



Part-time Lecturer and Graduate Student Instructor Handbook 2022 – 2023

**Office of the Provost
Chapman University**

Notice of Nondiscriminatory Policy as to Students Chapman University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, national and ethnic origin or any other category protected by law in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other university-administered programs.

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UNIVERSITY INFORMATION

Chapman University: An Overview

Chapman University is located in the heart of Orange County, California, an exciting and ever-evolving hub of technology, business, and the arts. Chapman University is a nationally ranked, mid-sized private institution with campuses in Orange and Irvine.

Originally named Hesperian College, Chapman University first opened its doors on March 4, 1861, in Woodland, CA—coordinated to coincide precisely with the inauguration of President Abraham Lincoln. The earliest incarnation of Chapman University was open to all people in the belief that every person should have access to an education. The University's first class included women and people of different ethnicities and faiths, proving that the University was ahead of its time. Over its history, Chapman University moved down to Los Angeles and, later, Orange County, its home today.

In 2019, Chapman University achieved an important milestone: its elevation to R2 status under the Carnegie Classification of Institutions of Higher Education, in recognition of its growth as a research-focused institution. In addition, after being ranked at the top of U.S. News & World Report's Best Regional Universities – West list for many years, and at #5 in 2018, Chapman University debuted among national institutions at #125 in 2019.

Even before its elevation to an R2 institution, Chapman University had gained national recognition for its commitment to excellence through both research and innovative teaching. Chapman University attracts high-achieving undergraduate and graduate students from across the United States and internationally, offering the latest educational and technological resources in its blend of new, state-of-the-art, and historic buildings. Chapman University also houses several independent research centers and institutes that are engaged in disciplines ranging from economics and entrepreneurship to human rights and quantum studies.

Vision

Chapman University will be a student-centered institution, recognized nationally and internationally as a center of academic and personal excellence.

Mission

The mission of Chapman University is to provide personalized education of distinction that leads to inquiring, ethical and productive lives as global citizens.

To further these ends, Chapman University will:

- Create stimulating learning environments for a diverse population.
- Recruit and retain an outstanding faculty that cherishes teaching, research, and creative activity
- Offer curricula that integrate liberal arts and professional learning to foster independent and critical thinking, effective communication, and an international perspective.
- Create learning, living, and working environments that nurture diversity, multiple perspectives, and the free exchange of ideas.
- Encourage the linkage between a life of learning and service.
- Devote resources in a fiscally responsible manner to support outstanding teaching, scholarship and learning
- Develop facilities that enhance the living and learning environments.

Diversity, Equity and Inclusion

Chapman is committed to providing an inclusive, equitable, and diverse environment. Diversity in experience and perspective is vital to advancing innovation, critical thinking, solving complex problems, and building an inclusive academic community.

At Chapman University, we translate these values into action by welcoming a world-class faculty who bring experience working with diverse students, colleagues, and constituents. The University has an expectation that all faculty will demonstrate a contribution to diversity, equity and inclusion through scholarship, teaching or service as we prepare our graduates for success in a culturally dynamic and interconnected world. Click [here](#) to read more about Chapman University's strategic priority of supporting our changing student profile. You may also contact the [Office of Diversity, Equity and Inclusion](#) at DEI@chapman.edu.

GENERAL INFORMATION

Terms and Definitions:

- “Chairs”: the faculty member’s supervisor, a program director, a department chair, an assistant dean, an associate dean, or a dean.
- “Part-time lecturers”, “Lecturers”, or “PTLs”: include part-time faculty and Graduate Student Instructors
- “Department Administrators”: administrative personnel to support faculty.

Information Systems Supporting Instruction

Faculty will find the following systems and links immediately useful:

- a. [FacultyCenter.Chapman.edu \(Campus Solutions – Faculty Center\)](#)

Chapman University's website for accessing registration, student records, official class rosters, class waitlists, grade assignment and more. Training for the "Faculty Center" is [here](#).

b. [Working@Chapman](#)

Chapman University's centralized and user-friendly faculty and staff website that aggregates relevant tools, logins, resources, and announcements. Faculty will be able to find key logins, including the [Faculty Center](#) <https://facultycenter.chapman.edu/> (Faculty Self-Service in my.Chapman), Canvas, and the Faculty Manual.

[Working@Chapman](#) releases a twice-weekly newsletter with the latest announcements, stories, and resources.

c. [Canvas Learning Management System \(canvas.Chapman.edu\)](#)

Chapman University's web-based Canvas Learning Management System (LMS) to support teaching and learning. Faculty can upload course documents and other materials, link to outside content, create quizzes and exams, store grades and more for their classes. Students have access to all materials and all courses via Canvas.

Instructors using Canvas can access an unofficial class roster. The official class roster is available in the [Faculty Center](#). If a student drops the class, faculty are advised to confirm it officially by consulting the class roster in the [Faculty Center](#). Students who drop a class are automatically deactivated in the Canvas roster of that class within the next business day.

If a student drops a course and is consequently deactivated in the course roster in Canvas, their scores and class activity are still available to the instructor in Canvas. However, the student will no longer have access to the course in Canvas

To login into Canvas, visit the [Canvas login page](#) at canvas.Chapman.edu and enter the Chapman University username and password. For questions about Canvas, email canvas@Chapman.edu. All instructors are provided with a self-paced Canvas tutorial course and a personal sandbox course within Canvas.

A Note on Uploading Content to Canvas

It is generally permissible to scan one chapter or 10% from a book and post it on Canvas. Instructors who wish to add more content should consult library staff for assistance with course reserves and other options.

Canvas Support information for faculty: <https://www.Chapman.edu/campus-services/information-systems/software/canvas/instructor-training.aspx>

Canvas Guides: https://community.canvaslms.com/t5/Canvas-Guides/ctp/canvas_guides

Canvas Knowledgebase: <https://canvas.Chapman.edu/courses/6685>

Canvas Team: canvas@Chapman.edu

d. [Obtaining and changing your Chapman University password](#)

Information for activating, changing or recovering a password is on the [Password Management page](#) on Chapman University's website.

UNIVERSITY AND DEPARTMENT EXPECTATIONS AND STANDARDS

Academic Excellence

Chapman University expects all faculty to uphold standards of academic excellence.

Academic Freedom

Chapman University subscribes to the tenets of the 1940 Statement of Principles on Academic Freedom and Tenure, as agreed upon by representatives from the American Association of University Professors (AAUP) and of the Association of American Colleges [now the Association of American Colleges and Universities (AAC&U)]. The policy is reproduced below for reference purposes but does not constitute official University policy. The AAUP statement is advisory in nature. In the event of a conflict between the AAUP statement and a faculty member's written Agreement, the terms of the Agreement will prevail.

The 1940 AAUP Statement of Principles on Academic Freedom can be found [here](#).

Commitment to Free Speech

Chapman University is committed to free and open inquiry in all matters and extends all members of the University community broad latitude to speak, write, listen, challenge, and learn. The University's Statement on Free Speech can be found [here](#).

Instructor Absence from Scheduled Class Time

In case of an emergency that results in a faculty member not being able to teach a scheduled class session, they should notify the chair or department assistant immediately.

In case of a known future absence, the faculty member should find another professor to cover the class session(s). In the event that coverage cannot be found, the faculty member should give students sufficient advanced notice of the cancelled session(s).

Faculty should reschedule all missed session(s), or, with approval of the chair, provide content/instruction in an alternative format that is accessible to all students and represents equivalent instructional time. Remote teaching can only be used as an alternative format if a PTL receives permission and prior approval of their Chair and Dean. In case of prolonged absences due to illness or the need to isolate or quarantine due to COVID-19, faculty should contact their chair to get coverage for their classes.

