

# Quick Reference for Adjunct Instructors

## Department of Psychology

### Examinations and Other Assessments

***Final examinations*** must be given on the date and time recorded in the Schedule of Classes. A change may be made if every student agrees in writing and the registrar approves the change. All undergraduate courses must have a final exam, unless waived by the Department Chair. “Take-home” finals or “final papers” that are used in lieu of a final exam cannot be due prior to the scheduled final exam. When in doubt, consult the Associate Deans of Tulane or Newcomb College.

***Retention of course materials.*** Any materials used to determine grades that are not returned to students must be retained for 6 months after the conclusion of the semester. If you do not expect to be on campus during that period (e.g., not teaching), please leave materials with the main office or with the TA.

***Confidentiality of Grades and Graded Materials.*** The ***Buckley Amendment*** protects the confidentiality of certain information in student records to which instructors are privy. Be advised that the Buckley Amendment applies to parents, who may believe that they have the right to information about their children. (Be polite, and offer to release information to the appropriate Dean’s office; the Dean can determine whether the student has permitted parents to graded information). In accordance with this Amendment, student exams and papers should not be left in the hallways where other students can see the grades. Further, grades should not be posted in any way that can identify students. Posting by alphabetical order or social security number does not protect confidentiality. *Blackboard* offers a secure virtual alternative to physical posting of grades. See appended contact sites.

***Photocopying of Examinations.*** Undergraduate student workers and assistants should not handle examinations in any way (i.e., copying, stapling). In case there is a violation of the honor code, this policy will protect our student workers from suspicion of complicity.

***Assessments for students with disabilities.*** Students who have documented physical or learning ***disabilities*** should have contacted the Educational Resource Center (<http://erc.tulane.edu/>). Students with accommodations (e.g., extended time) must provide you with a copy of the accommodation granted by the ERC. If they are to take exams in the ERC, they should give you “the blue sheet” to complete at least 1 week prior to the exam.

## Grade Changes and Incompletes

*Grade change forms* (available in the main office) can be completed if the faculty member miscalculated a grade or if a student's work was misplaced. The Colleges rarely will grant grade changes for students who already have graduated, and **will not** grant grade changes for extra credit or re-write opportunities that were not available to all students.

As per the undergraduate catalog, *incompletes* are granted at the discretion of the faculty member and must be resolved in a finite period of time (<http://www.tulane.edu/~currcomm/text>). The faculty member may wish to put the conditions necessary for resolving the incomplete in writing, to avoid misunderstanding from the student or the College.

## Honor Code and Appeals

The Department has established procedures for academic complaints levied against instructors and teaching assistants. In the unlikely event that a student brings a complaint to the attention of the Department Chair, the Chair is obligated to provide a copy of the procedures to the student. A copy of the policy is at: <http://www.tulane.edu/~psych/appeal.htm>

The *Honor Code* appears on-line at <http://www.tulane.edu/~lasdean/honor%20code.htm> If you suspect an honor code violation, feel free to ask the advice of a veteran faculty member. She/he may be able to provide insight into the process, the kinds of materials that you might wish to submit, et cetera.

## Student Needs

Students under psychological or social stress should be referred to trained professionals. Familiarity with on-campus counseling and advising facilities (Counseling and Testing Center; Office of Multicultural Affairs; Newcomb, Tulane, and University College Dean's office) may be helpful. As noted above under examinations, students with documented learning disabilities may need special arrangements for taking exams. See appended contact sites.

## Syllabi

LAS does not have specific requirements for content included in syllabi. However, many faculty find it useful to include information about the honor code, policies for absences or missed exams, and links to the Educational Resource Center. Many faculty post syllabi on the web (if examples are desired). The main administrative secretary will post syllabi on the web upon request; usually, faculty email a document in MSWord.

## **Independent Studies**

On **rare** occasions, adjunct instructors may serve as formal advisors (i.e., instructor-of-record) for undergraduate independent studies. Independent studies are not intended as substitutes for regularly scheduled course offerings (e.g., an undergraduate wishes to take social psychology as an independent study). These independent studies should be approved by the Departmental Undergraduate Studies Committee. Consistent with the situation for instructors with regular full-time appointments, independent studies do not carry financial compensation.

In the **even more rare** occasion that an adjunct instructor wishes to offer a graduate-level independent study, the approval of the Departmental Graduate Training Committee must be obtained. In no case should an adjunct instructor without a doctoral-level degree offer a graduate-level independent study. Graduate-level instruction is the purview of the graduate faculty, as well as those adjunct faculty hired explicitly to offer a graduate course.

## **Contact Information**

Please provide the main office with a phone number and electronic mail address. Please also indicate by which of these means students may contact you. The main office also may receive surface mail or phone messages for you, so please ask the main office for the combination to your mailbox.

## **Teaching Assistants**

Certain courses, usually those with an unusually high enrollment or a laboratory course, *may* be provided with some level of support from the department's TA pool. Whether such support is likely to be available and at what level should be discussed with the Chair.

## **Salary**

Salary should be discussed with the Chair prior to accepting a position. Note that salary may depend upon whether the course is offered through the summer school, the Liberal Arts and Sciences, or the University College extension campuses.

## Whom to Call or Contact

**Blackboard Registration:**

<http://ilc.tulane.edu/home.htm>

**Departmental Website:** Administrative assistant  
can place syllabi on-line

**Student Disabilities and Counseling Needs:**

<http://erc.tulane.edu/>

**Electronic Reserve of Copyrighted Materials:**

<http://www.tulane.edu/~ill/EresFac.htm>

**Emergency Information:**

<http://emergency.tulane.edu/> or 862-8080

Helpful during hurricane season to see if campus is closed

**Facilities Services:**

<http://servicewave.tulane.edu/home.html>

Office or classroom is hot, without lights, et cetera.