



School of Psychology, Family, and Community

Adjunct Faculty Handbook

Main Office:

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206-281-2918

SPFC@spu.edu

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SPFC Administrative Staff:

Brenda Baker – Manger of Budget and Business Operations

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Getting Started:

For your convenience, Human Resources provides a helpful webpage detailing [Adjunct Faculty First Steps](#). Please review all the action items and instructions provided on that page.

APPLICATIONS

[SPFC adjuncts must complete an application in Interview Exchange located on the SPU jobs website.](#)

EMPLOYEE APPLICANT INFORMATION FORM

Pursuant to RCW 28B.112.080(1), SPU is required to request that individuals applying for an employment position (other than undergraduate student employment positions) sign a statement addressing sexual misconduct in prior employment settings before SPU extends an official offer of employment. Pursuant to RCW 28B.112.080(6), SPU may not hire an applicant who does not sign this statement. You will be asked to complete the [Employee Applicant Information Form](#) during your hiring process.

I-9 AND W-4 DOCUMENTATION

A paycheck cannot be issued without a current [I-9 form](#) (including verification of documentation) and [W-4 form](#). The I-9 form must be completed in person with one of SPFC's administrative staff members or with the Office of Human Resources on Nickerson ([see linked campus map](#)). For the I-9, *original documentation is required at the time of signing*. The W-4 form can be completed online in Banner: **Employee Menu > Tax Forms Menu > W-4 Tax Exemptions/Allowances**. If this form does not display for you, please contact the Payroll office at 206-281-2533. Returning adjuncts may have to re-submit hiring documents if too much time has passed since their last payroll date.

IMMUNIZATION STATUS

All SPU adjuncts are required to be fully vaccinated against COVID-19 and to provide proof of vaccination at the time of hire. Proof of vaccination can be provided to the staff member responsible for your hiring and onboarding by submitting a photo of the front and back of your vaccination card via email or by displaying it in person at the time of completion of the I-9. We do not need to store a copy of the card. The staff member can simply view it in person or electronically.

SPU defines "fully vaccinated" as having two COVID vaccinations. SPU is not requiring boosters to be considered fully vaccinated at this time. If you need to request a medical or religious exemption, please contact Terry Winn, Assistant VP for Human Resources, at winnt@spu.edu or Becky Tindall, Associate Director of Human Resources, rtindall@spu.edu.

CONTRACTS

If you are teaching in our undergraduate psychology program, the SPFC Budget Manager will coordinate your contract process. If you are teaching in one of the SPFC graduate programs, the contract process will be coordinated by your assigned Program Manager (see contact info above). Contracts are initiated via Adobe Sign at least one month prior to the start of the quarter. Our goal is to complete the contract process as soon as possible so you can gain access to campus resources with adequate time to prepare for the course start date.

PAYROLL

Receipt of your first paycheck is dependent upon contract dates, terms, and timely completion of your contract. Your contract will detail anticipated payroll dates, and final payment will occur on the payroll date immediately following your assigned grade due date. Direct deposit is required for all SPU payroll processing. Direct deposit must be set up in **Banner: Banner>Employee Menu>Employee Pay and Account Menu>Setup Direct Deposit**. [Direct deposit instructions can be found on the Financial Affairs Office Wiki site.](#)

SPU ID CARDS (SEA PAC PASS)

SPU photo ID cards (your SEA PAC Pass) may be obtained from [Campus Card Services](#), located in our University Services Office at 3220 Sixth Ave. W (Bldg. #29 on [campus map](#)). Their office currently operates by appointment only. Please book an appointment (Monday-Friday only) at: <https://outlook.office365.com/owa/calendar/FalconCardServices@spu.edu/bookings/>.

The SEA PAC Pass serves as identification, library card, may be used for food purchases on campus through [Falcon Funds](#), and most importantly, allows building access. Please carry your ID card with you whenever you are on campus. The identification card is valid for the length of your contract. Please retain your card if you anticipate serving as an adjunct faculty member in the future.

With the SEA PAC Pass, adjunct faculty can also receive discounts on admission to various SPU athletic events. For more information, please call the Athletic Office at (206) 281-2085 or visit their website at spufalcons.com.

SPFC OFFICE HOURS

The School of Psychology, Family, and Community's main office is located in Marston 125. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m.; closed on [university holidays](#). Some of our staff members work hybrid schedules but are accessible by phone or email during their regular work hours.

SHARED ADJUNCT WORKSPACE

SPFC retains one faculty office in Marston 307 for shared adjunct use. If you need space a quiet place for classroom prep or grading, storage for your belongings, and/or a space to meet with students, please communicate your needs with your designated chair and Program Manager. Based on availability each quarter, we may arrange for you to work in the adjunct office or will find you an alternative space to meet your needs and schedule.