Professionalism

Chapman University expects faculty members to conduct themselves with a high level of professionalism in the classroom, in all interactions with students and with other members of the Chapman University community. This includes:

- Being well prepared for every class session

- Encouraging free discussion, inquiry, and expression
- Enabling students to take reasoned exception to the data or views offered in any course of study
- Holding all classes as scheduled
- Following the syllabus
- Starting and ending class at the designated times
- Holding office hours as required
- Administering at least one midterm evaluation prior to students' deadline to withdraw
- Responding to students' phone calls, email messages etc., in a timely manner
- Being available for students' academic counseling
- Evaluating and returning assignments, quizzes, exams etc., within a week
- Dressing appropriately.

Required Training

All new lecturers are required to complete the following trainings:

- * Tools for Ethical Workplace
- * Data Security and Privacy
- * Managing Bias
- * FERPA Basics
- * Drugs and Alcohol at Work
- * Preventing Harassment and Discrimination.

Chapman University requires that all faculty undergo training for preventing harassment and discrimination every two years. New faculty members will receive an email with details of how to complete the training. Faculty who have completed California mandated training in the last two years can present the certificate of completion to the Department of Human Resources at hroffice@Chapman.edu.

INSTITUTIONAL POLICIES

This section highlights a few of the most important Institutional Policies for Chapman University. Part-time lecturers and Graduate Student Instructors are responsible for reviewing all Institutional Policies. The list of Institutional Policies can be found by clicking [here](#), and scrolling down to the Institutional Policies section.

Family Educational Rights and Privacy Act (FERPA)

Chapman University is committed to the protection and confidentiality of student educational records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act - a federal law established to provide privacy protections and regulate access to and maintenance of student educational records.

Educational records for the most part include, with certain exceptions, all records maintained by the University, which can identify the student. Therefore, Chapman University prohibits posting of grades, papers, and other assignments. If student performance critiques are integral to the course, the faculty member must specify this information in the course syllabus.

Further information regarding the Family Educational Rights and Privacy Act is available on the [U.S. Department of Education website](#).

Harassment, Discrimination, Sexual Harassment and Title IX

Chapman University is committed to creating and maintaining a community where all individuals who participate in university programs and activities can achieve their academic and professional aspirations free from harassment and discrimination, including sexual harassment. Definitions of these policies, available support resources, and an overview of relevant University procedures can be found [here](#).

The Interim Policy on Sexual Harassment Prohibited by Title IX; Interim Harassment, Discrimination, and Retaliation Prevention Policy; and the Harassment and Discrimination Policy can be found in the “Institutional Policies” section of the [Chapman University Policies webpage](#).

For student matters, please contact Colleen Wood, Lead Title IX Coordinator, Assistant Vice President for Student Affairs, and Associate Dean of Students, at (714) 997-6721 or cwood@chapman.edu.

For staff and faculty matters, please contact Albert Roberson, Deputy Title IX Coordinator, Director of Equal Opportunity, and ADA 504 Officer at (714) 997-6847 or aroberson@chapman.edu.

Alcohol and Substance Abuse Policy

The Drug-Free Schools and Communities Act Amendments of 1989 require that institutions of higher education certify that they have adopted and implemented a drug and alcohol prevention program as a condition of receiving funding under any federal program. See relevant policy [here](#) (Section 2.11.8 of the Staff and Administrative Handbook)

Protecting Minors

The University is committed to promoting the safety and well-being of students and others who visit our campus. The purpose of this policy is to describe requirements placed on

administrators, faculty, staff, students, volunteers, and others working with minors to promote their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any child visiting our campuses or in university-related programs. The protecting minors can be found [here](#).

Mandated Reporters and Required Reporting of Abuse and Neglect

California law designates certain positions at Chapman University to be “mandated reporters” who have an individual duty to report known or suspected neglect or abuse of children, elderly, or dependent adults. Any employees whose duties fall within the scope of positions identified by law to be mandated reporters must understand what they are required to report as well as where and how to make a report.

All Chapman University employees or volunteers, regardless of “mandated reporters” status, are required to report any known or suspected abuse or neglect relating to children/minors. Report all incidents immediately to the Chapman University Department of Public Safety at (714) 997-6763 and/or the Orange Police Department at (714) 744-7444. In addition, a second report will be made to the Child Abuse Reporting Hotline at (714) 940-1000 or (800) 207-4464. These reports can be made 24 hours per day. Please do not hesitate to call the Department of Public Safety if assistance is required. The full description of the Mandated Reporters Policy is under “Institutional Policies” on [Chapman University’s University Policies webpage](#).

Reporting Misconduct

Chapman University requires faculty, staff, students, volunteers, and other individuals affiliated with the University to report promptly any suspicion of wrongdoing to the proper authorities for investigation.

It is not the responsibility of the reporter to evaluate or determine whether the situation constitutes wrongdoing, but it is the responsibility of all members of the community to report concerns. Please see Reporting Misconduct, under “Institutional Policies” on [Chapman University’s Policies webpage](#).

Religious Accommodation

Chapman University highly values the unique spiritual life of each person within the community and incorporates spirituality as one of its four pillars of education, as promoted through the work and presence of the [Fish Interfaith Center](#). Chapman University encourages each student to pursue his or her religious tradition or unique spiritual journey.

The academic calendar at Chapman University is set up to avoid conflicts with observed holidays, including Independence Day, Memorial Day, Thanksgiving, New Year’s Day, and Christmas. As the diversity of religions represented on this campus increases, Chapman University reaffirms its commitment is to create an academic community that is respectful of and welcoming to persons of differing backgrounds. Consistent with this, our

community believes that members of the University community should be allowed, within reason, to fulfill their obligations to the University without jeopardizing the fulfillment of their sincerely held religious obligations.

Additional faculty requirements under this policy can be found [here](#).

Direct questions regarding major religious holidays and the sincere practice of religious observances may be directed to Human Resources and the Dean of the [Wallace All Faiths Chapel](#). A calendar with major religious holidays is on the Fish Interfaith Center [website](#). It is expected and desired that accommodations based upon religion be addressed through informal discussions among students, faculty, and Human Resources when necessary. Reasonable accommodation through discussions with Human Resources is recommended so that our administration, faculty, and students may practice sincerely held religious beliefs by observing major religious holidays.

Records Retention and Destruction Policy

The purpose of this policy is to create a standard for Chapman University personnel with respect to the retention of documents and records created or maintained in the course of institutional business. It seeks to ensure that when records are no longer needed or of no value, they are destroyed on a timely basis.

The full description of the Records Retention and Destruction Policy can be found [here](#) under “Institutional Policies” on Chapman University’s University Policies webpage.

With respect to teaching classes, this policy outlines that faculty should retain records associated with classes (e.g., grades and papers, exams, projects not returned to the student, etc.) for a minimum of two years. In addition, any documentation that is sensitive or can personally identify students should be stored and disposed of properly when the time comes. Chapman University encourages faculty to utilize the Canvas LMS for collecting assignments and grading them electronically, since the records will be kept for the required amount of time.

The most updated record retention schedule can be found [here](#).

Fiscal Policies

Faculty should consult with the Chair as to questions regarding any additional expenditures for their courses (e.g., for field trips or other activities). The full description of the Fiscal Policy can be found [here](#).

Computer and Network Acceptable Use Policy

The University computing and network systems and services (Chapman University Information Resources) are a university-owned resource and a business tool. Authorized persons may use these tools for educational purposes and the legitimate business of the University. The University may access data and material on university computer systems,

including computers and networks, and employees do not have an expectation of privacy with respect to such materials. Your Chapman University email is the official method of business communication, and thus faculty should not use a non-Chapman University email account to communicate with students or other members of the University. The full description of the Computer and Network Acceptable Use Policy can be found [here](#). For assistance with Chapman University computing and network systems and services, please contact the IS&T Service Desk servicedesk@chapman.edu.

