
**Adjunct Faculty Handbook
and
Resource Guide**



2020-2021

Adjunct Faculty Handbook and Resource Guide

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Introduction

This **Adjunct Faculty Handbook and Resource Guide** is designed to provide essential information on procedures, guidelines, and resources that are important to or might be useful for adjunct faculty members at Birmingham-Southern College. Additional issues or questions about contracts and compensation may be addressed to the Associate Provost, Tim Smith, (205) 226-4660; tsmith@bsc.edu.

I. General Overview

I.A. Mission of the College

Birmingham-Southern College prepares men and women for lives of significance. The College fosters intellectual and personal development through excellence in teaching and scholarship and by challenging students to engage their community and the greater world, to examine diverse perspectives, and to live with integrity. A residential, baccalaureate liberal arts institution, Birmingham-Southern honors its Methodist heritage of informed inquiry and meaningful service.

I.B. History, Accreditation, and Memberships

A profile of the College may be found in the College *Catalog* and on the website.

I.C. Nondiscrimination Policy

Birmingham-Southern College does not discriminate on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, disability, genetic information or status as a protected veteran in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Birmingham-Southern College does not discriminate with respect to students on the basis of religion, but consistent with its Methodist heritage and affiliation, may provide additional aid and options to individuals of particular religions. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs. Birmingham-Southern College is exempt from the religious discrimination provisions of Title VII of the Civil Rights Act of 1964 pursuant to 42 U.S.C. Sections 2000e-2(a) and 2000e(j).

Any persons having inquiries concerning compliance with implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 or other civil rights laws should contact one of the following individuals, whom BSC has designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, David Eberhardt, Vice President for Student Development, Norton Campus Center, Room 230, 205-226-4722; Section 504 Coordinator/Disability Access and Accommodation, Angie Smith, Coordinator of Academic Accessibility, Norton Campus Center, Suite 220, 205-226-7909; or EEO/ AA Officer, Susan Kinney, Director of Human Resources, Munger Hall, Room 308, 205-226-4645.

II. The Adjunct Faculty Member's Role

II.A. Rights and Protections

- a. Hiring and contracts: The adjunct faculty member at BSC is hired following approval by the chair of the department in which he or she will teach. Hiring criteria include technical competence and commitment to teaching. The contract signed by the adjunct faculty member is binding for the duration of the academic term

for which he or she is hired, with two exceptions: (1) the College reserves the right to cancel a course if enrollment is too low to warrant offering the course; (2) an adjunct faculty member may be terminated if it is determined, following due process, that he or she is clearly incompetent, negligent, or unprofessional in conduct. Adjunct faculty who demonstrate proficiency in the classroom are considered for reappointment whenever courses in their teaching areas are offered and cannot be staffed by full-time faculty.

- b. CV and transcripts: Official copies of the adjunct faculty member's transcripts and a current CV must be on file in the Office of the Provost prior to official employment by the College.
- c. Pay schedule: The adjunct faculty member is paid on the 29th of the month unless this falls on Saturday or Sunday, in which case payday will be the preceding Friday. Note that a faculty member cannot be paid until his or her contract is signed and returned and until all required tax forms are completed.
- d. Academic freedom: Birmingham-Southern College endorses the 1940 Statement of Principles agreed upon by the American Association of University Professors and the Association of American Colleges.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

(1) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(2) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(3) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

- e. Representation on the faculty: The adjunct faculty member is represented on the faculty by the chair of the department in which he or she teaches. The adjunct faculty member should direct inquiries, concerns, or grievances to the department chair.
- f. Evaluations of adjuncts: All adjuncts are evaluated at least once each academic year. Results from student evaluations of courses will be made available to adjunct faculty members following the end of each term. The adjunct faculty member's classroom will be visited by the department chair or other faculty member, and verbal and/or written feedback will be provided soon thereafter. A copy of the course evaluation form is included in Appendix B.

II.B. Responsibilities

- a. Accountability: The adjunct faculty member is directly responsible to the chair of the department in which he or she teaches.
- b. Course materials: Typically, textbook selections for adjunct faculty are made by the chair of the department

in which the adjunct faculty member teaches. The adjunct faculty member prepares his or her own syllabus, examinations, and other instructional materials. A copy of the course syllabus must be forwarded to the department's academic programs assistant before the first class of the term.

- c. Teaching: The adjunct faculty member's primary responsibility is to teach the courses to which he or she has been assigned. Diversity in educational experiences is encouraged, and a range of instructional methods is deemed appropriate as a means of transmitting knowledge and seeking understanding. However, despite welcoming diversity among classes and teaching styles, the College expects the following academic practices of all faculty:
1. Preparation for courses and classes: All faculty are expected to plan each of their courses and class meetings with sound goals and methods in mind. Most courses carry one unit of credit (which is equivalent to six quarter hours or four semester hours of credit), and workloads for students should be gauged accordingly. Adjunct faculty are encouraged to compare their course content and the demands of students to those of full-time faculty members. Adjunct faculty will work with their department chairs in planning their courses.
 2. Usage of class time: All faculty are expected to begin their classes on time, to make arrangements for their students' learning activities should the faculty member be late for or absent from a class, and to use the entire class period, within reasonable limits, for instructional learning purposes.
 3. Syllabus preparation: The Provost of the College **requires** that all faculty give their students a written syllabus at the beginning of a term. The syllabus, which must be on file in the appropriate department office, should **specify learning outcomes for the course and how those objectives relate to the general education or major program goals of the department; list reading assignments, examination dates, term paper assignments; delineate the class attendance policy; include a statement concerning the Honor Code and plagiarism; and describe the way in which the final grade will be determined.** Adjunct faculty should consult with their department chairs in order to secure a copy of common general education outcomes that are required to appear on the syllabi of all courses approved by the Faculty to fulfill a designated outcome in the Explorations curriculum. A summary of the Explorations General Education Program accompanies this handbook. Additional information can be found in the College *Catalog* or on the College website.