E-MAIL

An SPU email account is automatically generated for you upon completion of your contract and data entry by Human Resources into Banner. For information on how to set up your SPU email account, please [click here](#).

PRINTING/COPY MACHINE (MULTI-FUNCTION PRINTERS)

As an adjunct hire, you may use any/all Multi-Function Printers on campus. These units allow for printing, scanning, and faxing. SPFC's main MFP is located in the copy/breakroom right next to the SPFC conference room. Please consult with your Program Manager to ensure you can locate and access the Multi-Function Printers across campus for printing, copying, and scanning classroom materials. To print to this copier, select "MFP-Marston126 on print-serv-01" as your desired print location. To make copies, tap your SPU ID card on the machine's card reader to activate the MFP. Learn more about faculty printing here:

<https://wiki.spu.edu/display/HKB/Faculty+and+Staff+Printing>

You may make copies of materials there for your course, although as much as possible, please help us conserve paper and distribute things electronically whenever possible.

Please plan ahead for any special requests or large print projects. They must be processed through our [Fed Ex Office Full Service Copying](#) which requires a 24-hour turnaround time. Your completed copy requests will be returned to your mailbox.

Copies being made for personal use are available and will be charged to your SEA PAC card when accessing the copy machine.

Copyrighted Materials: You must verify that permission has been obtained to reproduce copyrighted materials. Your department's Program Manager can assist you in obtaining copyright permissions. Details regarding copyright law can be found in the [Academic Policy Manual](#).

ADJUNCT FACULTY MAILBOXES/MAIL ROOM

Please ask your Program Manager to create a mailbox if you plan to have students leave paperwork for you at the front desk throughout the quarter. Please also provide your Program Manager with any relevant details or instructions regarding collecting or receiving student paperwork and assignments.

KITCHEN FACILITIES

There is a kitchen area available for your use located in the workroom/copy room attached to the Marston 127 conference room during our regular business hours. A refrigerator, microwave, and Keurig coffee maker are available. Coffee, tea, and other miscellaneous supplies are also provided. The door to the workroom/copy room hallway is accessed via a door code. Please speak with your Program Manager to obtain this code.

PARKING

Parking in any campus lot is free after 6:00 p.m. and throughout the summer. Please do not to park in spots specifically reserved for service vehicles or other designated SPU personnel.

All vehicles must be registered with the Office of Safety and Security, in case of an emergency. This may be done through Banner. Go to the **Personal Menu > Parking and Commuting Menu > Vehicle Registration**.

If your class meets during the middle of the day, parking may be challenging. You may also purchase a parking pass in Banner which will allow you to park in any "commuter permit" parking space on campus. Go to the **Personal Menu > Parking and Commuting Menu > Apply for a Parking Permit**.

Getting Started: Faculty and Classroom Resources

MULTI-FACTOR AUTHENTICATION (REQUIRED)

SPU currently requires device registration with Microsoft's Azure Multi-Factor Authentication mobile app. Follow these instructions to set up Azure MFA:

<https://wiki.spu.edu/display/HKB/Enrolling+In+Azure+MFA>

Enrolling takes just these simple steps:

1. [Download the App](#)
2. [Configure Your Account](#)
3. [Configure a Second Method](#)

If you encounter any issues or questions following these steps, contact the CIS Help Desk in person at Lower Marston Hall, by phone at (206) 281-2982, or via their [online CIS help site](#). The Help Desk is open Monday through Friday, from 7:30 a.m. to 5:00 p.m.

FACULTY RESOURCES IN BANNER (CLASS ROSTERS, GRADING, ETC)

Adjunct faculty at Seattle Pacific University will have online access to the "Faculty and Advisor Menu" in Banner. The Faculty and Advisor Menu enables faculty members to perform various functions. Some functions are exclusive to campus courses and faculty.

Please [click here for instructions](#) on looking up student information, viewing rosters and entering grades.

CANVAS

The [Canvas](#) system is a web-based learning management system. Its primary uses include a location to distribute course documents, PowerPoint presentations, and other files via the web, yet restricted to your students alone. Canvas is a reliable communication tool for one-way email or online group discussions and provides grading management tools.

Initially, you may find only a few of the Canvas features useful for your class but our students are very familiar with this resource and often expect to utilize it. Complete details about Canvas are available [on the SPU website](#).

Your students are automatically given access to your Canvas site. Only students who appear on your class roster in Banner should have access to your course materials in Canvas.

SYLLABI

A complete course syllabus is essential. The purpose of the syllabus is to provide clear communication about the goals and direction of the course and to formalize communication between the instructor and students in regard to academic and logistical expectations. This essential component to the academic experience, if clearly and carefully written, will enable the University to support the adjunct faculty if a concern or dispute arises from the participants.