Privacy Policy

In order for Chapman University to educate its international and domestic students, engage in world-class research, and provide community services, it is essential and necessary to collect, process, use, and/or maintain the personal data of its students, employees, applicants, research subjects, and others involved in its educational, research, and community programs. These activities include, without limitation, admission, registration, delivery of classroom and study abroad education, grades, communications, employment, applied research, development, program analysis for improvements, and records retention.

The EU GDPR imposes obligations on entities, like Chapman University, that collect or process personal data about people in the European Union ("EU"). The EU GDPR applies to personal data collected or processed about anyone while located in the EU, regardless of whether they are a citizen or permanent resident of an EU country.

The full description of the Privacy Policy can be found [here](#).

Password

Chapman University will never ask for any password, including your own. Do not share your password with others. Do not respond to emails requesting personal information as any request of this sort is very likely to be fraudulent. Information for activating or changing a password can be found here on the Password Management page.

Copyrighted Works Policy

This Copyright Policy governs the ownership and control of intellectual property rights in copyrightable works at Chapman University. All faculty, academic staff, as well as non-employees who participate in teaching and/or research or scholarship projects at the University are bound by this policy. They are also required to sign the Chapman University Patent and Copyright Agreement found on the institutional policies webpage.

This policy applies, and those subject to this policy are deemed to assign their rights, to copyrightable works as required under this policy whether or not a Chapman University Patent and Copyright Agreement is signed and is on file. The full description of the Copyrighted Works Policy is under "Institutional Policies" on [Chapman University's Policies webpage](#).

Inventions and Patents Policy

This policy governs the ownership and control of intellectual property rights in potentially patentable and patented inventions, including patentable software, at Chapman University. A primary purpose of this policy is to provide incentive for faculty and staff to apply their skills, knowledge, and creative talent to research and to protect the University's investment in that research.

All faculty, staff, student employees, as well as non-employees who participate in teaching and/or research or scholarship projects at the University, are bound by this policy. They are also required to sign the Chapman University Patent and Copyright Agreement found on the institutional policies webpage.

This policy applies, and those subject to this policy are deemed to assign their rights to inventions as required under this policy, whether or not a Chapman University Patent and Copyright Agreement is signed and is on file. The full description of the Inventions and Patents Policy can be found [here](#) on Chapman University's Policies webpage.

Parking and Transportation Services

Parking and Transportation Services is responsible for the implementation of the University parking policy set forth by the parking committee. Parking Services coordinates and regulates the administration of this policy with respect to vehicle registration and parking enforcement in an effort to provide safe parking for all members of the campus community and their guests.

Chapman University has a mandatory parking permit policy for all University constituents. Although there is no fee for a parking permit, annual registration of vehicles is required to obtain a parking permit. Additional information on parking permits, policies and maps of parking lots is [here](#). To register your vehicle, click [here](#).

COVID-19 Protocols

Faculty are responsible for keeping track of and following all Chapman University COVID protocols and guidelines that are distributed via email as well as on the [CU Safely Back website](#).

ACADEMIC AND CLASSROOM POLICIES

Orange Conforming Class Periods

The periods below (known as "conforming class periods") apply to all class periods for fall and spring terms on the Orange campus. They are generally designed around three (3) credit courses; hence, they do not apply to courses such as science labs or to courses held

on the Rinker campus. In the event of exceptional circumstances where class activities may fall outside of the scheduled, conforming class period, faculty should consult their chair to make suitable arrangements in the interest of students.

The conforming class periods for fall, interterm, and spring term courses on the Orange campus are:

Fall Class Schedule

MWF	8:00 – 8:50 am	TTh	8:30 – 9:45 am
	9:00 – 9:50 am		10:00 – 11:15 am
	10:00 – 10:50 am		11:30 -12:45 pm
	11:00 – 11:50 am		1:00 – 2:15 pm
	12:00 – 12:50 pm		2:30 – 3:45 pm
			4:00 – 5:15 pm
			5:30 – 6:45 pm
MW	1:00 – 2:15 pm		
	2:30 – 3:45 pm		
	4:00 – 5:15 pm		
	5:30 – 6:45 pm		
M	4:00 - 6:45 pm	T	4:00 – 6:45 pm
	7:00 – 9:50 pm		7:00 – 9:50 pm
W	4:00 – 6:45 pm	Th	4:00 – 6:45 pm
	7:00 – 9:50 pm		7:00 – 9:50 pm
F	1:00 – 3:45pm	S	9:00 – 11:45 pm

Notes on Course Scheduling:

1. No classes may be scheduled on MW 11:00 – 12:15pm.
2. No 3-hour Undergraduate classes can be scheduled to start before 4pm, except on Saturday. Other than science labs, three-hour classes are not to be scheduled from 1:00 – 3:50pm except for Fridays because it adversely affects the students' schedule.
3. Allocations in the MW or TTh 4:00 –5:15pm and 5:30 – 6:45pm time slots can be combined to hold a 3-hour course on Monday or Wednesday during those time slots.

4. For those who are scheduling classes at 4:00 – 6:45pm, for every class scheduled on Monday, a class must also be scheduled on Wednesday, and similarly for Tuesday and Thursday.

Interterm Class Schedule

Due to the demand for classes during Interterm, class scheduling on the Orange campus has moved to time blocks. Scheduling is done in either 3-hour or 4-hour time blocks. Classes must meet for 15 hours per student credit hour. Assuming a 4-week interterm session, 3 credit courses must meet 12 hours per week and 4 credit courses must meet for 16 hours per week. Please account for the Monday holidays that occur during Interterm.

When developing interterm schedules, please adhere to the following conforming class periods:

3 Hour Time Blocks

9:00 – 11:50 am

1:00 – 3:50 pm

4:00 – 6:50 pm

7:00 – 9:50 pm

4 Hour Time Blocks

9:00 – 12:50 pm

1:00 – 4:50 pm

6:00 – 9:50 pm

The choice of the particular days of week to hold class in Interterm is left up to the school and departmental schedulers. 3 credit classes normally meet 4 days per week and 4 credit courses 4 or 5 times per week.

Summer Class Schedules

When developing summer schedules, please adhere to the following conforming class periods for 3 credit courses on the Orange campus:

Summer Sessions I and III (six weeks each)

MWTh 9:00 – 11:30 am

12:00 – 2:30 pm

3:00 – 5:30 pm

TF 9:00 – 12:45 pm

1:00 – 4:45 pm

MW 6:00 – 9:45 pm

TTh 6:00 – 9:45 pm

Summer Session II (nine weeks)

MW or TTh 9:00 – 11:30 am
 12:00 – 2:30 pm
 3:00 – 5:30 pm
 6:00 – 8:30 pm

Summer Session IV (12 weeks)

For summer session IV and for faculty who do not want to adhere to the periods listed above, please use the following timings:

MW or TTh 8:00-9:45 am
 10:00-11:45 am
 12:00-1:45 pm
 2:00-3:45 pm
 4:00-5:45 pm

M, T, W, or Th 6:00-9:45 pm

Summer Session V (8 weeks)

MWTh 9:00 – 10:50 am
 12:00 – 1:50 pm
 3:00 – 4:50 pm
TF 9:00 – 11:45 pm
 1:00 – 3:45 pm
MW 6:00 – 8:45 pm
TTh 6:00 – 8:45 pm

The Rinker Health Science campus does not follow the conforming class periods. Class scheduling is coordinated through the Vice Provost of Operations and Finance.

