



**School of Education**

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LA SIERRA UNIVERSITY

**School of Education**

**Department of Curriculum and Instruction**

# **Adjunct Faculty and Contract Teacher Handbook**

Fall 2018

v 2.0

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## Welcome

We are pleased you are joining our community here in the Curriculum and Instruction Department at La Sierra University! Your contributions are greatly valued. We look forward to seeing how your expertise and experience will enhance the learning of our students and the overall quality of our degree programs.

The information in this handbook is designed to help you meet the expectations of your students, the Curriculum and Instruction Department, and La Sierra University.

You are expected to carefully read and comply with all policies and procedures outlined in this handbook. If you have any questions or comments, please do not hesitate to contact us. There is an acknowledgement form at the end of this handbook, which you will need to sign and submit.

### University Mission Statement

As members of the diverse La Sierra University community, we are committed to inquiry, learning, and service. Our community is rooted in the Christian gospel and Seventh-day Adventist values and ideals. Our mission is:

To SEEK truth, enlarging human understanding through scholarship;

To KNOW God, ourselves, and the world through reflection, instruction, and mentoring;

To SERVE others, contributing to the good of our local and global communities.

We pursue this mission with excellence, integrity, compassion, and mutual respect.

### Department Contact Information

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## **Non-Discrimination Policy**

The free exercise of religion guaranteed by the Constitution of the United States includes the right to establish and maintain religious educational institutions. La Sierra University is incorporated as a California religious non-profit corporation, owned and operated by the Seventh-day Adventist Church as an integral part of the Church's teaching ministry. Federal and state guidelines clearly recognize the right to give preference in employment of faculty and staff and admission of students to members of the church which sponsors the institution.

The university reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventist in admissions and employment. The university expects its employees and students to follow the religious teachings and practices of the Seventh-day Adventist Church and to uphold Biblical principles of morality, deportment and dress as interpreted by the Church. The university claims the exemptions for religious employers and educational institutions in 42 USC Section 2000e-2; Section 6-1.5 of Federal Executive Order 11246; 41 CFR Sections 60-1.5(5); 34 CFR Sections 86.21, 86.31, 86.40, and 86.57(b); California Government Code Sections 12926(c); and Title II, Division 3, Part 2.8 of the California Administrative Code. For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

## **Job Description**

Contract teachers are directly responsible for the complete educational process related to the course(s) they teach. The immediate supervisor is the department chair or designee. It is expected that contract teachers will respect the Seventh-day Adventist values and beliefs of La Sierra University in teaching and interacting with students and colleagues.

The department chair or designee, works with contract teachers for specific arrangements, including keys, supplies, and copier and printing needs.

The contract teacher is expected to (including, but not limited to):

1. **Application:** Fill out application through HR website, attaching CV/Resume. Submit original transcripts showing highest degree completed to the chair of the department/dean.
2. Teach all scheduled classes agreed upon by the teacher and the department chair/school dean. You will be assigned a LiveText account and a Blackboard account. You will use these for grading student work submissions.
3. Prepare an updated syllabi for all classes taught, and submit a copy of each syllabus to the administrative assistant no later than the first week of the quarter. No changes may be made to the current syllabus without department approval. This includes assignments, meeting hours, etc. The Department will assist you in posting the syllabus on Blackboard.

4. Publish and administer an attendance policy for all classes taught. The policy should be in harmony with the following official university policy:  
Class attendance is required beginning with the first day of each session. Attendance at all course sessions is expected of faculty and all students. This requirement must be discussed with the class during the first session. Any student who misses more than 20% of course meetings will not receive credit and must re take the course.  
At the discretion of the instructor, students may use the Zoom program to attend class virtually one time during the quarter. This is only available for extreme, extenuating circumstances, and must be arranged in advance.  
Courses must meet for the full amount of time listed on the official course schedule.
5. Class should meet on the day and time assigned, including during finals week. Changes to class timing must be approved by the chair/designee in advance. If a holiday occurs on the schedule course night (e.g. Thanksgiving, etc.) it is the responsibility of the instructor to schedule a make-up session of the course so that all required course meetings are held. This is usually done through a Zoom meeting at a mutually agreed-upon time.
6. Ensure course textbooks and assigned readings remain current and relevant. Consult with Curriculum and Instruction faculty in making changes to course readings and consult with the chair to receive approval. If you feel a better text is available, please contact the chair/designee with the information.
7. Schedule office hours as requested by chair/dean. Virtual office hours may be maintained via Zoom. If you do not have a Zoom account, please contact the chair/designee.
8. In the event of necessary absence from a class session, please notify the department chair/designee in advance and make arrangements for an alternate instructor.
9. Maintain a balance in requirements placed on students for the number of credits being earned. (Approximately 2 hours of study/homework for each hour in class).
10. Comply with all policies as published in this handbook, the La Sierra Faculty Handbook (as appropriate), and in the academic bulletins which are published on the La Sierra Website.
11. Require that each student be registered before he/she can be admitted to class after the 4th day of the quarter.
12. Foster excellence in student scholarship.
13. Administer the prescribed student evaluations of teaching for each course taught (mid-quarter and end of-quarter as requested).