To be in compliance with standard practice for academic accessibility, **syllabi must also have a statement addressing academic accessibility and accommodations.** The following statement is recommended for all syllabi:

“If you are registered for adjustments, please make an appointment with me as soon as possible to discuss accommodations that may be necessary. During this discussion, you are not expected to disclose any details concerning your disability though you may discuss these details at your discretion. If you have a disability but have not contacted Angie Smith, Coordinator of Accessibility, please call 226-7909 or visit her in Student Services on the second floor of the Norton Center (suite 241). You may also contact the her at awsmith@bsc.edu if you have any questions or need more information.”

4. Instructional Technology Applications and Support: Accounts for adjunct faculty are created for e-mail, Moodle, and Self-Service. A Moodle course page is created by IT staff prior to the start of each term for each class. Moodle is a useful tool for e-mail communication with students, dissemination of course materials, submission and storage of student assignments, recording of grades, and course discussion boards. Moodle account access instructions and a user manual

are available on the IT Helpdesk web site. Class schedules, rosters, and student grades are maintained on Self-Service, the College's student information system. Both Moodle and Self-Service can be accessed from the BSC homepage. In addition, a number of other instructional software applications are available to faculty. Adjunct faculty should consult with their department chair and/or the IT helpdesk regarding the availability of particular programs.

5. **Evaluation of students: It is recommended that some form of student evaluation be undertaken in all courses early each term.** It is also recommended that frequent quizzes and/or written work be assigned during the term, that all written work be graded carefully and promptly, and that conferences be held with students who appear to be in trouble. All faculty are urged to use essay as well as "objective" tests and to **require** high standards of good writing of all students in all classes. Records of students' grades and coursework not returned should be kept on file at least five years after the course has ended. If the adjunct does not expect to continue at Birmingham-Southern in subsequent terms, he or she should provide these records to the department chair.
 6. **Explorations outcomes assessment: All courses that are designated to fulfill an Explorations general education outcome must be assessed with the use of a common rubric at the end of the term.** Adjunct faculty should work closely with their department chairs for details of this assessment procedure.
 7. **Availability to students:** Recognizing the importance of student-teacher contact in education, the College encourages faculty to be available for individual interaction with students outside the class. The department chair can usually provide an office or conference room for private conferences; in some cases, departments have adjunct faculty office space. The library is also a good resource for private conference rooms.
 8. **Referrals for students:** The College regards each student as a unique individual with capacity for intellectual and personal development. Faculty are expected to try to foster each student's development. Consequently, faculty are expected to be knowledgeable regarding academic and non-academic resources available to students and, when needed, to refer students to appropriate staff, programs, and offices on campus. See Campus Resources and Contacts in this handbook.
 9. **Responsiveness to feedback and criticism:** Should legitimate suggestions for improved performance as an instructor be made by the department chair or the provost of the College, the adjunct faculty member is expected to cooperate to the best of her or his ability.
 10. **Observance of College policies:** Adjunct faculty members are expected to adhere to all College policies. The College *Catalog* contains a comprehensive statement of these and other policies—note, in particular, the section on the Honor Code. Other College policies can be found in the *Faculty Handbook* and on the policies webpage.
- d. **Sexual and Gender-Based Misconduct:** The College forbids any type of sexual or gender-based misconduct among its students, faculty, and staff. The College encourages all members of the academic community to report suspected sexual and gender-based misconduct to the appropriate authorities so that it can be investigated, remedied, and eliminated. Such misconduct is prohibited whether the actor is a student, faculty member, staff member, contractor, visitor, or other member of the College community. BSC forbids retaliation against any person who has opposed, reported, or participated in an investigation concerning sexual or gender-based misconduct.

Sexual misconduct incorporates a range of behaviors including non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, intimate partner violence, stalking, and

any other conduct of a sexual nature that is non-consensual, or has the purpose or effect of creating an intimidating, hostile, or offensive environment, or unreasonably interferes with an individual's work and/or academic performance. Gender-based misconduct encompasses behavior that is not sexual in nature, but is directed at a person because of their gender or gender identification. The complete policy is included in the *Faculty Handbook* as Appendix C.

- e. Alcohol and Drug Policy: Birmingham-Southern College respects the State of Alabama's minimum drinking age, and for that reason prohibits the consumption of alcoholic beverages by any student under age 21. All members of the faculty are expected to abide by this policy when they are with students, both on- and off-campus. Violations of this law may result in criminal penalties and sanctions by the College.

The College is committed to providing a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. An employee who violates this policy may be subjected to disciplinary action up to and including termination, or may be required, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program chosen by the College.

III. Policies Relevant to the Classroom

III.A. Absences

- a. Student absences: In all courses the College expects regular class attendance but leaves it to the discretion of faculty members to establish such regulations as are deemed academically sound. Instructors should document their attendance policy on the syllabus and announce it to each class early in the term. No student should be penalized for missing classes if the policy has not been made clear. It is requested that the names of all students missing class three times in succession be sent to Martha Ann Stevenson, Assistant Provost, in order that these students may be contacted.
- b. Faculty absences: Instructors who know in advance that they will be absent from classes should inform both the academic department chair and academic programs assistant of the temporary arrangements made for their classes. It is recommended that the instructor arrange for learning activities to continue in his or her absence. Emergency absences should be reported to the department chair as soon as possible.

III.B. Course Cancellation

- a. Low enrollment: The College reserves the right to cancel any course for which a minimum enrollment figure is not met.
- b. Inclement weather: Occasionally classes will be cancelled because of inclement weather. When this decision is made, it will be announced via public media. For up-to-date information, call the BSC information line, 205-226-3000.