Academic Integrity Policy

Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the University Academic Integrity Committee, which may impose additional sanctions. The full description of the Academic Integrity Policy can be found [here](#).

Course Material and Fee Policies

Course Materials

An amendment to the Higher Education Opportunity Act (HEOA) requires textbook information be made available to students when they register for classes, which occurs months in advance of the beginning of the term.

Chapman University uses Follett Discover as a database for disseminating information regarding course materials for all classes. See: <https://canvas.chapman.edu/login>. The Follett Discover application also appears in Canvas. Launch Follett Discover and enter the materials for your courses. Please choose course materials as early as possible and provide this information to the associated academic department by stated deadlines. If no materials are required, this must be indicated in Follett Discover as well.

Some departments/schools will add course material information to Follett Discover on behalf of the faculty member. In others, the department asks that faculty members do it themselves. Department administrators provide local support for Follett Discover. Training and support for Follett Discover is [here](#) under “Trainings and Workshops”.

The cost and availability of course materials can have an adverse effect on the ability of students to enroll and/or be successful in a particular course. Additional information for reducing the costs of course materials is [here](#).

Course Fees

Course fees are established by the program and university as needed. No additional fees can be added to courses without prior written approval by the Provost.

Class Roster, Closed Classes, Waiving Prerequisites and Other Issues

Class Roster

Access to official class rosters may be found in the [Faculty Center](#). Check the roster for accuracy against the students actually in attendance. Do this at least twice at the beginning of the term and at various points during the term to ensure course roster accuracy. Instructors should not evaluate students who are not on the roster.

Closed Classes

The Office of the University Registrar will not register any student when the class capacity (not necessarily the room capacity) is reached unless the student secures the faculty member's signature. The instructor's signature signals to the Office of the University Registrar that going over the class limit set by the chair or associate dean is acceptable. See also the section below on Classroom Capacity

Waiving Prerequisites

Do not sign any student's registration forms in the area that waives course prerequisites. Send students who do not have the necessary course prerequisites to see the Chair or an academic advisor. As a rule, prerequisites are not to be waived. The Chair or Program Director is the **only** individual authorized to make these waivers.

Administrative Drop

Faculty have the authority to “administratively” remove (drop) students from the roster of their classes if they do not attend the first-class meeting without making arrangements with the faculty member prior to the first day of class. Faculty are encouraged to do so particularly in the case of closed classes since this will allow other students to enroll in those classes. A student can be dropped from a class in the course roster in the Faculty Center [or](#) the faculty member can email a list of students to be dropped to the Registrar (registrar@Chapman.edu).

Classroom Capacity

Do not add students to a class beyond the capacity of the classroom. Doing so will exceed the maximum capacity limits established by the fire marshal. If any faculty member signs student forms beyond the capacity of the classroom, the registration system will not allow the University Registrar to add the students to the roster. This is an additional reason to manage the course roster carefully at the beginning of the term. The capacity of the classroom is available from the department administrator. If you feel you need a larger room to accommodate students on the waitlist, then contact the Chair or Associate Dean in your college or school.

Course Syllabus Policies

Faculty are required to distribute a course syllabus to the students on the first day of class, either by posting the syllabus on Canvas (strongly encouraged) or by handing out a hard copy. In addition, faculty must send the syllabus to the department administrator. An electronic copy of every syllabus should be available for all students in Chapman University syllabus system. The academic department administrator will upload to the syllabus system no later than the end of the second week of the semester/trimester.

Syllabi must be written in a clear and careful academic style, be substantive in content and challenging in intellectual depth and breadth. The course syllabus codifies the expectations of students for the class in the context of the increasing academic distinction of Chapman University. Faculty are invited to ask the chair for a copy of an existing syllabus for the course as an example.

As the syllabus sets the expectations for learning, students should be strongly encouraged to read the syllabus carefully and ask questions. Faculty should not change the syllabus in any substantive way after the beginning of the class, except in the case of extenuating circumstances, and with prior approval from the department chair.

When distributed to the students on the first day of classes, a syllabus **must contain** the following information:

1. Course designation, number, and title
2. Faculty member’s contact information including email and office hours
3. Catalog description (found in the catalog)
4. Course learning outcomes (must use those provided by the chair)

5. Program learning outcomes and General Education outcomes if applicable (must use those provided by the chair)
6. Current required text, other course materials and readings
7. Instructional strategies
8. Method of evaluation including:
 - All exams, papers, and other graded requirements
 - Grade weight for each requirement
 - Grade scale needed to obtain various letter grades. Note some units have pre-set grading scales-inquire with the chair. Examples include:
 - a. Grade scale (percentages), e.g., A \geq 94%, A- \geq 90%, B+ \geq 87%, etc.
 - b. Grade scale (points), A \geq 375 points, A- \geq 360 points, B+ \geq 345 points, etc.
 - Dates of exams and due dates for other requirements (to the extent possible)
9. Class Recording statement
10. Safety Protocols for on-campus instruction
11. Chapman University's Academic Integrity Policy:

"Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the University Academic Integrity Committee, which may impose additional sanctions including expulsion. Please see the full description of Chapman University's policy on Academic Integrity at www.Chapman.edu/academics/academic-integrity/index.aspx."
12. Chapman University's Students with Disabilities Policy:

"In compliance with ADA guidelines, students who have any condition, either permanent or temporary, that might affect their ability to perform in this class are encouraged to contact the Disability Services Office. If you will need to utilize your approved accommodations in this class, please follow the proper notification procedure for informing your professor(s). This notification process must occur more than a week before any accommodation can be utilized. Please contact Disability Services at (714) 516-4520 or visit <https://www.Chapman.edu/students/health-and-safety/disability-services/> if you have questions regarding this procedure or for information or to make an appointment to discuss and/or request potential accommodations based on documentation of your disability. Once formal approval of your need for an accommodation has been granted, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course."
13. Chapman University's Equity and Diversity Policy:

“Chapman University is committed to ensuring equality and valuing diversity. Students and professors are reminded to always show respect as outlined in Chapman University’s Harassment and Discrimination Policy. Please see the full description of [this policy](https://www.chapman.edu/faculty-staff/human-resources/eodo/index.aspx) at <https://www.chapman.edu/faculty-staff/human-resources/eodo/index.aspx>. Any violations of this policy should be discussed with the professor, the dean of students and/or otherwise reported in accordance with this policy.”

Faculty should also include additional information in the syllabus:

- Weekly/daily schedule of readings and topics for the term
- Attendance requirements
- Additional recommended readings and/or course bibliography

Communicating with Students (Email)

Faculty at Chapman University must use their Chapman University email address for all official email communications with students and other colleagues at Chapman University. Students should also use their official Chapman University email for all email interactions with their instructors and other faculty. Faculty are allowed to communicate with their students via Canvas or other platforms, such as Slack, that are being used to teach the course.

Student Evaluation (Grading)

General Policies on Evaluation and Grading

Check with the Chair for any evaluation and grading policies that have been determined by the academic unit where the course resides.

It is good practice to provide students with timely evaluation of their performance. Instructors should return student work with comments and/or scores within one week. In addition, students should receive at least one midterm performance evaluation with their overall standing in the course prior to the last day to withdraw from the course which typically occurs at the end of the 10th week of the term.

Do not evaluate any work done by a student whose name does not appear on the official class roster. Grading a quiz or midterm or any other course requirement becomes problematic for students who are not enrolled in the course. Do not accept the student’s word that he/she/they are registered. If they are, their name will appear on the official class roster found in the [Faculty Center](#). Note: Canvas rosters are not the official class roster.