14. Administer final examinations (as appropriate) according to the published schedule, during finals week.
15. Submit attendance rosters early in the quarter, as well as other scholastic progress reports and grades as required.
16. Ensure signature assignments have been uploaded to LiveText and evaluated before assigning course credit. No credit/grade may be given in a course for a signature assignment that has not been uploaded to LiveText per School of Education policy. Therefore, you must assess signature assignments on LiveText prior to submitting final grades in the course. Most courses require a signature assignment to be submitted twice: to LiveText for accreditation purposes, and to Blackboard for grading.
17. Notify the department chair/designee in advance of special needs for teaching supplies and equipment.
18. When appropriate, assist campus security by making sure the facilities and equipment are properly secured (i.e., locked or properly stored), particularly when teaching in the evening. Turn off lights and equipment before leaving. Lock classroom door(s) when finished.
19. Maintain teacher professionalism in comportment and dress. Ensure student professionalism through appropriate classroom management and emphasis on civility.
20. Access and respond promptly to email from the department and students.
21. Respect the religious belief and traditions represented by the university. Uphold the mission of the university.

### **Recruitment and Appointment**

In the recruitment of contract teachers, the chair of the department or dean of the school will search for and evaluate prospective candidates. Candidates are considered for appointment based on Christian character, scholarship, professional preparation for and competence in a specific instructional field, and effective teaching potential and past practice.

Adjunct/Contract teachers are employed on a one-time basis to fill a temporary need; others teach on a routine, quarter-by-quarter schedule. The assignment of instructors to specific courses is at the discretion of the chair and full-time faculty. Preferences of instructors for teaching certain courses are taken in to account, but the overall goals of the department and the needs of the full-time faculty will take precedence. The terms of appointment are specified in the Contract Teaching Agreement.

## **Remuneration**

The adjunct/contract teacher's remuneration is based on his/her highest academic degree, evidence of teaching excellence, length of time as an instructor in the department, as well as the number of credits of the course being taught. If a contracted course is cancelled in the first week, instructors will receive 10% of the full contract pay to compensate for preparation time.

## **Mentor Groups**

You will be included in a mentor group consisting of other contract teachers/adjuncts and at least one Curriculum and Instruction faculty member. The group's purpose will be to promote collaboration and communication in order to support instructional practice and ensure quality throughout the program. Mentor groups are intended to provide a forum for discussion of theoretical topics such as research-based pedagogical practices, as well as practical topics such as updating courses/syllabi, implementing university and program policies, and addressing concerns.

## **Evaluation and Observation**

### **Course Evaluations:**

Student evaluation forms must be completed in each course during each quarter. Evaluation materials will be provided for you for mid quarter and end of the quarter course evaluations. These evaluations may online or in hard copy form. Read the instructions and follow them precisely. A summary report will be sent to you within one month of the evaluation to assist you in professional growth. The end of the quarter evaluation report also goes to the department chair/school dean and Academic Administration. If you wish to see a sample of the evaluation form, see your chair/administrative assistant.

### **Peer Observations:**

Expect the department chair, Curriculum and Instruction faculty members, and/or members of your mentor group to visit your class from time to time to provide feedback about your instructional practice. It is the goal of this department to create a collaborative and cooperative culture within which successes can be celebrated, areas of improvement identified, and on-going growth in teaching quality supported.

## **Remediation**

It is the goal of the department that all disagreements should be expressed and addressed according to Christian principles and the highest standards of professionalism. Thus, in any area of concern the first action is to discuss the matter with the person(s) directly involved (Matthew

18). If it cannot be resolved at this level, then the matter should be taken to the next person up the chain of command which is the chair of the department or designee. The dean of the school should only be addressed in the case that the chair/designee was unable to resolve the issue.

### **Class Length**

The academic study load at La Sierra is computed in quarter credit hours, one quarter credit hour normally representing one 50-minute class meeting per week or three hours of laboratory work per week. Thus, a three credit class would meet once a week for 150 minutes of class time, not including breaks. A break is expected for any class period longer than 100 minutes. For each credit hour of credit earned, a student is expected to spend approximately two clock hours a week in outside preparation or three hours a week in supervised study or laboratory work. *If you must alter or rearrange the published class meeting times or days for any reason, please obtain permission from the department chair or designee.* For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

### **Holidays and Vacations**

Holidays and vacations are listed in the university's Academic Calendar which may be found on the La Sierra University website. Courses scheduled for holidays (e.g. Thanksgiving, etc.) must be made up.