III.C. Classroom Visitation and Evaluation

One of the responsibilities of the department chair, or members of the faculty designated by the department chair, is to visit the classrooms of faculty in that department to observe the learning situation first-hand and to make constructive evaluations designed to facilitate the learning process.

Based on the classroom visit and a reflection on teaching written by the instructor, and any other pertinent information, the department chair will provide a written assessment of all adjunct faculty in the department. A copy of the evaluation form is included in Appendix A.

III.D. Student Evaluation of Courses

At a designated time toward the end of each term, students complete a written evaluation of the course. Faculty are sent instructions by their department chair regarding administration of the evaluations. After the term ends, faculty are provided summaries of the evaluations completed by their classes. A copy of the course evaluation form is included in Appendix B.

III.E. Dropping and Adding Courses

In order to drop or add a course, a student must obtain his or her advisor's signature on the appropriate form and take the signed form to the Academic Records Office. A student may not drop a course simply by stopping attendance. If a faculty member learns that a student has dropped out of school or out of a course, he or she should notify the Provost's Office. However, faculty should keep students' names on the roll until official notice of their status is received from the Academic Records Office. No student is allowed to sit in a class unless they are registered for that course.

III.F. Withdrawals

A student who is enrolled during any term may withdraw from the College only with permission of the Provost. A student who discontinues studies without permission of the Provost will receive an "F" in all courses that term.

In order to obtain permission to withdraw, a student should first consult the Office of the Provost and then the Office of Financial Aid. If the student must withdraw for medical reasons, his or her request must be supported by a physician's certification.

The College reserves the right to require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the student's sake or for the College's.

III.G. Academic Calendar

The academic year is divided into two terms, a fall term of approximately 14 weeks beginning in late August and concluding with the Christmas holidays, and a spring term of approximately 14 weeks beginning in early February and concluding in May. The month of January is the Exploration term during which students engage in an academic project under the supervision of a member of the faculty. A summer term is also available.

III.H. Final Examinations

Final examinations are scheduled for three-hour periods. The final examination schedule is printed on the class schedule for each term and is available online.

Students are expected to take final examinations at regularly scheduled times. If a student is unable to attend a scheduled examination because of illness or other serious cause, he or she will be permitted to take a delayed examination if an acceptable excuse is presented to the instructor of the course. Whenever possible, the instructor's permission to take a delayed examination should be obtained prior to the time scheduled for the examination. Students should not expect to take an exam early unless faced with exceptional circumstances. It is the responsibility of the student to contact the course instructor to make arrangements for taking any examination outside of the regularly scheduled time.

III.I. Incomplete Grades

I - Incomplete

If because of illness or exceptional cause (unforeseeable, unavoidable, uncontrollable), a student cannot complete,

by the end of the term, work for a course that he or she is passing, the student may request in writing that the instructor assign an incomplete grade ("I"). If approved, the student must complete the coursework prior to the last day of classes of the subsequent regular term, or a permanent grade of "F" will be recorded. An incomplete grade may not be continued for more than one regular term.

O – Credit omitted until completion of course extending beyond one term

A grade of "O" is an interim course mark indicating a course, internship, or research experience designed to extend beyond one regular term. An "O" grade may not be continued for more than one academic year, after which time a permanent grade of "F" will be recorded.

III.J. Grades

Grades are reported twice each term, at mid-term and at the end of the term. Mid-term evaluations are requested by the Academic Records Office at the end of the first-half of the term and are distributed to the student's advisor for consultation purposes. **Mid-term evaluations are required for all first-year students.** Final grades are due as soon as possible after final exams. Consult the academic calendar for exact due dates. All grades should be carefully checked and submitted via Self Service; once they are recorded they should not be changed unless they are in error.

The system of grading, indicating the relative proficiency that a student attains in various courses, is as follows:

A	=	distinctive
A-	=	superior
B+	=	outstanding
B	=	very good
B-	=	good
C+	=	above average
C	=	average
C-	=	below average
D+	=	poor
D	=	lowest passing grade
F	=	failure
S	=	satisfactory ("C" or above)
U	=	unsatisfactory ("C-" or below)

A student who receives a grade of "F" or a "U" in any course will receive no credit for that course and is not eligible for reexamination in it.

The following additional notations may be made on a student's grade report or transcript:

I	=	credit postponed until completion of assignments by end of next regular term
O	=	credit omitted until completion of course extending beyond one term
W	=	withdrawal without grade
WF	=	withdrawal with a grade of "F" (assigned for a medical withdrawal when a student withdraws from all courses after the seventh week of classes)
WP	=	withdrawal with a grade of "D" or above (assigned for a medical withdrawal when a student withdraws from all courses after the end of the seventh week of classes)
Z	=	audit

Other notations:

AP	=	advanced placement
IB	=	international baccalaureate
R3 INT	=	non-credit-bearing rise ³ internship
R3 RES	=	non-credit-bearing rise ³ research project
TR	=	transfer, transient, study abroad

Quality Points

For a full-unit course carried throughout a term, the following quality points are awarded for grades:

A	=	4.000
A-	=	3.670
B+	=	3.330
B	=	3.000
B-	=	2.670
C+	=	2.330
C	=	2.000
C-	=	1.670
D+	=	1.330
D	=	1.000
F	=	0.000

Satisfactory (“S”), unsatisfactory (“U”), advanced placement (“AP”), international baccalaureate (“IB”), and transfer (“TR”) evaluations are disregarded in any computation of quality points.

Quality points earned in fractional-unit courses are that fraction of those awarded for a corresponding grade in a full-unit course. Equivalent credit in semester hours and the corresponding quality points on a semester hour system may be obtained by multiplying the course unit of credit by four and also by multiplying the quality points earned by four. Equivalent credit in quarter hours may be obtained by multiplying the course unit of credit and also the number of quality points earned by six.

See the College Catalog for additional information about the grading system.