Base final course grades only on assignments listed in the syllabus that are equally available to all students. The grading system and student assessment guidelines must be in the syllabus. Instructors must honor and not alter the evaluation criteria during the course of the term.

P/NP Grading Standards

For undergraduate courses (400 level and below) where the student has selected the Pass/No Pass (P/NP) grading option, assign a "P" grade when the student's overall course evaluation is equivalent to a "C-" grade or higher. Assign a "NP" grade for when the student's overall course evaluation is equivalent to a "D+" grade and below.

For graduate courses (500, 600 and 700 level) where the student has selected the Pass/No Pass (P/NP) grading option, assign a "P" grade when the student's overall course evaluation is equivalent to a "C+" grade or higher. Assign a "NP" grade for when the student's overall course evaluation is equivalent to a "C" grade and below.

The last day for a student to change from letter grade to P/NP option is the end of the 5th week of the term.

Challenging a Grade

The grade review (student challenging a grade) policy can be found in the Undergraduate Catalog and Graduate Catalog under Academic Policies and Procedures. The procedures are different for Graduate and Undergraduate students, so please review them.

Change of Final Letter Grade

Once a letter grade is assigned at the end of the term and submitted in the Faculty [Center](#), the grade may not be changed by the faculty member unless there is a "clerical error".

Examples of clerical errors are:

- An error of calculation such as when adding the points earned on different exams.
- An error of computing the percentage of points earned by a student.
- While the syllabus states that 73 percent to 77 percent of the total points results in a C grade, the student was given a C- grade.
- While entering the letter grade in the Faculty [Center](#), a letter grade of B+ was accidentally entered as a B-.

The faculty member cannot assign additional work to enable a single student to receive a higher grade. An instructor violates Change of Grade policy by providing an opportunity to one student and not the entire class.

Incomplete Grade

The grade of Incomplete may be assigned by an instructor if a student, through circumstances beyond their control, has not completed a small portion of a course by the conclusion of the term. The student must request the grade of Incomplete and must propose a date acceptable to the faculty member by which the missing work will be completed. A grade of Incomplete may not be assigned to give a student a chance to do more work to improve a grade. A grade of Incomplete may also be assigned by an instructor if academic integrity is in question at the time grades are due and the instructor requires more time to resolve the issue.

The deadline for removal of an Incomplete is one year from the first day of the term in which the Incomplete was recorded unless a shorter period of time is specified by the instructor. In certain circumstances in which the student must attend the class to fulfill the remaining requirements and when the course is not offered every semester/trimester, at

the instructor's discretion, the deadline for removal of the Incomplete will be one year from the end of the term in which the Incomplete was recorded. The deadline determined by the faculty member must be specified at the time of original submission of the incomplete grade.

When issuing an Incomplete grade, instructors may issue the grade the student would have earned by assessing scores on all graded requirements. This grade is determined by including all zero points for all missing assignments in the calculation of the final grade. If the agreed upon remaining coursework is not completed in the period allotted, the assessed grade will become the grade of record.

If the instructor determines that the student would receive an "F" grade based upon the zero-point calculation, then an "I" grade is entered as the final grade, with zero credit given and zero points calculated. "I" grades will become "F" or "NP" if the agreed upon coursework is not completed in the period allotted.

In order to change a grade of Incomplete to the final letter grade, use the new "Request a Grade Change" link in the Faculty Center. This link is on the "My Schedule" tab inside the [Faculty Center](#).

In addition, the instructor can assign a grade of Incomplete if academic integrity is in question at the time grades are due and the faculty member requires more time to resolve the issue.

Contact Hour, Course Types, Final Exam and Office Hour Policies

Credit Hours Policy

Chapman University terms and courses are credit hour based. One credit hour of coursework requires one face-to-face contact hour (one contact hour = 50 minutes) per week between an instructor and a student and two hours of assigned coursework per week on the part of the student outside of the classroom for a regular semester/trimester term. The typical three-credit course requires three contact hours per week and six hours of assigned coursework per week or 45 contact hours and 90 hours of assigned coursework for a regular semester/trimester (15 weeks including the final exam period).

Some classes meet for durations that differ from the timings implied by the credits assigned. These include lab courses, individually directed courses, non-traditional media-based courses and travel courses. In these cases, the contact time is tailored to the type of course and/or course objectives.

- **Lab courses** are courses that have a strong skill component and typically require a special room, equipment, or fieldwork experience for students to utilize to enhance their learning. One credit of a lab course requires a minimum of three contact hours, which may include a minimum of three hours of face-to-face contact per week between a faculty member and a student, or a combination of face-to-face contact hours and assigned coursework. The total contact hours of engagement per

week of instruction for a regular semester/trimester will range from three to six hours depending on the lab course.

Other Nontraditional Courses

- **Online courses** are courses that have few or no face-to-face contact hours between a faculty member and a student. Instead, student/faculty contact is mediated by the web. This contact can be either synchronous (e.g., chat or virtual classroom) or asynchronous (e.g., a discussion board). Whether synchronous or asynchronous, a faculty member is expected to offer course-related content to a student that engages a student for a total of 45 hours over the semester/trimester for a three-credit course. Student engagement may include some discussion with other students; however, it is expected that a faculty member will monitor and participate in discussion and provide an appropriate level of feedback at regular intervals during the semester/trimester. As with traditional courses, there should be a total of 90 hours of additional assigned coursework over the semester/trimester for a three-credit course. Online instruction requires the advance approval of the Chair or Program Director, in consultation with the Vice Provost of Operation and Finance.
- **Blended courses** (aka hybrid courses) are courses with both face-to-face contact in a classroom setting and web-mediated contact between a faculty member and a student. Web-mediated contact can be either synchronous (e.g., chat or virtual classroom) or asynchronous (e.g., a discussion board). Web-mediated contact may include some discussion with other students in the class; however, it is expected that a faculty member will monitor and participate in discussion and provide an appropriate level of feedback at regular intervals during the semester/trimester. The total combined contact hours (face-to-face and web-mediated) should sum to 45 hours over the semester/trimester for a three-credit course. As with traditional courses, there should be a total of 90 hours of additional assigned coursework over the semester/trimester for a three-credit course.
- Chapman University does not permit altering a traditional course to online/blended form without prior approval of the Chair or Program Director, and the Vice Provost of Operations and Finance. A course change request must be submitted, via Curriculog, by the unit. In addition, students must have knowledge of the course format at the time of registration.
- A complete statement of the online and blended course policy is provided in the [Curriculum Handbook](#).

Courses Governed by Accrediting Agencies

Law school travel courses offer credit per ABA standards as per the “criteria for approval of foreign summer and intersession programs established by ABA-approved law schools”, which stipulates that courses shall award no more than 1.5 semester credit hours for each week of the program. Courses shall not be in class more than 220 minutes per day, excluding breaks. Credit shall be stated in terms of credit hours according to the following formula: one semester hour for each 700 minutes of class time or equivalent or one-quarter hour for each 450 minutes of class time or equivalent. ABA standards require that the program shall include visits to legal institutions in the host country. However, time

allocated for visits to legal institutions normally is not considered time spent in class and is not calculated in the 220 maximum class minutes per day; credit may be awarded for extra-curricular lectures and field trips only when the content is academic in nature and specially related to the class for which the credit is awarded. If credit is given for externship placements (e.g., in a law firm, government office or corporation), then faculty supervision must be individualized and integrated with classroom work to ensure that the credit allowed is commensurate with the educational benefit to the participating student. If credit is given for distance education components, those components and credits must comply with the requirements of standard 306 and the interpretation of that standard.

Use of Class Time

For the purpose of maintaining the quality and integrity of the curriculum, all faculty members are encouraged to make productive use of the first-class session. Although students are unlikely to be fully prepared for class, the first class sets the tone for the entire semester/trimester.