### **Instructor Absences**

If you are unable to meet your class because of illness or other unavoidable situation, contact the department chair/designee as soon as possible. Ideally, you will have sufficient advance warning to cover your class(es) with a guest lecturer, proctored exam, or other activity. Students need to be informed of the status of the class in the event you are unable to teach that class period.

### **Identification Cards**

Adjunct/Contract teachers are provided access to the campus services and gates with a valid ID card. This includes access to the entire facility and is valid for equipment check-out and copying. The ID card also provides access to library materials. A La Sierra University ID card is issued by the security office.

### **Printing Materials for Class**

If you need things printed for your class, you may email your documents at least two hours prior to your class and no later than 4:00 PM to the administrative assistant. Please be sure to include clear instructions for printing (how many copies needed, one-sided or two-sided, etc.).



## **Digital Learning**

The School of Education and the Department of Curriculum and Instruction encourages the meaningful use of technology to enhance student learning in online and on-campus courses. A full time Digital Learning Support Director within the School of Education is available to assist instructors in learning and implementing necessary and innovative technology tools and techniques. Please note that online course are required to meet via Zoom for at least one hour each week.

## **Off Campus Trips, Fieldwork, or Class Meetings**

Off-campus curricular activities sponsored by the university and bearing the university's name, should reflect its goals and values. To ensure that such activities conform to these goals and values and to safeguard the university's academic, financial, and legal position, the following general guidelines apply:

Activities should be organized and conducted in such a way as to clearly demonstrate that they are an extension of the educational purposes of the university and consistent with university goals and philosophy.

Plans should incorporate safeguards to the legal and financial position of the university, by providing for adequate liability insurance, by incorporating appropriate contractual agreements with agents and suppliers, and by using fiscal planning and procedures that cover and account for all expenses and contingencies.

Activities should have a university designated representative in attendance to ensure that its interests are safeguarded at all times. No activities should bear the university name or endorsement if it does not conform to these guidelines. *Planning and approval must proceed through official channels. Contact the chair/designee for permission and office of Risk Management for forms and insurance requirements.*

For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

## **Students with Disabilities**

La Sierra University intends to provide all enrolled students with opportunities for genuine learning and with access to its academic programs and services; to help them meet its academic standards; and to seek to ensure that their grades and degrees accurately reflect their skills. While articulating consistent standards for admission and the completion of degrees, it attempts to help all students meet those standards. The university's stance reflects both its fundamental dedication to the value of inclusive community and the consistency of its policies with applicable laws, including the Vocational Rehabilitation Act and the Americans with Disabilities Act.

In fulfilling this commitment, the university works actively with students to help them achieve their educational goals while ensuring the integrity of its academic programs, fostering partnerships that address the special learning needs of students on a case-by-case basis. Thus, it seeks to provide reasonable academic accommodations that enable qualified students with documented disabilities who request such accommodations to demonstrate their competence under conditions which do not, in virtue of their disabilities, prevent them unfairly from doing so.

Among the reasonable procedural accommodations potentially available to La Sierra University students are:

- Provision of additional time to complete a timed examination;
- Permission to record lectures when this would not otherwise be granted;
- Provision of a quiet room free from distractions in which an examination can be completed;
- Permission to use a word processor and spell checker to complete an essay examination when this would not otherwise be granted;
- Provision of syllabi and course outlines, as well as textbooks and other required reading materials, for a given course up to one month before the course begins;
- Provision of note-taking, transcription, and interpretation services;
- Provision of an instructor's notes for a lecture before the lecture is delivered when these would not otherwise be available; and
- Provision of notes on course web pages when these would not otherwise be available.

For all the details on La Sierra University's policies on accommodations for persons with disabilities, please see the Faculty Handbook, the La Sierra website, or contact the Office of Disability Services. Note that it is the student's responsibility to contact the Office of Disability Services to obtain the necessary documentation. This must be done during the first two weeks of the course. The ODS will then notify you of the specific needs of the student.

### **Unauthorized Recording and Posting**

The university encourages freedom of discussion and open exploration of ideas and concepts in classroom activities, campus meetings or related forums. This policy addresses the rights and responsibilities of individuals within the university community in regard to recording, dissemination, and posting of classroom and non-classroom materials.

All class lectures and course materials are copyrighted, and any recording, transmission, reproduction or redistribution of them without the written permission of the instructor is prohibited. Instructors may record and disseminate classroom activities and materials for legitimate pedagogical or assessment purposes. Postings should be limited to university-approved or –sponsored venues, such as Blackboard, etc. When possible, instructors should inform students in the course syllabus if the instructor intends to record classroom

activities. In all cases, instructors should inform students in advance when they are to be recorded.