III.K. Honor System

- a. The Honor Code: All students, faculty, and staff are bound by BSC’s Honor Code. Upon admission to the College, each student signs a pledge indicating his or her allegiance to the Honor Code. The Honor Code pledge reads as follows:

“As a member of the student body of Birmingham-Southern College, I realize my responsibility to the traditions of the institution, to my fellow students and to myself. I recognize the significance of the Honor System, and I pledge that I will not lie, cheat, or steal as a member of the Birmingham-Southern College community.”

- b. Enforcement of the Honor Code: Reporting a Violation -- Any student, faculty member, or staff having knowledge of a possible Honor Code violation must report it to the President of the Council, the Dean of Students, or, in the case of class work, to the faculty member concerned. The accuser may also first approach the accused if he or she so desires, or he or she can simply report the violation. If, however, after approaching the accused, suspicion remains in the mind of the accuser, it is the accuser’s duty to make certain that the suspected violation of the Honor Code is reported to the Council. Failure to report a violation of the Honor Code is a violation in and of itself.

The purpose of the Honor Code is to uphold and ensure the academic integrity of the Birmingham-Southern community. It is intended to foster students' integrity and ability to engage in independent learning, as well as their personal sense of responsibility for contributing to an essential community ideal.

The formal language of the Honor Code exists in the Honor Pledge that students sign when they enter the College, stating that they will not lie, cheat or steal as a member of the community nor tolerate those actions in their peers. **Faculty are also expected to require that students turn in examinations, papers and projects on which they are not allowed to receive aid with the following statement written on them: "I have neither received nor given aid on this work, nor have I witnessed any such violation of the Honor Code."**

In practice, the Honor Code means that faculty members leave the classroom when exams are given. On all class assignments, faculty members should give clear directions and guidance about what constitutes violations of the Honor Code, and should be willing to help students learn and understand how to turn in well-referenced academic work that utilizes the works of others without plagiarizing.

To provide support for the Honor Code, the Student Government Association selects a group of students who serve as an Honor Council and hear cases of alleged infractions of the Honor Code. The Honor Council is served by Faculty Advisors and the Dean of Students who help guide the work on the Council. Faculty members are also expected to support the Honor Code by reporting any suspected violations to the Faculty Advisors or Dean of Students, and work with the Honor Council prior to and during hearings to clarify questions regarding possible infractions.

Recent revisions of the Honor Council Constitution have created two classifications of violations: Class I and Class II. The reason for the distinction is to allow faculty members to work directly with students when relatively minor infractions have occurred. The Class II process provides for lesser sanctions, such as grade penalties. In these situations, faculty members meet with the student to discuss the violation and determine what penalty seems most appropriate, such as probation and a failing grade on the assignment or reduction in the final grade for the course. The agreement between the student and faculty member is then ratified by a sub-committee of the Honor Council to ensure its appropriateness and fit with precedents.

Class I violations involve more severe violations of the Honor Code. When faculty members report these violations, materials are collected and reviewed by a pre-hearing committee. If sufficient evidence of the infraction appears to exist, a full hearing by the Honor Council is scheduled as soon as possible. Testimony from faculty members will be expected at these hearings.

For more thorough explanations of the Honor Code, the Honor Council, types of infractions and appropriate penalties, please see the following documents (*Student Handbook* and *Faculty Handbook*) or contact David Eberhardt, Vice President for Student Development, x 4731.

III.L. Graduation Requirements

Students must complete both general education and major requirements, as outlined in the *College Catalog*. For residency: at least 18 units (16 regular units plus 2 Exploration Term units) and at least 5 units in the major at BSC. Total units: 32 units, two of which must be Exploration Term units. Students may take more than two Exploration Term projects or courses, but only the two required units may count toward the 32 required units for graduation. Grade point average: earn a grade point average of 2.000 (a "C" average) on all work completed at Birmingham-Southern College and earn a 2.000 grade point average on all work completed in his or her major and minor field; for interdisciplinary or individualized majors the student must earn a 2.000 average in the required courses in each of the disciplines.

III.M. Majors

See the College *Catalog* for a listing of majors offered by the College. In addition to established majors, students may also develop individualized majors.

IV. Services and Resources Available to Students

NOTE: More complete information for students is provided in the *Student Handbook*. Copies are available in the Student Development Office and on the College website.

IV.A. Academic Advising

Each student is assigned a faculty advisor who assists the student with registration, graduation requirements, selection of a major field, and development of suitable projects for independent study. The advisor's approval is required when a student registers for a course or adds or drops a course.

IV.B. Exploration Term, Contract Learning

The Office of Exploration Term and Contract Learning assists students in all matters related to the January Exploration term, independent study, teaching experiences, and individualized majors. The Exploration Term *Bulletin* can be found on the College website. Responsibility for drawing up a contract for an individualized project or an individualized major lies primarily with the student who will work in conjunction with a full-time faculty member. Specific information about individualized learning opportunities can be found in the *College Catalog*.

IV.C. International Programs, Study Away

The Sklenar Center for International Programs serves as the center for international education at Birmingham-Southern College. For information about study away and intercultural programs, please contact the center or visit their webpage.

IV.D. Academic Resource Center (ARC) Tutoring Services

The Academic Resource Center (ARC) Tutoring Services aim to enhance, coordinate, and promote the academic support services available to students, faculty, and staff at Birmingham-Southern College. The centers and labs that form the ARC have a cross-curricular emphasis, providing services that complement one another and share, philosophically and practically, in the goal of advancing student academic success and faculty and staff development. ARC offers training, tutoring, and general assistance in a wide range of concepts, skills, and practices relevant to academic achievement, with a special emphasis on information fluency.

IV.E. Writing Assistance

The Writing Center is located on the first floor in the Humanities Center. Students who have writing problems can work with student tutors on an appointment basis. Please refer students who need writing assistance to the Writing Center, located in HC 102, x 7835. Hours are posted outside the Writing Center and on the website.