Copies and samples of previous course syllabus are available, if needed. Please contact the Office Manager or your department's Program Manager for more information.

Each quarter, the department collects syllabi for all courses. Please email a copy of your syllabi to the Office Manager of SPFC or your Program Manager as soon as it is available.

Please see the [Academic Policy Manual](#) for the required content in a syllabi.

LIBRARY/ MATERIALS ON RESERVE/ VIDEO RESERVE

SPU's Library offers collections, services and technology, as well as study/research/ meeting space. Research assistance is provided by librarians with subject specialties in the sciences, humanities, religion, fine arts, social sciences, business, education, counseling, and music.

Kristen Hoffman, is our SPFC Librarian. Please contact Kristen at khoffman@spu.edu or 206-281-2423 if you have questions or need support with library resources.

Adjunct faculty currently teaching for the university have full access to library services. The open computer lab is available for students, faculty, and alumni use. Assigned class reading materials for students may be placed on reserve at the Circulation Desk. Forms are available at the library website.

Arrangements for videos are made with the staff member at the Reserves counter. Please allow 24 hours for processing your request. Please call the day supervisor at (206) 281-2415 or the evening supervisor at (206) 281-2786 for assistance.

LIBRARY HOURS

Monday-Thursday 8:00 a.m. – 10:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Saturday 10:00 a.m. – 5:00 p.m.

Sunday 2:00 -10:00 p.m.

For more information, call (206) 281-2228, or visit the [website](#).

OFFICE SUPPLIES

We keep a good stock of office supplies in the main office. Please contact your Program Manager to acquire any office supplies you may need.

BOOKSTORE

Located across from the Student Union Building on West Bertona, the SPU Bookstore supplies textbooks to support academic programs. A full array of supplies, general reading, books, gifts and personal items are available. Adjunct faculty or students with an SPU identification card receive a 10% discount on their purchases. Extended hours are available at the beginning of each quarter. Textbook buy-back is held the last three days of each academic quarter during finals week. SPU Bookstore phone (206) 281-2137, or visit the [SPU Bookstore website](#).

TEXTBOOK ORDERS

Textbooks may be ordered through the SPU Bookstore. The Bookstore is located at 310 West Bertona Street, across the street from the Student Union Building. Please contact the Bookstore Manager at (206) 281-2172 to submit textbook information and initiate an order for your class. In some cases, textbooks may have already been ordered based on materials used in previous quarters.

If you need an instructor's copy of a textbook, please contact the publisher to request a free copy. If this process requires verification of your teaching role, please have the publisher confirm your employment with your program chair.

CLASSROOM TECHNOLOGY RESOURCES

For assistance in using any classroom technology (computers, projectors, sound systems, etc.) contact Computer & Information Services located in Lower Marston Hall, (206) 281-2982.

Most media needs are handled out of our Computer and Information Systems department. Media equipment is available on a first-come, first-served basis. For more information about requesting equipment please go to [this link](#). Please arrange by 3:00 p.m. the day before your equipment is needed.

The SPFC projector may be available for use during regular office hours on a first-come, first-serve basis.

EDUCATION TECHNOLOGY & MEDIA (ETM)

[Education technology and media](#) is located on the lower level of the SPU Library and houses instructional development resource library and non-print materials, which can help give faculty new ideas and directions with their classroom teaching. In addition, ETM offers a range of creative production services, which give faculty new media options for their content delivery. If you need help working with the audio, video, multi-media and/or the Internet, ITS is ready to assist you. The ITS help desk can be reached at (206) 281-2211 and is open the same hours as the SPU Library.

ETM is also your “go to” department for [using technology in your teaching](#). They can help with questions about Canvas, Turnitin, Google Drive, Adobe, TechSmith Relay, YouTube, SPU iTunes U, and Poll Everywhere and other resources.

EXAMS

Details of the exam schedule are listed in the [University Catalog & Time Schedule](#). Please follow this schedule. Please ask the SPFC Office Manager or your Program Manager if you need assistance in determining the final exam schedule for your class.

SCANTRON

If you choose to administer multiple choice exams, instruct your students to use only the **red/pink Scantron forms** available for purchase at the SPU bookstore. Prior to your exam date, please ask your program manager to help you coordinate with a trained Scantron staff member or student employee to score your exams. The Scantron machine is shared by SPFC and Sciences so reservations are required for scoring sessions. Please determine a mutually agreeable schedule with ample advance notice for completion of Scantron scoring.

DISABILITY SUPPORT SERVICES FOR STUDENTS

You may be notified by SPU’s Disability Support Services that one or more of your students require instructional and/or testing accommodations. If so, please read and become familiar with [the Disability Support FAQs on the website](#). If you require

guidance on how to offer appropriate levels of support to students who require accommodations, please contact the Center for Learning at cfl@spu.edu or 206-281-2475.