Students may request permission to record classroom activities. Students with documented disabilities may be granted permission by the Office of Disability Services to make classroom recordings as an accommodation. Such students need to secure a letter of accommodation from the Director of the Office of Disability Services documenting their need to record a class lecture due to a disability and present this letter to the instructor. Prior to the student recording of any classroom activity, an Agreement for Recording Classroom Activities should be signed by the student and the instructor. When the recording of classes would interfere with the delivery of the course content and/or the assessment of student learning objectives, the instructor should work with the Office of Disability Services to determine accommodation alternatives.

Students without an accommodation may be granted permission to make classroom recordings with written permission of the instructor. Instructors may specifically prohibit recording of student personal information or situations of a sensitive nature, even when previous permission has been granted.

Student classroom recordings are intended to be solely for the personal use of the student. The student may not post, distribute, or share the recording. Under no circumstances shall the content of student classroom recordings be used in the evaluation or sanction of instructors or students. Student classroom recordings (including copies) must be destroyed at the end of the quarter, unless otherwise agreed to in writing by the instructor. Any alleged violations of this student recording policy may be referred to an appropriate disciplinary body.

For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

## **Academic Policies**

### **Grading Plan & Assigning Grades:**

A defensible grading plan is one that is shared ahead of time with your students, preferably in the syllabus, and once announced is faithfully followed. Please assign grades consistently and in accordance with the grading scheme outlined in your syllabus, complete the online grade submission form accurately, and submit your grades on time. For help with online submission of grades, check with your department office, or the Academic Records Office. The following grades may be given by contract teachers: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. For all other special cases such as incomplete, in progress, or withdraw, etc., please contact the chair/designee to discuss it prior to the end of the quarter. These grade designations can only occur under specific circumstances and by following certain protocol.

Teacher Education Program prerequisite courses require a grade of C or better. Credential and Discipline Core courses require a grade of B- or better. Please assign grades as they were earned; grade inflation should be avoided. Recording a B- when the student did not earn it makes student academic issues much more difficult for the department to address.

Please consult the La Sierra Faculty Handbook and the La Sierra Undergraduate and Graduate Academic Bulletins for more details.

### **Change of Grades:**

A change of grade may only be submitted due to miscalculation of the original grade. In order to request a change of grade, a Change of Grade Request form must be obtained, completed, and submitted to the Academic Records Office. You have only one term following the class to submit a grade change. After that, the instructor should consult with the Associate Academic Vice President.

### **Reporting of Grades:**

Course grades are due by 2:00 PM of the first Tuesday following the final examination week. The official report of grades is issued as soon as possible after the end of a term. A copy of the grade report is sent to the student and to the dean of the school. It is not the responsibility of the instructor or department to notify a student that a certain grade has been earned in a course. Remember that no grade information may be shared over email nor shared with anyone other than the student.

The omission of a grade on the instructor's grade report is not acceptable practice and will result in a grade of NS being assigned by the Office of the Registrar.

### **Clinical Practice/Observation/Field Work Hours**

Some courses within the School of Education (see appendix) require our students/candidates to complete clinical practice/observation/field work hours in a K-12 classroom during the day. Our students/candidates MAY NOT complete this requirement within their own classrooms. The Director of Student Teaching will assist students/candidates in securing a school site in order to complete this course requirement. Our students/candidates may not arrange their clinical practice/observation/field work hours on their own, but must make arrangements through our Director of Student Teaching.

In addition, if you are teaching any course in our Teacher Education Program that is part of the California credential program (see appendix), you are expected to be familiar with the Teaching Performance Expectations (TPEs) and the assessment of the TPEs by the California Teaching Performance Assessment (CalTPA). Information on this can be found here;

[http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML\\_FRAG/CalTPA\\_TestPage.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CalTPA_TestPage.html)

If you want to review the TPE and TPA materials available for your students, or if they request additional information, please have them access this landing page;

<http://www.ctcexams.nesinc.com/>

If you have any questions about this, please contact department leadership.

### **Final Exams and Exams Week:**

All students are expected to take final examinations as scheduled. Requests for exceptions are to be cleared with the Associate Vice President for Academic Administration at least three weeks prior to the close of the quarter. The instructor is not to permit out of schedule exams outside of the aforementioned process.

It is expected that an in-class exam, written exercise, or final class session will take place as educationally appropriate during the final exam period for each course.

### **Textbooks:**

Consult the department's Administrative Assistant to receive a complimentary copy of the current textbook for your course.