IV.F. Math Assistance

The Mathematics Department offers a tutoring service free of charge to BSC students. The students who work in the lab have completed some advanced mathematics courses and are experienced in tutoring. Walk-in tutoring is available for all math courses numbered 310 and below. A complete schedule of lab hours and tutors will be

posted on the Math Lab door (Olin 103) and are available online. Each faculty member in the Mathematics department also has a lab schedule and can help you select a time.

IV.G. Health Services

Health Services, located in the Norton Campus Center, is open five days a week (specific hours are posted). A registered nurse is on duty to handle minor illnesses and injuries, conduct strep throat tests, give allergy shots, provide nutritional/diet counseling, etc. Referrals are made to physicians when deemed necessary.

IV.H. Personal Counseling

Students in need of professional counseling should be referred to the Director of Counseling. Counseling services are available in the areas of social and emotional adjustment, marriage and family problems, and study and motivation concerns. Assessment and counseling is provided to students, faculty, and staff free of charge. All services are confidential.

IV.I. Career Counseling

Students who desire or seem to need professional counseling on career-related matters should be referred to the Director of Career Counseling. Services provided include assessment of academic and career interests, counseling related to career planning, workshops on career-planning topics, and assistance with interviewing and writing résumés. A Career Resource Library contains materials on job preparation, career fields, specific employers, and graduate schools. All services are confidential and free of charge to members of the BSC community.

IV.J. Chaplain of the College

Students desiring or needing counseling regarding religious matters should be referred to the Chaplain of the College.

V. BSC Web Pages for Information

Below is a list of a few useful links that can be accessed from the BSC Faculty and Staff link found at the bottom of the home page at www.bsc.edu

- [Current Academic Year Appointments and Calendars](#)
- [Academic Advising](#)
- [Academic Records](#)
- [Academic Resource Center](#)
- [Class Schedule](#)
- [College *Catalog*](#)
- [Lecture and Arts Events Calendar](#)
- [Events, Schedules, and Calendars](#)
- [Events Records](#)
- [Faculty Profiles](#)
- [Finance Office](#)
- [Human Resources](#)
- [Information Technology](#)
- [Institutional Review Board](#)

VI. Campus Policies

All campus policies are posted on the BSC website:
<http://www.bsc.edu/policies/>

Active Shooter/Emergency Response Plan – The College periodically holds sessions and drills on what to do in the case of an active shooter and other emergency situations on campus. “In an Emergency, When You Hear It, Do It” flyers are posted in building across campus to remind both students and faculty of the proper response to various alerts issued by the College.

Disaster Plan - The College’s Disaster Plan designates the safest area to assemble in case of tornados or other natural disasters. A diagram is located in each building and indicates that the individual should go to the lowest level room in the most northwest area of the building. A Campus Police officer will be assigned to each building to assist in any evacuation.

Emergency Closings - The President will make the final decision, which will be reported to the media for general dissemination through the Office of Communications. Emergency closing information will also be posted on the Information Line at 205-226-3000.

FERPA - The privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). The Registrar has the institutional responsibility for interpreting both the Act and the rules and regulations issued by the Department of Education to enforce this Act. Under FERPA, students have the right to see their education records and the right to request a change if there is an error in any record. FERPA addresses two types of information: directory information and non-directory information.

Directory information includes the student’s name, address, e-mail address, telephone listing, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, and participation in officially recognized activities and sports. A student’s directory information is not usually provided to anyone who requests it, including persons outside the College. A student may withhold directory information by notifying the Office of Academic Records in writing. A request to withhold directory information remains in effect as long as the student continues to be enrolled, or until the student files a written request with the Office of Academic Records to discontinue the withholding. Each student is responsible for keeping the College informed of the correct mailing address, both school and home. Any change in address should be updated by the student through the address change function on TheSIS. Parent address change information should be submitted to the Office of Academic Records using the change of address form located on the Office of Academic Records home page.

Non-directory information makes up the remainder of the student’s education record. The education record includes, but is not limited to, academic, disciplinary, financial aid, health, student account, and other information directly related to a student’s enrollment at Birmingham-Southern College. Students may give permission to allow their education record to be disclosed to a designated individual(s) by signing the *FERPA Release Form - Student Consent for Access to Education Records*. The FERPA Release Form is available on the Office of Academic Records home page. FERPA also allows a student’s academic record to be shared without the student’s direct consent with parents or guardians who certify their student is claimed as a dependent for IRS purposes.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Birmingham-Southern College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect

to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Birmingham-Southern College.

The Office of Academic Records provides an online FERPA tutorial that fully explains the policy.

Additional information is available in the *Catalog* and at the website.

Firearms - The College prohibits the possession, except as allowed in this policy, of firearms on campus with the exception of Campus Police. Employees with current Alabama pistol applications may keep a firearm locked in their vehicle. Under no circumstances is a firearm allowed to be carried by an employee while on campus. (This includes possession of a firearm in any type of bag, such as a purse.)

Fire Safety - Fire prevention measures cannot be overemphasized. However, in the event that a fire occurs, the following steps should be taken:

1. Check the fire and judge its size.
2. Pull the fire alarm.
3. Call Campus Police at 205-226-4700 (They will call the Birmingham Fire Department.).
4. Evacuate the building.

Smoking Policy - All Birmingham-Southern College facilities, including the residence halls, are non-smoking; the use of tobacco products of any kind is prohibited. One may not smoke within 25 feet of any Birmingham-Southern College facility or within 50 feet of any residence hall. One may not smoke in any Birmingham-Southern College vehicle.

VII. Department Resources

Office support services are provided for the faculty of each department through full-time academic programs assistants located as conveniently as possible to those faculty members.