Please be mindful of the fact that classes must meet for the full scheduled class time.

Final Examinations

Final exams are expected in all classes. Permission not to require a final exam is given by the Dean. However, all classes should meet during the final exam period in order to satisfy the requirements for minimum contact hours.

Final exams occur during final exam week only and must be proctored by the instructor of the course. Do not offer final exams early (e.g., during the last week of classes). Student excuses are not acceptable reasons to cancel final exams or to give them early. The final exam schedule is on the [Final Exam Schedule page](#) on Chapman University's website.

Classes that are not scheduled within the official course offering time slots have no designated final time. The final needs to be arranged by the instructor and held at a time when it does not create conflicts for enrolled students.

Students scheduled for three or more final exams on one day may ask the instructors for an alternative date and time that also occurs during final exams week. These requests should be made two or more weeks before the last day of class. Faculty are strongly encouraged to accommodate these students.

Office Hours

Faculty shall be regularly available on campus or virtually in proportion to the percentage of time for which they are employed. It is typical for faculty to hold 1-2 office hours per week for a 3-credit course. Each faculty member should establish, and make students aware of, their regular office hour timings and location. Faculty are expected to allow students to make appointments with the faculty member if the student is not able to make the scheduled office hours.

Please provide a copy of the office hours schedule for the class to the Chair. The Chair or department administrator will provide instructors with a private space for office hour

appointments. During registration and exams additional office hours may need to be added.

Other Course and Classroom Policies

Faculty Rights and Procedures Concerning Student Classroom Behavior

Faculty have the responsibility and authority to maintain appropriate student behavior. Classes include laboratories, internships, field placements or any settings designated as a learning environment, such as travel studies and field trips.

If a student is considered to be threatening or disruptive in the classroom, behaves in a way that interferes with the learning of other students, or refuses to fulfill the academic requirements of the course, the faculty member has the right to have that student removed from the class. This can occur either by administrative withdrawal or by arranging for the student to complete the requirements in absentia.

The faculty member should immediately report the matter to the Chair. The faculty member may also request the assistance of the Dean of Students to provide advice or to mediate the dispute.

Please review the [Student Conduct Code](#) for more information.

Safety Concerns

Any faculty member with a concern about safety should contact Chapman University Public Safety immediately at (714) 997-6763 (x6763) or call 911.

Faculty Evaluations

Chapman University executes the student evaluation of faculty teaching (aka “faculty course evaluations”) via online survey towards the end of each term. They are required for all non-fieldwork courses with student enrollments greater than five taught at Chapman University. Faculty must provide time during class for students to complete the evaluations of faculty teaching.

Generally, tabulations and comments from student course evaluations are ready for distribution to departments and faculty before February 1 for fall, before March 1 for interterm, before July 1 for spring and before October 1 for summer. Student evaluations of faculty teaching arrive via email as a pdf attachment for each individual course. For additional information, see the page Center for Excellence in Teaching and Learning page on the Chapman University website.

Classroom Types

Classroom types include seminar rooms (SEM), traditional lecture (LEC) and laboratory (LAB) spaces. In addition, there are now some newer, more innovative learning spaces available to support technology-focused pedagogy. If a particular room does not meet your teaching needs, please contact your department administrator. It may be possible to move your class to another room. To see pictures of and more information about each classroom, go to www.Chapman.edu/classrooms.

Classroom Organization

Chapman University's fire prevention officer approves the room configuration. If a class requires moving the furniture within the classroom, please return it to its original configuration at the end of class as a courtesy to the next instructor.

Key/Signature Assignment for Assessment

Some courses may have key or signature assignment requirements as part of the course. In such courses, the Chair or Program Director may: (a) provide the key/signature assignment prompt, (b) request the lecturer to assess student work using a pre-determined rubric or scoring guide, and (c) return the scores to the Chair. The Chair may also require the assignment be submitted via Canvas or another platform used by the "department" and graded within that platform. This assessment is needed by the program to monitor student learning and will not be used to assess the instructor or faculty member.

Field Trips and Waivers

Chapman University policy requires that all students participating in any off-campus field trip or similar excursion sign the standard Chapman University Waiver Form. Details are available [here](#).

The Institutional Review Board and the Institutional Animal Care and Use Committee

The Institutional Review Board (IRB) at Chapman University is an authority that reviews, approves, denies, and provides ongoing oversight of all research involving human subjects in accordance with applicable federal regulation and university policy. The Institutional Animal Care and Use Committee (IACUC) reviews, approves, denies, and provides ongoing oversight of research and teaching involving animal subjects in accordance with relevant federal regulations. Additional information is available [here](#).

Please familiarize yourself with the requirements for student classroom research, and student research projects and assignments by clicking [here](#).

INFORMATION RELATED TO CONTRACTS AND PAY

Part-time lecturers will receive a salaried contract and/or an hourly contract for the courses they teach. An hourly contract requires the lecturer to log all hours they work on course-related work on their course timesheet.

Timekeeping Instructions

Part-time lecturers on hourly contract should refer to the Financial Services Training site <https://www.chapman.edu/campus-services/campus-controller/financial->

[services/training/index.aspx](#) for helpful information and training. Instructions on how to enter time on a timesheet can be found [here](#), under Time and Labor section.

Faculty Load (Fac load)

Fac load is the number of credit hours of work effort that is assigned to a particular course.

Base Hourly Rate (BHR) & Lecture Hourly Rate (LHR)

The base hourly rate is the hourly rate used to calculate pay for teaching courses on the PTL Hourly Rate Contract. The lecture hourly rate is used to calculate pay for teaching courses on the PTL Salaried Contract. The lecture hourly rate is 3.25 times the base hourly rate and assumes that a lecturer will have 2.25 hours of course-related work for each hour of classroom time.

The base hourly rate and lecture hourly rate differ based on which college or school a lecturer is teaching for, or which college or school they primarily teach for.

Course-Related Work

This includes some or all of the following: preparation of syllabus, course preparation, course instruction, office hours, class preparation, preparation of tests and exams, assessment, grading and filing grades, communicating with students, reporting on course enrollments, add/drop of students, filing and responding to grade appeals or other work arising from the assigned class, and implementing accommodations for disabled students with approved accommodations. This applies to all course types.

Non Course-Related Work

In addition to the Course and Course-Related Work, the University may authorize or direct Faculty Member to engage in activities that are necessary for them to complete their assignment(s), such as attending non-course related training and lecturer orientations (“Non Course-Related Work”). The University will compensate faculty for Non Course-Related Work on an hourly basis at the rate specified in the faculty contract, and faculty must document their hours in a timely manner on their Chapman University timesheet.

Salaried and Hourly Pay

Part-time lecturers will receive a Salaried Contract for teaching Lecture, Lab, or Activity classes where there is no co-teaching involved (100% effort). They will receive an Hourly contract for Lecture, Lab or Activity classes at less than 100% effort (co-teaching the course or substituting for some lecturers), or any class type other than Lecture, Lab, or Activity, such as Fieldwork, Performance Workshop, or Private Instruction.

It is important to note that the California law governing part-time lecture pay (AB736) states that if a non-lecture course has more classroom hours than a lecture-based course

with the same number of units, the minimum salary required shall be that of the lecture-based course with the same number of units.

For teaching done on a Salaried Contract the salary for Course and Course-Related Work depends on the type of course:

- **For Lecture Courses:**

The University will pay Part-time lecturer a salary based on the number of classroom hours scheduled per week and the number of weeks of the class. (For example: Fall semester class that meets MW from 1 – 2:15pm for 15 weeks. This equals 75 minutes per class time and 150 minutes or 2.5 hours per week. The 2.5 hours is rounded up to 3 hours a week, since each 75-minute class time is technically a 1.5-hour class. So, the salary for the semester would be 3 hours times 15 weeks, which equals 45 lecture hours of pay.)