It is important that our textbooks and course materials are kept relevant and current. If you are interested in suggesting new textbooks or materials, please consult with a faculty mentor and obtain final permission from chair. Textbook orders for the upcoming quarter must be submitted early in the current quarter.

### **LiveText**

To comply with our assessment and accreditation requirements, the School of Education uses LiveText.com to collect data on student performance, which it uses to monitor program effectiveness and to make improvements to our program. All faculty and students are required to participate in our LiveText.com assessment program. Faculty participates by reviewing the standards the Assessment and Accreditation Coordinator has aligned with your course(s). Please inform students what their signature assignment will be and when it is due. (Ideally, this information should be in your syllabus.) Inform students that they must upload an electronic version of their signature assignment to LiveText.com. We recommend that signature assignments be due by midnight of the same day the assignment is due in your course. We further recommend that this be no later than the last day of finals week (that is, Thursday of finals week at midnight). We make these recommendations so that you will have time to both grade these assignments (e.g., on Blackboard) and assess them (on LiveText). Please inform your students that if they fail to upload their signature assignment(s) to LiveText.com, then they will

receive a zero on the assignment in your course, per School of Education policy. If you or students need technical assistance with LiveText, they may contact the digital learning support director or the faculty member in charge of assessment. Training may be provided on request in how to assess signature assignments. If students need to sign up for a LiveText.com membership, they may contact the Administrative Assistant.

For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

### **Family Education Rights and Privacy Act (FERPA)**

In accordance with the Family Educational Rights and Privacy Act (FERPA), La Sierra University has adopted policies and procedures to protect the privacy of education records. The following is a summary of the policies:

- The university must have written permission from the student in order to release any information from a student's Educational Record. **Consider everyone other than the student a third party, including the student's parents and friends.**
- If you are contacted by an individual or agency seeking information about student Educational Records, refer them to the Admissions & Records Office.
- Do not send grades via postcard, fax or **email**. These media do not guarantee confidentiality, and may be considered violations of FERPA.
- Never discuss grades, academic performance, or other non-directory information over the phone.
- Do not post grades publicly unless done so under a private code (for example, do NOT use an ID number or full/partial name). The code must not be personally identifiable.
- If a student approaches you in public to discuss a grade or test score, try to move the conversation to a private venue.
- A student cannot be required or coerced into providing written permission for the release of his/her Education Records.
- Obtain the student's written request for letters of recommendation.
- You **MUST** use your official La Sierra University email address to communicate with students concerning your class. In addition, students must use their official La Sierra University email address to communicate with you. If a student contacts you from any other email address, please reply to them telling them that they must use their official university email for communications, and that you will be happy to respond once you have received that.

If you have questions regarding FERPA compliance, please refer them to the Admissions & Records Office, at x2006 or registrar@lasierra.edu. Additional information about the policy can also be found on the La Sierra Website.

## Academic Integrity Policy

La Sierra University is committed to education for character, community, and culture. Embracing the principles of academic integrity is an important part of that commitment and provides a vital foundation for this community of scholars and its larger society. The following guidelines define academic integrity and establish a process to restore the community when violations occur. The university believes that education is fundamentally a place for scholars to work, learn, and grow in an atmosphere of trust and appreciation while providing fair and just corrective procedures to deal with those who breach such trust. Details of this policy, including examples of violations and specific consequences, may be found in such places as the university bulletins and the Student Handbook.

All members of the community of scholars (students, faculty, and other employees) at the university must agree to the following Academic Integrity Statement:

*I will act with integrity and responsibility in my activities as a La Sierra University student, faculty member, or employee. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things.  
I will follow the academic integrity policy.*

### Academic Integrity Committee:

The Academic Integrity Committee (AIC), composed of students, faculty, and staff, has the responsibility of promoting academic integrity on campus, investigating and adjudicating appeals and violations, and issuing reports of its decisions to the appropriate campus administrators.

Violations of academic integrity include behaviors such as the following:

- Plagiarism occurs when a writer appropriates another's ideas without proper acknowledgement of the source or uses another's words without indicating that fact through the use of quotation marks.
- Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as collusion in visual or oral form.
- Fabrication is the falsification or invention of any information or citation in an academic exercise. This includes lying to any member of the campus community.
- Facilitating Academic Dishonesty: The facilitation of academic dishonesty occurs when someone knowingly or negligently aids others or allows her or his work to be used in a dishonest academic manner.  
Such a person is as guilty of violating academic integrity as the recipient.

