



UNIVERSITY OF  
NORTHERN COLORADO

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College of Education &  
Behavioral Sciences  
Office of the Dean

## Adjunct Handbook

### College of Education and Behavioral Sciences (EBS)

2021-2022

#### Contact information

- Dean of EBS: Dr. Jared Stallones [jared.stallones@unco.edu](mailto:jared.stallones@unco.edu)
- Associate Dean of EBS: Dr. Robyn Hess [robyn.hess@unco.edu](mailto:robyn.hess@unco.edu)
- Associate Dean of EBS: Dr. Ginny Huang [jingzi.huang@unco.edu](mailto:jingzi.huang@unco.edu)
- EBS Dean's office: 970-351-2817 or [ebsdeansoffice@unco.edu](mailto:ebsdeansoffice@unco.edu)

#### Extended Campus Contacts:

- Director of Program Operations: Ann O'Connor [ann.oconnor@unco.edu](mailto:ann.oconnor@unco.edu)
- Loveland Campus: [LovelandCenter@unco.edu](mailto:LovelandCenter@unco.edu) 970-351-1749
- Denver Center at [extended.campus@unco.edu](mailto:extended.campus@unco.edu) 303-637-4335

## Getting Started:

### Paperwork to complete for UNC

You will need to fill out a series of forms before you are officially in the system. Edie Dolben, HR Specialist (edith.dolben@unco.edu) will provide these forms to you or they are accessible using the links below:

- W4 Form [2021 Form W-4 \(unco.edu\)](#)
- Disclosure and Consent Form for Background Release [https://www.unco.edu/human-resources/pdf/hr-forms/Background\\_Release\\_NEW.pdf](https://www.unco.edu/human-resources/pdf/hr-forms/Background_Release_NEW.pdf)
- Automatic Deposit Agreement, you will have to attach a voided check or a letter from your bank to this document. [direct deposit agreement rvsd 2019.pdf \(unco.edu\)](#)
- I-9 Form, note-acceptable documents are listed on page 3. <https://www.unco.edu/human-resources/pdf/hr-forms/i-9-printable-expires-10-31-2022.pdf>
- PERA Membership Disclosure [pera membership disclosure new.pdf \(unco.edu\)](#)
- Personal Data Form [Personal Data Form-2018.pdf \(unco.edu\)](#)
- Retirement Plan Election Form [2022-ORP-Election-Form.pdf \(unco.edu\)](#)
- Social Security Statement Form [Form SSA-1945 \(5-2004\) new draft 12 10 2004 no date.pmd \(unco.edu\)](#)

\*\*These forms only need to be filled out if you are a new adjunct instructor or you have not taught for UNC for more than one year.

### For Adjuncts Teaching Graduate Level Courses

All adjunct teaching graduate level classes need to obtain Graduate Lecturer Status. Please complete the form on the link below. The School Director, College Dean, and Graduate Dean must sign the completed form.

<http://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx>

Submit the signed form and include a vitae/resume to the program coordinator who will take care of all required signatures.

### How to log in to URSA, CANVAS, EMAIL, & DIGITAL MEASURES

When you are hired at UNC, you will be given an email address ([firstname.lastname@unco.edu](mailto:firstname.lastname@unco.edu)). You will create a password when you log into URSA for the first time. The username will always be [firstname.lastname@unco.edu](mailto:firstname.lastname@unco.edu). Your password will need to be updated every 6 months; the system will warn you before it expires. Call 970-351-4357 for problems logging in.