- **For Activity and Lab courses where the number of classroom hours per week matches or is less than the number of faculty load:**

The University will pay faculty a salary based on the number of classroom hours scheduled per week and the number of weeks of the class. (For example: Fall semester Lab course that meets T 7-9:50pm for 15 weeks, and the faculty load is 4. The 170-minute class time is rounded up to 180 minutes (3 hours). So, the salary for the semester would be 3 hours times 15 weeks, which equates to 45 lecture hours of pay.)

- **For Activity and Lab courses where the number of classroom hours per week exceeds the number of faculty load:**

The University will pay faculty a salary based on the number of faculty load and the number of weeks of the class. (For example: Fall semester Activity course that meets TTh 7-9:50pm for 15 weeks, and the faculty load is 4. The 340 minutes of class time is rounded up to 360 minutes (6 hours). But the salary for the semester would be 4 hours times 15 weeks, which equates to 60 lecture hours of pay, since the payment is based on faculty load not the contact hours.)

The salary fully compensates the Faculty Member for teaching the Course and for all Course-Related Work during the Contract Term, including but not limited to preparation of a syllabus, course preparation, course instruction, office hours, class preparation, preparation of tests and exams, assessment, grading and filing grades, communicating with students, reporting on course enrollments, add/drop of students, filing and responding to grade appeals or other work arising from the assigned class, implementing accommodations for disabled students.

For teaching done on an Hourly Contract, the PTL will need to submit hours via timesheet for all Course and Course-related work.

In addition, part-time lecturers will be limited to no more than six (6) faculty load lecture credit equivalents of lecture and extra work during the Fall and Spring semesters, and a maximum of 1.5 faculty load lecture credits during Interterm. The limit for Summer Sessions depends on the length of the session. For lecturers

teaching in year-round Trimester-based programs, there is a maximum of 6 faculty load lecture credits per trimester.

Part-time lecturers are not allowed to teach Independent Study courses, Graduate Thesis courses, Internship courses, or participate in Travel Courses. In extenuating circumstances, units can request prior approval for an exception to this policy from the Vice Provost of Operations and Finance.

Part-time Lecturers are not authorized to work more than nineteen and one-half (19.5) hours per week.

With the exception of the approved training that is listed in the Salaried or Hourly Contracts, part-time lecturers must get prior approval from their department and the Office of the Provost before engaging in any non-course related work. Faculty are required to specify the type of activity they engaged in at the time they record the related hours on their timesheet. Instructions for how to enter time on a timesheet can be found on the [Financial Services Training site](#) under Time and Labor.

All part-time lecturers will be paid on a two-week schedule during the Contract Term. The bi-weekly pay schedule can be found on the Chapman University Payroll site under Calendar, <https://www.Chapman.edu/campus-services/campus-controller/financial-services/payroll/calendar/index.aspx>.

FAQ for Part-time Lecturers on Hourly Contracts

Commute Time

An individual's normal commute time is not considered hours worked. Travel that is required for a teaching assignment, and is outside of the employee's normal commute, is considered compensable time and should be reported. For example, if a Lecturer teaches a lab and has a site visit with students to collect soil samples, travel to and from the site would be considered time worked. The time spent traveling, as well as the time spent with students at the site, should be reported on the lecturer's timesheet.

Conferences and Professional Development Time

Part-time Lecturers are not required to attend conferences. Conferences are not a requirement of employment as a Lecturer. Time voluntarily spent attending conferences is not considered part of assigned job duties and is not compensated.

How will Lecturers report their time worked?

Lecturers on hourly contracts will enter all hours worked in the University timekeeping system housed in **Employee Self-Service** area of [Working@Chapman](#). Time worked can be entered as often as needed, from multiple times a day to once a week. We encourage employees to enter time worked as soon as possible. All hours of work must be entered accurately and submitted for it to be paid. Payment is on a two-week schedule.

Lecturers on salaried contracts will only enter department approved non-course related hours such as mandatory meetings and trainings in the University timekeeping system housed in **Employee Self-Service** area of [Working@Chapman](#). We encourage employees to enter time worked as soon as possible. Timesheets must be completed accurately and submitted for it to be paid. Payment is on a two-week schedule.

What if the Lecturer teaches two courses in different schools, or two courses that pay different hourly rates?

If this occurs the Lecturer will report their time worked for each respective area separately in the University timekeeping system. It is important to track time related to each specific course.

Who approves the timesheets?

Time entered via the University timekeeping system will be approved by a university designee.

What happens if an employee forgets to enter their time worked?

Email reminders are sent from Payroll Services before the time entry deadline reminding the employee of the deadline to submit one's timesheets. If a Lecturer missed reporting time from a previous pay period within 60 days, the lecturer will be able to enter their time in the University timekeeping system, which may be found in the **Employee Self-Service** area of [Working@Chapman](#). To enter time for a missed pay period beyond 60 days, please notify their Dean's office. The Dean's office will coordinate with the Lecturer and Payroll Services to report any missed time entry reported beyond the 60 days time frame.

As an example, if a Lecturer realizes they forgot to report time from a previous pay period (i.e., they forgot to add time for office hours or a meeting they attended), they are able to go back 60 days to add missing time in the University timekeeping system, which can be found in the **Employee Self-Service** area of [Working@Chapman](#). If the Lecturer is unable to add their time and the time threshold may be past the 60 days, the lecturer will need to contact their dean's office to coordinate their reporting hours in the University timekeeping system.

Who to Contact?

Pay / Compensable Time – payroll@Chapman.edu

Contract questions – Chair/Associate Dean/Dean's office

General questions – facultyadvancement@chapman.edu

Time-keeping Entry Assistance – payroll@Chapman.edu

Training Tools – [Working@Chapman](#).

LIST OF RESOURCES

Chapman University Directory

Need help finding the right person or department to answer your question, or a building location on campus? Click [here](#) to see various Chapman University directories and resources to find information.

Key/Card Access to Rooms

See department administrator and/or assistant for key or card access to assigned buildings, classrooms, or offices or to request additional key or card access. Call Public Safety (714-997-6763 or x6763) if you are locked out of a building and require access. ID will be required.

Classroom Technology and Support

Educational Technology Services

Educational Technology Services provides AV support in the classrooms and technical training for Canvas and a wide variety of other digital tools that faculty may use for teaching and scholarship. Additional information on Educational Technology Services is [here](#). Educational Technology provides daily drop-in support for faculty online. Information about that service is available [here](#).

Service Desk

If there is a problem with the classroom projector or other media equipment in the classroom, call the service desk at (714) 997-6600 or email the service desk at servicedesk@Chapman.edu.

CopyJobs - Photocopies

All copies made at Chapman University must comply with the U.S. copyright law. Review copyright law on the [Copyright page](#) at Chapman University's Leatherby Libraries website.

Contact the department administrator to learn which photocopy machine can be used and to obtain the necessary code. Also check with the department administrator to see if you are authorized to utilize CopyJobs to make copies economically. If so, send documents to copyjobs@Chapman.edu. The turnaround time for most standard copy requests is 24 hours.

To use Copyjobs, attach the document, preferably in .pdf format, to an email and include copy instructions: Color or B/W copy, number of copies, single or double-sided (back to back), staple option, 3-hole punch, budget code, the due date (allow ample time to process & for delivery) of the job and the account number 9 digits or 6 digits (XXXX-XXXXX or XXXXX), to which copying will be charged, as well as delivery location (mail stop location). For additional instructions, contact the department administrator.