ENTERING GRADES

The quarterly deadline for grade submission can be found on [SPU's online "Academic Calendar" for the current school year](#). To submit grades, log into Banner and follow these steps.

1. Faculty and Advisor Menu
2. Faculty/Advisor Control Center
3. Select the term in which you are submitting grades
4. Select the CRN and select the course in which you are submitting grades
5. Click the drop down menu under the 'Grade' column next to each student's name
6. Once all the grades have been entered, select 'Submit Changes'

PROCEDURES FOR INSTRUCTOR EVALUATION

An important tool used to evaluate the quality and effectiveness of all courses and events is the feedback we receive from course evaluations. The Office of Institutional Research manages the course evaluation process which is done through Banner each quarter. Quick start instructions are as follows:

1. Log into Canvas at spu.edu/canvas or click the link that was sent to your SPU email account to begin providing feedback.
2. Navigate to a current term course from your Dashboard and select Student Feedback from the left-hand navigation menu.
3. If you do not have any active courses, go to Accounts -> Settings -> Student Feedback.
4. When the feedback has been released, you'll be able to view your results by selecting the chart icon for the course section you wish to view.
5. During the open feedback period, you'll be able to view response rates for the entire course, but not whether a specific individual submitted feedback.
6. Use the Reports tab to view the responses and export the raw data as needed.

*Note: Courses that do not meet the (5) minimum responses threshold will not be released unless there is an aggregate across multiple sections of the same course.

Important Campus Resources

SAFETY & SECURITY/EMERGENCIES

Open 24 hours seven days a week. For on-campus emergencies, contact the Safety and Security Office at (206) 281-2911. (Dial 2911 from any campus telephone.) For situations that are not emergencies but need Security's services, please dial 2922. During the weekend and evening hours, escort service can be provided for you and your students by dialing 2922. Instructors are responsible to determine how to report any

accidents off campus to the agency upon whose premises they are teaching. In addition, instructors should send Safety and Security a report of any and all accidents or security incidents.

CENTER FOR LEARNING/ DISABILITY SUPPORT SERVICES

The Center for Learning (located in lower Moyer Hall) offers class-strategy consultations, learning and reading consultations, writing tutors and other services for all students, and with special concern for students with disabilities who need special attention. Useful teaching tips for students with disabilities can be found by clicking [here](#). Resources for faculty can be found on their [website](#).

SNOW CLOSURE HOTLINE

The snow school closure hotline is (206) 281-2800. The recorded message gives information regarding delayed or canceled classes due to snow or severe weather conditions.

SPU CALENDAR

All SPU activities are listed on the [calendar on the SPU website](#). These events include special meetings, colloquiums, etc.

CASH MACHINES

There are three cash machines on campus: a Bank of America ATM located in Weter Hall, and a US Bank machine located outside the US Bank adjacent to the SPU Bookstore. A BECU machine kiosk can be found outside the north side of the SPU Bookstore.

CAMPUS DINING SERVICES

There are several on-campus options available for dining. Please refer to the [Campus Dining Services](#) webpage for current options and hours of operation.

WORKOUT FACILITY/ GYM

Royal Brougham Pavilion provides a fitness room and weight lifting room located on the lower level, which is open to all students, faculty and staff. Click [here for current hours](#).
**Hours are subject to change based on school closings and holidays and break schedules.*
For more information on the gymnasium at Royal Brougham call (206) 281-2085.

Important Campus Policies

COPYRIGHT LAW

Seattle Pacific University urges all adjunct faculty to adhere to the University's copyright requirements. Please see the [Academic Policy Manual](#) for the University's copyright guidelines.

STUDENT PRIVACY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All adjunct faculty are required to successfully complete the SPU FERPA test which is administered through Skillsoft through the Office of Human Resources. See the "New Adjunct Faculty: First Steps" page for a [link to instructions](#) on how to complete FERPA training.

Seattle Pacific University is committed to protecting the right of privacy of all individuals about whom it holds information. Adjunct faculty represents the University and has responsibilities regarding access to personal information. Certain information is considered "private" and cannot be disclosed without the written permission of the student. This information includes grades and student schedules.

NONDISCRIMINATION

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age or disability in admissions and access to, or treatment or employment in its programs or activities. More details regarding the University's non-discrimination policies can be found at the [Human Resources website](#).

SEXUAL HARASSMENT

Seattle Pacific University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study and communicate with one another in an atmosphere free from unsolicited and unwelcome communication of a sexual nature. The sexual harassment policy and procedures are intended to provide fair and equitable treatment for both the complainant and the alleged harasser. More details regarding the University's sexual harassment policy can be found at the [Human Resources website](#).