## Important links

1. **URSA** - Main dashboard where you access your class roster, room assignments, and employee information (pay stubs, etc.)  
(For instructions on accessing URSA-  
[https://apps.unco.edu/aboutursa/faculty\\_helpsheets/intro\\_to\\_ursa\\_for\\_faculty.html](https://apps.unco.edu/aboutursa/faculty_helpsheets/intro_to_ursa_for_faculty.html))  
Use the “faculty and advisor tools” section for all course-related and student information (you enter final grades in URSA); use the “Employee tab” for all personal information (pay information, tax information, etc.).  
<https://cas.unco.edu/cas/login?service=https%3a%2f%2fursa.unco.edu%2fdefault>
2. **Canvas** - Canvas is UNC’s learning management system. Use Canvas to access student roster, post assignments, and keep track of grades in grade book through the semester (end of semester grades are entered on URSA). There are numerous tutorials and helpful links of Canvas. CETL (Center for the Enhancement of Teaching and Learning) is available for training sessions or one-on-one tutorial on how to use Canvas.  
<http://www.unco.edu/canvas/>
3. **OnBase** – OnBase is the system used to submit grade changes. When you select Submit grade changes from your URSA account, you will be redirected to OnBase
4. **Digital Measures – Sign** into your URSA account to access Digital Measures (Employee – Employee Important Links – Digital Measures). Your courses will be listed, but you must fill in your Personal and Contact Information. Digital Measures is an online vitae of sorts; any classes you teach should be listed, and at the end of the semester, please add your course evaluation scores.  
**Other required and optional items for Digital Measures:**
  - Required: Highest degree earned and field of study (if the field of study is different from the discipline being taught, we must document that the discipline meets the tested experience criteria of the hiring department)
  - Optional but recommended: relevant licensures and certifications
  - Optional but recommended – transcripts uploaded to degree section; CV uploaded to tested experience
  - For instructors, including adjuncts, who do not possess a masters (required for teaching undergraduate courses) or a terminal degree (required for teaching graduate courses), we must list the instructor’s qualifications that meet the department’s tested experience criteria in the appropriate section of DM. See the department chair or school director to obtain a copy of the tested experience criteria. They will complete that section of DM.

## Getting Paid:

Contracts are awarded on a semester basis and will need to be acknowledged. Please follow the directions as listed to acknowledge your contract:

- Access SSB FLAC Assignments
  - Log into school portal
  - Click on the “Employee” tab, then “Faculty Load and Compensation”
- From the Faculty Load and Compensation page, select **Compensation and Acknowledgement**.



## Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)  
W4 information, W2 Form or T4 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Campus Directory](#)
- [Faculty Load and Compensation](#)
- [Parking Services](#)  
Purchase parking permits, pay parking fines, view permit and citation history.
- [Employee Dashboard](#)  
SSB 9 13

- Select “Compensation and Acknowledgement”

Instructional and Non-Instructional assignments can be viewed from this page, along with the associated total compensation for Instructor and Faculty Contract Types.



## Faculty Load and Compensation

- [Compensation and Acknowledgement](#)
- [Faculty Compensation Administration](#)
- [Summary View of Locked and Unlocked Status](#)

- To view the associated Contract texts for the assignments, the employee can click on the note icon next to Contract Note. This text includes the appropriate ‘at will contract language’ for Instructor Contract Types and any defined language for Faculty Contract Types.
- Clicking on available links will provide some basic details associated with those fields. Review the courses and pay and contact HR if you have questions or concerns.

Select desired Term and the Go button. Only those assignments with a check next to Faculty Acknowledgment have been finalized in Banner with Instructional Services and Human Resources. Those assignments without a check are still being finalized in Banner.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation.

Name and ID: 299520-00 Asst HR Director  
 Term: \* 201220 - Fall 2011 Go

299520-00 Asst HR Director Faculty Acknowledgment:  Acknowledgment Date:  
 Organization: 116300, Human Resources Ops  
 ⚠ Job is not available for Acknowledgement at this time. Please retry at a later date.  
 Contract Type: Faculty Contract Note: 📄

611795-00 Instructor - PSY Faculty Acknowledgment:  Acknowledgment Date: 02/26/2012  
 Organization: 111795, PSY Psychology  
 Contract Type: Instructor Contract Note: 📄

Instructional										
CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
2096-01	<a href="#">PSY-235-Psychology</a>	C12	CC		<a href="#">3.000</a>	3.000	0.000	0	100	2,130.00
Calculated Compensation:										2 130.00

- Select the “Acknowledge” button, then SAVE.
  - In most cases, the pay rate for adjunct instructors is \$1,260 per credit hour, however there
  - Pay is distributed monthly, over the term of the contract. You will be paid on the last business day of the month; it will be direct deposited in the bank account you listed.