Please ask your respective assistant or department chair for information about the following:

- facility maintenance problems
- printers and copying materials
- e-mail addresses and distribution lists
- telephone and fax numbers and usage
- mailboxes
- equipment reservations
- teaching supplies and support
- office supplies

Since each assistant serves a number of faculty members, it is recommended that requests for assistance be made several days in advance of the time when materials, information, or arrangements are needed.

VIII. Area Chairs, Department Chairs, and Academic Program Assistants

The Faculty is organized into three interdisciplinary Academic Areas, Wightman, Lupton, and Wadsworth, named after former BSC presidents. Each area is composed of some five or six departments and programs, and is supervised by an Area Chair. In addition, the Engaged Learning Programs form a de facto fourth area.

(from outside lines, dial 205-226-xxxx)

a. Lupton Area

Laura Stultz, Area Chair, Stephens Science Center 340, x4877, lstultz@bsc.edu

1) Chemistry and Physics

Mark Rupright, Department Chair, Stephens Science Center 122, x4875, mruprigh@bsc.edu

2) Education

Amelia Spencer, Department Chair, Harbert 115, x7789, aspencer@bsc.edu

Treva Lester, Certification Officer, Harbert 116, x4810, thlester@bsc.edu

3) History

Mark Schantz, Department Chair, Humanities Center 325, x4857, mschantz@bsc.edu

Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

4) Music

Jeremy Grall (Fall), Department Chair, Hill 119, x4961, jgrall@bsc.edu

Lester Seigel (Spring), Department Chair, Hill 114, x4957, lseigel@bsc.edu

Judy Pandelis, Academic Programs Assistant, Kennedy Art Center, x4928, jpandeli@bsc.edu

5) Sociology and Urban Environmental Studies

Meghan Mills, Department Chair, Harbert 213, x4791, mmills@bsc.edu

Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

b. Wadsworth Area

Rick Lester, Area Chair, Harbert 210, x4826, rlester@bsc.edu

1) Business

Sara Robicheaux, Department Chair, Harbert 203-B, x4828, srobiche@bsc.edu

Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

2) English

Tynes Cowan, Department Chair, Humanities Center 314, x 4871, tcowan@bsc.edu

Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

3) Mathematics and Applied Computer Science

Bernie Mullins, Department Chair (Fall), Olin 110, x3026, bmullins@bsc.edu

Doug Riley, Department Chair (Spring), Olin 112, x3028, driley@bsc.edu

4) Media and Film Studies

Teddy Champion, Department Chair, Humanities Center 121, x7841, rtchampi@bsc.edu

Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

5) Modern Foreign Languages

Lamia Benyoussef, Department Chair, Humanities Center 211, x7830, lbenyous@bsc.edu

Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

6) Theatre

Alan Litsey, Department Chair, College Theatre, x4788, alitsey@bsc.edu

Judy Pandelis, Academic Programs Assistant, Kennedy Art Center, x4928, jpandeli@bsc.edu

c. Wightman Area

Andy Gannon, Area Chair, Stephens Science Center 230, x4899, agannon@bsc.edu

1) Art and Art History

Kevin Shook, Department Chair, Kennedy Art Center 5, x4929, kshook@bsc.edu

Judy Pandelis, Academic Programs Assistant, Kennedy Art Center, x4928, jpandeli@bsc.edu

2) Biology

Pete VanZandt, Department Chair, Stephens Science Center 246, x7817, pvanzand@bsc.edu

3) Economics, Political Science, and Global and Comparative Studies

Vince Gawronski, Department Chair, Harbert 314, x4836, vgawrons@bsc.edu

Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

4) Philosophy

Bill Myers, Department Chair, Humanities Center 222, x4868, bmyers@bsc.edu

Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

5) Psychology

Richard Rector, Department Chair, Harbert 319, x4824, rrector@bsc.edu

Marilyn Witherspoon-Rawls, Academic Programs Assistant, Harbert 206, x4820, mrawls@bsc.edu

6) Religion

Keely Sutton (Fall), Department Chair, Humanities Center 120, x4973, mksutton@bsc.edu

Amy Cottrill (Spring), Department Chair, Humanities Center 106, x4619, acottril@bsc.edu

Debbie Smith, Academic Programs Assistant, Humanities Center 207, x4860, dtsmith@bsc.edu

d. Engaged Learning Programs Area

Jessica Pincham King, Area Chair, Norton Center 267, x4658, jpking@bsc.edu

1) Bunting Center for Engaged Study and Community Action

Kristin Harper, Director of the Bunting Center, Norton Center 263, x4720, kharper@bsc.edu

Emily Thornton, Program Assistant, Norton Center 265, x4993, ethorto@bsc.edu

2) International Programs

Anne Ledvina, Norton Center 268, x7722, aledvina@bsc.edu

3) Hess Center for Leadership and Service

Kent Andersen, Director of the Hess Center, Norton Center 264, x4679, kanderse@bsc.edu

4) Office of Exploration Term and Contract Learning

Katie Kauffman, Director of the Office of Exploration Term and Contract Learning, Norton Center 262, x4647, kskauffm@bsc.edu

Additional Academic Affairs Units and Programs:

Rise³

Jessica Pincham King, Director of Rise³, Norton Center 267, x4658, jpking@bsc.edu

Katy Smith, Assistant Director of Internships, Norton Center 266, x3037, kesmith@bsc.edu

[meets with Engaged Programs Area]

Charles Andrew Rush Learning Center/N.E. Miles Library
[meets with Wightman Area]

Donald C. Harrison Honors Program

John Tatter, Director of the Honors Program, Humanities 309, x7835, jtatter@bsc.edu

IX. Services Available and Other Information

(from outside lines, dial 205-226-xxxx)

24-Hour Banking - Employees with an ATM card have access to the 24-hour Automatic Teller Machine (ATM) located on the second floor of the Norton Campus Center.