In cases where academic integrity is violated, there are multiple goals that must be balanced: The desire to ensure consequences that will preserve the integrity of the community of scholars; the

hope that the violation can be an opportunity for those involved to learn honesty, respect, and responsibility; and the desire to allow for forgiveness and restoration. The following classifications are used as rules of practice for faculty, administration, staff, and the AIC in balancing these goals. The general descriptions of the levels apply to violations of academic integrity for students. Consequences for violations of academic integrity will be proportionate to the level of violation, with Level Four violations generally resulting in dismissal.

#### *Level One*

Level One violations involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving Level One are primarily viewed as teaching opportunities and are therefore to be handled by the instructor or staff member in consultation with the instructor's Department Chair or, where appropriate, Program Director and the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Discipline Committee to the Judicial Committee.

#### *Level Two*

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving Level Two are still primarily viewed as teaching opportunities and are therefore to be handled by the instructor or staff member in consultation with the instructor's Department Chair or, where appropriate, Program Director and the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Judicial Committee.”

#### *Level Three*

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation. All cases involving Level Three violations should be discussed with the instructor's Department Chair or, where appropriate, Program Director and reported to the AIC, which will hold a hearing. Students may appeal the decision of the AIC to the Judicial Committee.

#### *Level Four*

Level Four violations represent the most serious breaches of intellectual honesty. All such cases should be discussed with the instructor's Department Chair or, where appropriate, Program Director and reported to the AIC, which will hold a hearing. Students may appeal the decision of the AIC to the Judicial Committee.

See the La Sierra Faculty Handbook or the La Sierra Website for additional information, including details on the student academic appeal process.



## **Alcohol and Drug Policy**

The university holds that a drug-free lifestyle is essential and thus maintains policies that seek an alcohol-, tobacco-, and drug-free campus environment. Contract teachers are expected to practice this lifestyle while in the buildings, on the grounds, and on off-campus sites during any school-sponsored activity.

La Sierra University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the university holds that a drug, alcohol, and tobacco-free lifestyle is essential and thus maintains policies that seek a campus environment that is free of these substances.

La Sierra University purposes to maintain a drug-free workplace in harmony with the laws of the land. The unlawful use, possession, distribution, dispensing, or manufacture of controlled substances by its employees, whether faculty, staff or students, is prohibited. Further, the university expects any person employed by the university who receives federal or state funding as an individual to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the university.

In addition to the requirements of the law, La Sierra University adopts the temperance practices and health principles espoused by the Seventh-day Adventist Church. This means that all faculty, employees, and students are expected to refrain from the use of alcohol, drugs, or tobacco while enrolled or employed at the university.

The university presents a preventive educational program to its faculty, students and employees to develop an awareness of the risks involved in alcohol, tobacco and drug use and abuse and to promote the benefits of a lifestyle free of these substances. The university may, in its discretion, provide therapeutic alternatives for anyone in the university involved in the use of alcohol, tobacco, prescription or nonprescription drugs or other mood altering substances which impair the appropriate functioning of the involved individual within the university community. As a condition of employment all La Sierra University employees are required to follow this policy. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution.

For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

## **Non-Fraternization Policy: Consensual Relationships**

La Sierra University is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate sexual conduct. Inappropriate sexual conduct is unprofessional behavior and is forbidden as a

matter of institutional policy. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with La Sierra's policy. Established violations will lead to disciplinary actions which may include termination of employment or permanent expulsion from the university.

This policy applies to all administrators and supervisors, regular and temporary faculty members, teaching and research assistants, staff members and students. It pertains to actions that affect any employee, student, or guest of La Sierra University.

### **Professional Risks:**

It is in the interest of La Sierra University to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual/romantic or consensual/sexual relationships between members of the university community where a conflict of interest and/or a power differential between the parties exists. Consensual relationship is defined as a romantic and/or social engagement arranged by personal invitation between two unmarried individuals or arranged by a third party. Romantic relationship is defined in this policy as a mutually desired courting activity between two unmarried individuals. Individuals entering such relationships must recognize that:

CONFLICTS OF INTEREST may arise when such relationships occur between and among faculty, staff, students, and prospective employees. University policies and ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have consensual/romantic or consensual/sexual relationships.

POWER DIFFERENTIALS between the parties in consensual/romantic or consensual/sexual relationships may cause serious consequences even when conflicts of interest are resolved.

Individuals entering into such relationships must recognize that:

1. The reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
2. Where power differentials exist, even in a seemingly consensual relationship, there are limited after-the- fact defenses against charges of sexual harassment. Furthermore, under certain situations consensual relationships may be outside the scope of employment for University employees and, if so, an individual would not be covered by the university's liability protection in subsequent litigation; and
3. It is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

### **Consensual/Romantic or Consensual/ Sexual Relationships:**

A consensual/romantic or consensual/sexual relationship between individuals who occupy different levels of authority in the institution automatically and inevitably carries the potential for evolving into a sexual harassment case of very serious implications, either from a subsequent change of attitude by the subordinate partner or from a contemporary complaint from a

disadvantaged third party. Relationships of this sort are forbidden in those instances in which the partner with higher status and/or power has explicit or implicit authority over, or the power to reward or punish, the partner with lower status and/or power.