### Helpful Websites:

#### University of Northern Colorado Adjunct Information

<http://www.unco.edu/cetl/for-faculty/adjunct-faculty-resources/>

## **Information Management & Technology**

1. **UNC Technical Help Office** – 970-351-HELP (4357) – answers questions about login problems, classroom support, and account access (URSA, CANVAS). If you are having technical problems in the classroom when you are teaching, the IM&T (Information Technology & Technology) technicians will usually be able to assist you promptly.

OR

<http://help.unco.edu>

- Under the Services tab you will find:
  - "Accounts and Passwords" tab, links to all programs.
  - "Teaching and Learning" tab, adjunct faculty can find information on CETL (Center for the Enhancement of Teaching and Learning) and IDD (Instructional Design and Development), including upcoming workshops on Canvas. This tab also contains information on LinkedIn Learning, which has video guides for Office 365 (how to use Teams, Outlook, SharePoint, etc.).
  - Under the "Network and Connectivity" tab, faculty can find information on how to connect to the Wi-Fi while they are on campus.
- The site offers the "Submit Ticket" button for technical issues and phone numbers.

### **EBS Supp Canvas Shell –**

- We have created a module for faculty that addresses many of the most frequently asked questions. If you would like to be added to this shell, notify your unit leader and they can have this module added to your Canvas shell. You will need to accept the course invitation to make it appear.

## **PRACTICAL INFORMATION:**

### **Keys, Copier Access, and Office Supplies**

- For key & swipe access, please reach out to Keyleigh Gurney at [keyleigh.gurney@unco.edu](mailto:keyleigh.gurney@unco.edu), who will complete the request to Facilities Management. Please have the name, location, Bear #, and phone # ready.
- For copier access, please reach out to Keyleigh to have her set you up for copier and scanning use.
- For office supplies, Keyleigh will be your contact. If you would like a specific product, please provide the Business Office Depot or Amazon Business link. If you are an adjunct faculty for the School of Teacher Education, Cheryl Sparks [cheryl.sparks@unco.edu](mailto:cheryl.sparks@unco.edu), will be your contact for supplies.
- All mail comes to McKee 126 suite, mail room
- Each unit gathers their mail and distributes to their specific areas. Larger items (e.g., books, materials), may need to be retrieved directly from McKee 126

## **Parking**

- Any car parked in the UNC lots during the week between the hours of 8-5 must have a parking tag. <http://www.unco.edu/parking/>
- A daily parking pass can be purchased for \$5 at the kiosk on 14<sup>th</sup> Street, this pass only allows for parking in the student lot.

## **Room Assignments**

- Your room assignment should appear on URSA when you look up your course. If there is a problem with the room (e.g., not the proper set up for the class, doors are locked), contact [Sue.Allen@unco.edu](mailto:Sue.Allen@unco.edu)
- If you are an adjunct for STE, please contact [Cheryl.Sparks@unco.edu](mailto:Cheryl.Sparks@unco.edu) for all scheduling and room assignment questions or concerns.

## **Office availability**

- If you would like an office, please notify the unit leader to determine availability. Contact Keyleigh Gurney, [Keyleigh.gurney@unco.edu](mailto:Keyleigh.gurney@unco.edu) to have a key to the office assigned to you. Please note that the key will need to be turned in to facilities at the end of the semester.

