on Blackboard in the Note Taker Accommodation Module Folder. All faculty must complete this training within 30 days from starting at UT.

### *Information Security Training*

You will be enrolled in SANS ‘Securing the Human’ online training. Login to [MyUTampa](#) to access SANS 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 Technology and Security (ITS)

### *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, Staff, and Students connect to UoT\_Faculty&Staff*

Choose UoT\_Faculty&Staff Secure 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 Secure 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*

WiFi is available for guests through UoT\_Guest Guest for Internet access only. 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

The University of Tampa has been approved to implement a Quality Enhancement Plan (QEP) as part of its regional accreditation. The QEP is entitled "Learning by Doing: Inquiry-based Experiential Education." All faculty are encouraged to use inquiry-based methods with their students. Learning outcomes include critical thinking, oral and spoken communication skills and discipline-related skills. You can find more information about our [QEP](#) online.

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 discussion 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*

1. Review the [Academic Integrity Policy](#) to be sure the student(s) is/are in violation of the policy.
2. Download a current copy of the [Reporting Form for Academic Integrity Violations and Academic Misconduct](#).
3. Follow the process outlined in the policy. Additional Information on process can be found on [SpartanNet](#). You are strongly encouraged to watch the [video](#) on process that is provided.

## 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. **Remember that Workday is the official roster, NOT Blackboard.** 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. 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 are dropped for non-payment after the end of the add/drop period. 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 information about how long

students have 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. 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 in 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 two 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 below to reschedule one of the student's examinations. The priority of examinations is determined as follows:

1. Examinations for graduate-level courses have priority over examinations for undergraduate-level courses.
2. Within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have priority over lower numbered courses. Example: A course numbered 670 has priority over a course numbered 500, and a course numbered 410 has priority over a course numbered 244.
3. If the course numbers are tied, then a course within a student's major has priority over a course outside of their major.

If after applying items 1, 2, and 3, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet. Example: COM 325 would have priority over SOC 325.

The instructor of the course with lower priority shall 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 Blackboard is not the same as using Workday. Grades should be entered in both sites. ***It is your obligation to submit all of 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. Both are designed to give students certain legal protections. You are required to comply with these rules and regulations.

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. Sexual 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 a number of 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.

The University of Tampa fully supports the efforts and welfare of all its students including the provision of reasonable accommodations to eligible students 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. Academic Success Programs and the Office of Student Disability Services are committed to the principles and practices of universal design and provide students with disabilities needed accommodations that equalize their access to the educational experience.

## 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, email address, and campus telephone number(s) [departmental number acceptable for part-time instructors]. The syllabus should also outline the learning outcomes of the course. There are also a number of required statements that must appear on each syllabus.

### *UT Syllabus Disclosures*

An up to date version of these required [syllabus disclosures](#) can be found on the CTL website under Faculty Resources: Templates.

### *Other Important Syllabus Information*

The syllabus should include an outline of the major topics 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' participation in the class.

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 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 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](#), resources on [Diversity and Inclusion](#), and support for [online accessibility](#). You are invited and encouraged to use these resources as needed.

## 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 Security from an on-campus line at x7777, or from a non-campus line, at 813.257.7777
- 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". 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 [located 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.
- If the campus closes, please keep your class engaged via Blackboard
- 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 in North Walker Hall. 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:

### *Academic Excellence Programs*

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

### *Testing services:*

- Make-up exams for general attendance policy
- CLEP Testing and credit
- SDS testing

### *Academic Advising Office*

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

### *Student Persistence and Transition Office*

First generation and minority student programs

### Saunders Writing Center (Plant Hall 323)

The [Saunders Writing Center](#) can assist your students with writing in your class.

### Center for Public Speaking (Kennedy Boulevard Building 200)

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

### *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 Disability Services.
2. If you receive a LOA from a student in your class, you MUST abide by the instructions given.
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.
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.
  5. Students are responsible for notifying the SDS office at least three days before taking an exam at the office. When the student contacts the office, the office will contact the professor via email to notify him/her of the exam scheduling.
  6. When the professor is notified via email, a proctor form will be attached, which must be filled out and returned along with a copy of the exam, to the Student Disability Services Office in the ASC.
  7. It is imperative that the exam be sent to the Student Disabilities Office 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.
  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 Student Disabilities Office prior to the time the student is scheduled to take it. You may make plans with a staff assistant to deliver it if needed.
  9. Exams will be returned on the same day, unless requested otherwise, to the instructor's office, box, etc. as indicated on the proctor form.
  10. Please contact [Student Disability Services](#) with questions about accommodations the Student Disability Services office at 813.257.3266.
  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 ADA.

## 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 concerns of a more serious nature, please use the Spartan Support process which "identifies and addresses students who may be struggling in ways that interfere with learning, development, success and/or community welfare. Student support is accomplished through campus and community collaboration which may include assessment, triage, recommendation and utilization of resources, and individual planning and monitoring.

To report a student who displays any troubling behavior whatsoever, please contact [Monnie Wertz](#), assistant vice president for operations and planning, at 813.257.3757. Or, fill out a [Spartan Support Form](#).

## 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.

### *UT's General Education Curriculum (Baccalaureate Experience)*

Many courses taught by our part-time faculty are part of The University's [general education program](#). It is important to understand how your course fits within the curriculum, particularly if it carries one of the special designations. If this is the case with you, please be aware of your audience and teach accordingly. Not everyone in your course will major in the subject and many students enter college with little or no background in your field of study. Please provide students with sound but basic instruction at the 100-200 levels. It is important to deliver your course in such a way that students become—and remain—excited about the subject matter.

If you teach a course that carries a special designation, please consult with your department chair or with the Associate Dean, Teaching and Learning about the requirements for that designation.

### *Mid-Term Grade Reporting System*

The University of Tampa has a system for mid-term progress reports and alerts for all students. These reports are especially important for first-year students, athletes, ROTC, and any student on academic probation. These reports are sent to faculty to complete during the fifth and sixth weeks of classes. It is helpful for students if you have enough graded material prior to this point to be able to provide meaningful feedback on these reports. If you have questions about the progress reports, please contact [Lorie Kittendorf](#).

## 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 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 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. 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 Blackboard, 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.