Note that there are alternatives to making copies:

- Upload the document to Canvas: save time and paper by uploading any documents onto a site specifically setup for that particular class.
- Readers/Reading Packets-construct targeted readings specifically for a particular course and have them sold through the Chapman University Bookstore. Contact [Chapman University@bkstr.com](mailto:Chapman_University@bkstr.com) or call (714) 997-6718.

Center for Excellence in Teaching and Learning

The Center for Excellence in Teaching and Learning (CETL) advances the culture of teaching and learning at Chapman University through programs, services, and resources. The Center promotes pedagogy that is learner-centered and supports the diverse needs of all students. Please visit the CETL website [herehttps://www.chapman.edu/faculty-staff/faculty/institute-excellence-teaching/index.aspx](https://www.chapman.edu/faculty-staff/faculty/institute-excellence-teaching/index.aspx).

Student Services

Disability Services

Disability Services approves and coordinates accommodations for students with disabilities at Chapman University to provide students with equal access to the coursework and physical campus. Students register with Disability Services on a voluntary, self-identifying basis. General information is on the [Disability Services](#) page at Chapman University's website.

Faculty should refer all student requests for disability accommodations to Disability Services and should not grant any disability related accommodation in their course until they are presented with an official letter of accommodation on Disability Services letterhead. Contact Disability Services at ds@Chapman.edu if you feel any accommodation(s) seem inappropriate in your course.

*Fowler School of Law utilizes a different process that does not involve faculty members. The initial point of contact is the Assistant Dean for Student Affairs at (714) 628-2681.

Additional information for faculty is on the [Faculty Information](#) page of the Disability Services website at Chapman University. Contact the Disability Services office at (714) 516-4520 or ds@Chapman.edu.

Student Psychological Counseling Services

Student Psychological Counseling Services (SPCS) provides crisis intervention and short-term psychotherapy to students at Chapman University. Licensed and supervised psychologists and counselors staff this office. If an instructor feels that a student is in need of such counseling, please ask them to visit the office at 410 N. Glassell Street (next door to Health Services and Public Safety), email spcs@Chapman.edu, or call at (714) 997-6778. Professional after-hours counseling is also available by calling this number when SPCS is closed. In any case, please contact the chair to discuss such students.

Additional information is found on the [Making a Referral to Counseling Services page](#) on Chapman University's website.

Reporting Student Behaviors of Concern

Chapman University strives to create community of care where the students receive the support they need to succeed and achieve their academic and life goals. If a faculty member becomes concerned about a student based on their behavior in or out of class, or through an interaction of some type, the Student Concerns Intervention Team (SCIT) can help. The SCIT Team will evaluate the situation and provide outreach and/or support to the student as needed.

Information about SCIT and behaviors of concern can be found on the [SCIT page](#) on Chapman University website. To report a behavior of concern, you can submit a [Student Concern Informational Report](#) or contact the Dean of Students office at (714) 997-6721.

Undergraduate Tutoring Services

Undergraduate students in a class who need tutoring can receive help at the Tutoring and Learning Center (TLC). The TLC runs a broad variety of tutoring and supplemental instruction programs each year. Contact the TLC at (714) 997-6828 or tutor@Chapman.edu. Additional information can be found [TLC page](#) on Chapman University's website.

Writing Center

The Writing Center provides support to all students, from undergraduate to graduate, who need assistance with writing. Writing tutoring is available in person or online. Information about the Writing Center is [here](#).

Emergency Information

Office of Public Safety

Open twenty-four hours a day, seven days a week, year-round.

Tel: (714) 997-6763.

Location: 418 North Glassell Street, Orange.

Note: Many emergency phones are located on campus. Push the button on any blue light phone anywhere on campus for a direct line to help. Additional information on Office of Public Safety is [here](#).

Panther Alert

Chapman University utilizes the Panther Alert service to allow campus leaders and safety professionals the ability to reach all students, faculty and staff with time-sensitive information during unforeseen events or emergencies using voice, email and text messaging. During critical situations, Chapman University officials can use the system to broadcast pertinent information and provide details on appropriate response. By providing and maintaining accurate, up-to-date emergency contact information, when an emergency occurs, Panther Alert can send simultaneous text messages, voicemail, and

email to all Chapman University constituents and to designated emergency contacts. Please visit Chapman University's Public Safety webpage for more information.

PAWS

P.A.W.S. (Prevention, Awareness and Working together for Safety) is a crime prevention concept designed to protect our community proactively through education and the development of partnerships. Anyone wishing to report a concern or ask general crime prevention questions may do so by calling the Public Safety office at (714) 997-6763 or by sending a text message through the Panther Guardian App. The Panther Guardian app is an effective way for students, staff, and faculty to communicate with Public Safety via a smart phone. You can download the app free and get more information at Panther Guardian App.

Reporting Data Breaches

Chapman University requires faculty, staff, students, volunteers, and other affiliated with the University to report promptly to infosec@Chapman.edu any knowledge of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed by Chapman University. The computer use policy can be found [here](#).

Direct Deposit

All employees of Chapman University are eligible to enroll in direct deposit of their paycheck. More information on this service is found on the [Payroll page](#) by clicking on the Forms link, then signing in with your Chapman University login.

IMPORTANT CONTACTS

Bhathal Textbook Store (Chapman University Bookstore)

[Chapman University@bkstr.com](mailto:Chapman_University@bkstr.com)

(714) 997-6718

Center for Excellence in Teaching and Learning

Melissa Samaniego

Assistant Director and Instructional Designer

Msamaniego@chapman.edu

Dr. Melissa Rowland-Goldsmith, Faculty Co-Director

cetl@chapman.edu

(714) 628-2720

Center for Undergraduate Excellence

Dr. Julye Bidmead, Director

cue@Chapman.edu

(714) 628 2582

Disability Services

Jason McAlexander, Assistant Director

jmcalex@Chapman.edu

(714) 516-4520

Darlene Serrano, ADA Testing Coordinator

dserrano@Chapman.edu

(714) 997-6878

Educational Technology Services

Dr. Jana Remy, Assistant Vice President

Edutech@chapman.edu

(714) 744-7934

Ethics Hotline

(888) 493-1870

Human Resources

hroffice@Chapman.edu

(714) 997-6686

Information Services and Technology Service Desk/Media Services (Help Desk)

servicedesk@Chapman.edu

(714) 997-6600

Libraries

Darling Law Library

(714) 628-2553

Leatherby Libraries

(714) 532-7756

Office of the Provost

Raymond Sfeir

Vice Provost of Operations and Finance

Sfeir@chapman.edu

(714) 997-6551

Joe Slowensky

Vice President for Institutional Effectiveness and Faculty Advancement

jslowens@chapman.edu

Eileen Besner, Director

Office of Faculty Advancement

facultyadvancement@chapman.edu

(714) 997-6544

Office of Research

sps@Chapman.edu

(714) 997-6763

Parking and Transportation Services

parking_and_transportation@Chapman.edu

(714) 997-6763

Payroll

payroll@Chapman.edu

(714) 997-6877

Public Safety

418 North Glassell, Orange, CA 92866

(714) 997-6763

Student Affairs

Dr. Jerry Price, Vice President and Dean of Students

jprice@Chapman.edu

(714) 997-6721

Student Health Services

(714) 997-6851

Student Psychological Counseling Services

Dr. Andrew Kami, Director

Kami@Chapman.edu

(714) 997-6778

Tutoring, Learning and Testing Center

Diane Eisenberg, Associate Director

tutor@Chapman.edu

(714) 997-6828

University Registrar

registrar@Chapman.edu

(714) 997-6701

University Mail Services (campus and external snail mail)

(714) 997-6821