It follows that consensual/romantic or consensual/sexual relationships between faculty members and students, or between administrators or supervisors and staff in an office or program are also forbidden.

### **Reporting Policy:**

Where a conflict of interest exists, or may exist, in the context of a consensual/romantic or consensual/sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the university or to either party in the relationship.

For more information, see the La Sierra Faculty Handbook and/or the La Sierra website.

### **Discrimination and Harassment Policy**

La Sierra University is committed to providing an educational and employment environment that values individuals of diverse backgrounds who can advance the institution's mission and support a learning and workplace setting free from discrimination and harassment. In keeping with this commitment, the university expects all university employees and students to conform to the requirements of federal and state law as well as standards of conduct mandated by the institution concerning discrimination and harassment matters. The university also encourages persons subjected to or who witness any forms of discrimination and harassment—or retaliatory conduct arising from complaints of discrimination and harassment—to report such behaviors and incidents to appropriate university personnel as set forth more fully below.

#### **A. General Applications**

1. **Protected Classifications:** Discrimination and harassment are prohibited against any person on the basis of race, ethnicity, national origin, sex, marital status, age, veteran status, medical condition, physical handicap, or other protected classification as defined by federal or state law.
2. **Applicable Activities:** Discrimination and harassment are prohibited in the university's admissions and educational policies, employment programs, financial affairs, student life and campus services, or any related institutionally-administered or supported programs.

#### **B. Forms of Prohibited Behaviors**

1. **Discrimination:** Discrimination is defined as prejudicial and/or harmful actions taken against a person on the basis of a protected classification as stated in A.1 above.

2. Harassment: Harassment is defined as verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with a person's work or academic performance.
3. Sexual Harassment
  - a. *Definition*: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where
    - i. Submission to such conduct is made explicitly or implicitly a term or condition of a person's employment or status in a course, program or activity; or
    - ii. Submission to or rejection of such conduct by a person is used as a basis for an academic or employment decision adversely affecting that person; or
    - iii. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance, or of creating an intimidating, hostile, or offensive learning or work environment.
  - b. *Forms of Sexual Harassment*: Sexual harassment can be objectively and readily identifiable, relative to the specific circumstances and relations of the persons involved, or it can be of a nature seemingly harmless to many yet subjectively perceived by some persons as unwelcome and offensive. The following constitute examples of conduct and situations representative of sexual harassment:
    - i. Physical assault;
    - ii. Direct or implied threats that submission to sexual advances will be a condition of a grade, letters of recommendation or employment retention or promotion;
    - iii. Direct or subtle propositions of a sexual nature;
    - iv. Sexual references or sexually explicit statements unrelated to legitimate matters of employment or education, including but not limited to: sexual questions, jokes, anecdotes, remarks concerning the sexual nature of another's clothing, sexual activity, sexual preference, or speculations about a person's previous sexual experience;
    - v. Unnecessary and/or unwanted touching, patting, hugging, or brushing against another's body;
    - vi. Displaying posters, calendars, graffiti, symbols, or other visual objects or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education; and
    - vii. Using computers, including the Internet, E-mail, Twitter and related systems of communications to transmit or receive text or images of a sexually explicit or suggestive nature unrelated to legitimate matters of employment or education.
4. Retaliation: Retaliation is defined as inappropriate words or actions directed against persons who consider or register discrimination, harassment, or retaliation complaints, or against persons who assist with or participate in an investigation of the reported conduct.

### C. Responsibilities in Recognizing and Reporting Discrimination or Harassment

1. Recognizing Discrimination or Harassment: Administrators, Faculty, Staff and Students should be alert to identifying forms of discrimination and harassment, whether such

incidents take place in the course of workplace responsibilities, academic endeavors, or social activities related in any way or form to the life of the university.