Bookstore – Located on the first floor of the Norton Campus Center, the Bookstore offers textbooks, trade books, and school and office supplies. Also available are cards, balloons, BSC apparel, and a wide selection of gift items for every occasion. (x4736)

BSC Arts Alliance and Box Office – This group provides support to the Fine and Performing Arts on campus. Theatrical presentations, art exhibits, and concerts are held regularly. (x4928)

Chapel – Ecumenical services are offered to all employees and students. Baptist, Methodist, Presbyterian, Catholic, and Episcopal ministries are active on campus and have services each week. In addition, for non-Christian traditions, there is an interfaith room available for reading, meditation, and prayer. (x4760)

Environmental Center – Employees are encouraged to visit the Southern Environmental Center and the EcoScope. (x4934)

Food Service – The Caf (Norton Marketplace) is located on the first floor of the Norton Campus Center and offers a variety of food choices in a buffet-style setting. (x4709)

I.D. Cards – Identification cards for all College employees should be obtained from the Student Accounts Office located on the main floor of the Student Services Building. Identification cards entitle employees to free or reduced admission charges to campus events and are required for the use of the Rush Learning Center-Miles Library and the Striplin Fitness Center. In order to use the ID card as a debit card for cafeteria purchases, an employee must deposit money with the Student Accounts Office. An employee may also be requested to provide identification to cash a personal check. (x7871)

Keys – Forms for keys can be found on the Human Resources website. If an employee leaves the College, keys must be returned to Operations or to the Campus Police gate office. Failure to do so may result in a \$50 fine which will be deducted from the employee's final paycheck. (x4774)

Monday Morning – This in-house electronic newsletter is issued each week during the regular academic year and every other week during summers. It provides a listing of events, job openings, and other announcements of interest. The deadline for submitting articles to the Office of Communications is Thursday at noon. Articles should be submitted to mondaymorning@bsc.edu. (x4907)

Moodle – Moodle is BSC's learning platform, a central hub for faculty members to organize course materials, distribute and collect assignments, communicate course objectives and grades to students, and promote academic discussions that extend beyond classroom walls. Faculty use Moodle for everything from a place to post the class syllabus to hosting lectures to support a flipped-classroom model of teaching. For questions concerning Moodle, please contact the IT help desk. (x3033)

Parking – A BSC parking decal must be properly displayed on the front windshield of the lower left of the driver’s side of the automobile and may be obtained at no charge at the cashier’s window in the Student Services Building. Green curbs are designated for faculty and staff parking. White or unpainted spaces are designated for student and visitor parking. Red curbs are for reserved parking. Blue curbs are designated for disabled/handicapped parking. Disabled parking placards issued by the state and BSC are honored. BSC temporary disabled parking placards may be obtained from Campus Police. Curbs without parking indicators are always “no parking” areas. (x7871)

Pay Periods – Faculty are paid on a monthly basis. Pay advices (the electronic equivalent of pay stubs) can be accessed on TheSIS at least 48 hours in advance of each payday. Salaried employees are paid for the current month. All salary payment is made via direct deposit into checking and/or savings accounts. Paper paychecks will not be issued. Contact the Human Resources office for more information. (x4646)

Post Office and Photocopying – Panther Print and Post, located on the first floor of the Norton Campus Center, provides a range of printing services, including self-service machines, and shipping and delivery services for FedEx, UPS, and USPS, in addition to campus mail. Photocopy machines and printers are also located in buildings across campus. (x4735)

Publications – Four publications are sponsored by the College and paid for using the Student Activity Fee. All publications are edited and managed by students: *Bagheera*, the student news magazine; *Southern Academic Review*, a journal of scholarly and academic essays; *The Compass*, a journal of leadership and experiential learning essays; and *Quad*, a literary magazine of student writing. (x7791)

Safety and Security – Campus Police officers provide security 24 hours per day. Officers patrol campus on foot and in vehicles. Blue-light phones are strategically located at six different locations on campus, in addition to the entrance of each residence hall. These phones may be used for assistance at any time. Campus Police are available to escort employees to their vehicles and to assist with car problems. The Annual Security Report is distributed to faculty, staff, and students and provides additional information about security on campus. (x4700)

Service Awards - Employees are recognized each school year for years of service in five-year increments. Certificates are awarded for years five, ten, fifteen and twenty. In addition, a plaque honoring employees with twenty years of service is located outside the President’s Office. Special awards are given for 25 or more years of service.

Telecommunications – The Information Technology Office supervises the College’s telecommunications system. Basic service includes 4-digit dialing on campus to exchanges “226” for offices. (x3033 or helpdesk@bsc.edu)

Textbooks - Near the end of each term, the manager of the College bookstore requests that faculty members order textbooks and other course materials for the following term. Instructors should place their orders as soon as possible, so that the texts and other supplies will be available to students at the beginning of the new term. Since publishers allow bookstores little margin for error, the faculty is asked to exercise the greatest care in estimating the number of books needed and in keeping the manager of the bookstore informed of plans for continuing or discontinuing texts. Each instructor is responsible for obtaining desk copies of texts directly from publishers. (x4736)

Website – The College’s website provides additional information about college offices, events and services.

X. Library and Information Services

<http://library.bsc.edu/>
(from outside lines, dial 205-226-xxxx)
Circulation: 4740
Reference and Instruction: 4766

Faculty are encouraged to make use of library resources and services in their classes and for their own academic research. Librarians offer one-on-one research assistance, as well as course-specific instruction and online library guides. The Library provides access to a wide variety of print and online resources (including numerous e-books and e-journals); interlibrary loan service is also available. Online databases are accessible from off-campus with a BSC email login and password. Faculty may use other academic libraries in the area through a cooperative borrowing agreement that requires only the presentation of a Birmingham-Southern ID card.

Full-time faculty members may check out library materials for the remainder of the academic year. The Circulation Department also provides space for class reserve materials at the circulation desk. Reserve forms (available on the library website under "Request Forms") should be submitted at the circulation desk as early as possible so that materials may be placed on reserve in time for class assignments. The library schedule for opening and closing varies with the academic calendar. Hours of operation are posted at the Library entrance and on the library website.

XI. Campus Resources and Contacts

(from outside lines, dial 205-226-xxxx)

Campus Resources	Contact Person	Area of Concern	Phone
Academic Accommodations	Angie Smith	Accommodations for learning disabilities	7909
Academic Affairs	Brad Caskey Tim Smith Martha Ann Stevenson Cande Hale	Academic issues	4650 4660 4648 4650
Academic Records	Amy Smith	Registrar, academic records	4697
Academic Resource Center (ARC) Tutoring Services	Dashe Maye	Tutoring	4750
Advising	Kim Lewis	Advising	4769
Birmingham Area Consortium for Higher Education (BACHE)	Kent Andersen Tim Smith	Expanded educational opportunities	4679 4660
Care Team	Brandon Brown Martha Ann Stevenson	Student Concerns	4728 4648
Career Services	Vacant	Career testing and planning, grad school information, GRE/GMAT, MCAT, applications	4719
Catering Services	Tracy Mize	Food service for campus events	4715
Contract Learning / Exploration Term	Katie Kauffman	Contracted courses and majors,	4647

Campus Resources	Contact Person	Area of Concern	Phone
Counseling Center	Kara Blakes	Personal counseling, study skills, time management	4727
Degree Audit	Kim Lewis	Graduation requirements	4769
Health Career Fields	Sue Buckingham	Pre-health advising	4880
Health Services	Yvette Spencer	Health needs, accidents, health-related class absences	4717 (students) 7720
Harrison Honors Program	John Tatter	Honors courses	7835
Information Technology	Help Desk	Technical and informational computer assistance	3033
Institutional Effectiveness	Kent Andersen	Accreditation and assessment	4671
Instructional Technology	Angela Brooks	Teaching with technology, Moodle	3039
International Programs	Anne Ledvina	Study-away opportunities	7722
Internships	Katy Smith	Internships	3037
Library	Tiffany Norris Eric Kennedy	Director Circulation, reserves	4740
Pre-Engineering	Duane Pontius Doug Riley	Dual Degree Engineering Program	4765 3023
Pre-Law	Bill Myers	Pre-law advising	4868
Purchasing	Tim Wilding	Purchasing	4643
Residence Life	Brandon Brown	Residential issues	4728
Religious Life	Julie Holly	Chaplain	4761
Rise ³	Jessica Pincham-King	Experiential learning	4658
Sponsored Programs	Joe Chandler	Grants administration	4667
Student Development	David Eberhardt	Student development concerns	4731
Student Life	David Eberhardt Brandon Brown Stephanie Schroeder	Honor and Social Code violations Student organizations	4731 4728 4730
Student Retention	David Eberhardt	Student retention	4731

Appendix A – Adjunct Faculty Evaluation Form

Adjunct Faculty Evaluation

(All adjunct faculty members will be evaluated during their first term of service, and at least once per academic year thereafter.)

Adjunct Faculty Name: _____

Academic Term: _____ Department: _____

- First term of service or returning adjunct after more than a year without serving on the adjunct faculty
- Continuing adjunct faculty member from current or prior academic year; last term of evaluation:

Department Chair: _____

The Adjunct Faculty Evaluation is the College's assessment tool to review the teaching performance of adjunct faculty. The form and Teaching Reflection is to be completed by the adjunct faculty member and sent to the Department Chair by the due date of final grades for the term of review. The Department Chair's review and written response, including recommendations for improvement, should be completed by the end of the next regular term. The department will retain a copy, and a copy will be sent to the faculty member (if possible) and the Provost's Office (please send an electronic copy to Rhonda Constance at rconstan@bsc.edu) where it will be kept in the faculty member's personnel file. This letter can be used for reference when writing future recommendations.

To be completed by the adjunct faculty member:

Teaching Reflection: Please reflect on your teaching this term. Address your successes and challenges, as well as how you monitor your teaching effectiveness. Your narrative should be kept to one page in length.

To be completed by the Department Chair:

1. Courses taught: _____

2. Class visit by you or a departmental colleague:

Course(s) visited: _____ Date of visit(s): _____

3. Meet with faculty member: Date _____

4. Read Teaching Reflection: Date _____

5. Review course evaluation(s): Date _____

Signature of faculty member upon submission:

Date _____

Signature of Department Chair upon completion of review:

Date _____

Appendix B – Course Evaluation Form

Course Evaluation

{VARIABLE_line1}
{VARIABLE_line2}
{VARIABLE_line3}
{VARIABLE_line4}
{VARIABLE_line5}

Student Gender	Female	Male			
Class Level	First Year	Sophomore	Junior	Senior	Graduate
Reason for enrollment	General Education	Major	Schedule Convenience	Minor	Grade Redemption
	Elective				

Please rate this course and its instructor according to the following scale:

1=excellent 2=good 3=satisfactory 4=mediocre 5=poor N=not applicable

1. The instructor clearly communicated objectives, expectations, and grading policies, and consistently implemented them.
2. The course was organized in a way that enhanced my learning.
3. The course was intellectually stimulating.
4. The course improved my ability to think critically and reason effectively.
5. The instructor promoted understanding of general concepts not just knowledge of specific facts.
6. The instructor gave an appreciation for the breadth of the subject and its context within the larger body of human knowledge.
7. The instructor returned graded assignments in a timely manner.
8. The instructor's comments on course work (papers, tests, presentations, etc) were helpful.
9. The instructor was available for help outside of regular class times (e.g. office hours, appointments, email).
10. The instructor treated students respectfully, even when offering criticism.
11. The instructor fostered an atmosphere that encouraged questions, comments, and original thinking by students.
12. Please evaluate the quality of your own preparation and work for this class.
13. Please rate the instructor's overall teaching effectiveness.