2. Reporting Responsibilities of Administrators, Faculty, and Supervisory Personnel: Persons employed by the university as administrators, faculty members, and/ or who serve the institution in a supervisory capacity have a legal obligation to immediately address, and if necessary, report discriminatory, harassing, and retaliatory behaviors or conduct to the university's Department of Human Resources (HR).
3. Reporting Discrimination and Harassment: Persons who believe that they have been subjected to a form of discrimination and/or harassment or administrators, faculty, staff or students who have witnessed such incidents should
  - a. Inform the perpetrator, only if feasible, that the conduct is considered offensive and should be terminated; and
  - b. Notify their supervisor, or if the supervisor is the alleged perpetrator, notify the supervisor's superior to report the prohibited behavior; If the person reporting the discrimination and/or harassment is a student the term "supervisor" is defined to be the La Sierra University employee who directly oversees the area where the incident occurred; and
  - c. In consultation with the supervisor and/or HR determine if the incident warrants written documentation. If it is deemed necessary the reporting person shall state in writing, in consultation with HR, accurately and truthfully the facts of the incident(s), the date and approximate time of each event, and name(s) of the person(s) involved.
4. Deciphering Discrimination and Harassment: If a complainant or other concerned persons are in doubt about whether forms of unlawful discrimination or harassment have occurred, he or she should contact HR for clarification and assistance.

#### **D. Refraining from Retaliation against Discrimination or Harassment Complainants.**

Retaliation against employees or students for considering or registering complaints of discrimination or harassment, or against such persons who assist with or participate in an investigation of the complaint, shall be prohibited and subject to the same reporting and disciplinary actions set forth in Section C above.

For more information, please see the La Sierra Faculty Handbook and the La Sierra Website.

#### **Intellectual Property Rights**

Some general guidelines for educational fair use:

- Assume everything has a copyright, whether declared or not.
- Copies can only be made from legally acquired originals.

- Use should be for instruction, not for commercial, entertainment, or reward uses.
- Copies must contain copyright information and/or attribution.
- No more than one poem, article, story, or essay, or two excerpts, may be copied from a single author, no more than three copies may be made from the same collective work or periodical issue, and no more than nine copies in total, not counting “current news” items, may be made within a single quarter without permission.
- Fair use must be “at the instance and inspiration of a single teacher,” meaning without sufficient time to obtain permission and not be directed by a “higher authority.” Continuing to use a resource for subsequent quarters requires permission.
- Don’t create anthologies, compilations, or collective works from multiple sources, either all at once or in installments.
- Don’t copy “consumable” items, such as lab worksheets, standardized tests, workbooks, etc. that are not licensed for such.
- Copyrighted material may not be posted to a “public forum,” including the Internet, without permission. It is our opinion that Blackboard, because it is a closed, password-protected system, does not constitute a “public forum,” and thus these guidelines apply equally to both physical distribution in a classroom and online distribution via Blackboard.

See the La Sierra University website for additional information.

### **References**

La Sierra University (2015). *2015-2016 La Sierra University academic bulletin: Undergraduate*. Retrieved from <https://lasierra.edu/bulletins/>

La Sierra University (2015). *2015-2016 La Sierra University academic bulletin: Graduate*. Retrieved from <https://lasierra.edu/bulletins/>

La Sierra University (2016). *La Sierra University faculty handbook*. Retrieved from <https://lasierra.edu/provost/resources-for-faculty/>

## Appendix

### **Teacher Education Program credential courses**

EDFO 305/EDCI 507: Psychological Theories of Instruction  
EDCI 204/502: Introduction to Teaching  
EDCI 498/500: Introduction to Assessment  
EDCI 413/516: Technology in Education  
EDCI 417C/523C: Culture, Society and Ethics  
EDCI 464/564: Special Education in the General Classroom  
EDCI 410/510: Classroom Management  
EDCI 416/522: Reading K-8 (multiple subject only)  
EDCI 415/521: Mathematics K-8 (multiple subject only)  
EDCI 416/522: Language and Literacy K-8 (multiple subject only)  
EDCI 418/527: Science and Health, K-8 (multiple subject only)  
EDCI EDCI 416A/522A: Language and Literacy 9-12 (single subject only)  
EDCI 419/518: Reading in the Content Area (single subject only)  
EDCI 429/529: Middle School Theory and Practice (single subject only)  
EDCI 430/530: Secondary Theory and Practice (single subject only)



**La Sierra**  
UNIVERSITY

### **Acknowledgement of Receipt**

Name: \_\_\_\_\_

I have received and read the Adjunct and Contract Teacher Handbook regarding my employment with the Curriculum and Instruction Department, and agree to the following:

*(Please initial each line below)*

\_\_\_\_\_ **I WILL** familiarize myself with the handbook and ensure I understand the requirements expected of me to teach in the Curriculum and Instruction Department of La Sierra University.

\_\_\_\_\_ **I WILL** adhere to and enact the department policies and procedures outlined in the handbook.

\_\_\_\_\_ **I UNDERSTAND** that La Sierra University and the Curriculum and Instruction Department reserve the right to modify or revoke any of the policies/ procedures within the handbook, in whole or in part, at any time, with or without advance notice.

A current version of this handbook may be accessed on the Curriculum and Instruction Department forms and handbooks page of the La Sierra University website. The department will inform current instructors when modifications of policies or procedures occur.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_