## **Computer Equipment**

- Contact Information Management and Technology for any technology that you need or technology questions that you have. [Information Management and Technology | University of Northern Colorado \(unco.edu\)](#)

## **Extended Campus –**

Staff are currently working to update their handbook and should be available on the EBS Hub when it is ready.

**\*Extended Campus Personnel:** <http://extended.unco.edu/about/staff.asp>

Ann O'Connor or Nick Dix can assist with general questions or direct you to the correct person to answer your question. [Ann.OConnor@unco.edu](mailto:Ann.OConnor@unco.edu), [Nicholas.Dix@unco.edu](mailto:Nicholas.Dix@unco.edu)

Marissa Boston can assist with questions about pay. [Marissa.Boston@unco.edu](mailto:Marissa.Boston@unco.edu)

## **Guidelines for Teaching:**

Submit your syllabus to the unit leader or program coordinator for approval prior to the start of your course. When it is approved, submit to [ebsdeansoffice@unco.edu](mailto:ebsdeansoffice@unco.edu) so it can be stored in the EBS SharePoint drive.

## **Syllabus:**

- Any alterations to the syllabus made by an adjunct instructor should be approved by the lead instructor/unit leader.
- Course description, course objectives/outcomes, and major course assessments/projects cannot be altered by instructors.
- All course syllabi need to include Syllabus Statements recommended by UNC which is updated regularly:

[https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus\\_statements.aspx](https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx)

## General Guidelines for teaching:

- To access a public course schedule
  - <https://www.unco.edu/registrar/> Click on Public Course Schedule then click on the Go to Course Schedule button on the next screen. Another screen will open where you will first select the term. After the list of programs populates, select the program you want (i.e. ELPS), and it will generate the public course schedule for that program and semester.
- Textbooks:
  - Please do not change the text assigned to the course unless discussed with lead faculty member or unit leader. The lead instructor/anchor faculty will let you know if the text has already been ordered for your section. Textbook Entry Site - [https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=1249&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=1249&langId=en_US)
  - You may obtain a copy of the textbook (free of cost) by contacting the publisher and requesting an “exam copy.”
- Communication with lead instructor/unit leader:
  - Meet with the lead instructor/unit leader prior to the start of the semester to discuss any questions.
  - Please check in (via email, phone, or in person) at least once a month with the lead instructor/unit leader to update the status of the course and discuss problems or questions.
  - Some of the course assignments are required in all sections of the course, and thus, cannot be changed or eliminated. Please contact lead instructor/anchor faculty to determine what assignments cannot be changed.
  - During the first semester, either the program coordinator or the lead faculty member may schedule an observation to observe the instruction.
- **Class Cancellations:**
  - If you must cancel class (illness, emergency), please 1) alert students via Canvas announcements and 2) Alert your unit leader
- **Student concerns:**
  - **Any student concerns** (attendance, plagiarism, etc.) should be reported to the lead professor/unit leader and program coordinator.
  - **How to find a class list with bear numbers**
    1. Log into URSA.
    2. Click on the Employee tab.
    3. Click on “Self Service Banner” which is the first one on the list under General Information (middle column under Employee Tools on bottom half of screen)
    4. Click on Faculty and Advisors
    5. Then I click on CRN Selection which also asks me to select the term.



6. If you select any specific course and hit “submit,” then select the Summary Class List option, it brings up the list with the Bear numbers and number of credits.
- **How to clear a student for registration**
    1. Log into URSA then click on the Employee tab.
    2. Click on “Self Service Banner” under General Information (middle column) under Employee Tools (bottom half of page).
    3. Click on Faculty and Advisors.
    4. Click on Registration Overrides on the Faculty and Advisors page.
    5. Select the appropriate term from the drop-down on the next screen.
    6. Enter the student’s Bear number OR last name and first name and click Submit.
    7. When the student’s name and Bear number come up on the next screen, click Submit.
    8. The next screen will have a place where you can select the course to provide a registration override (only your courses will be listed). Under the “Override” column, select the third option, “InstrConsent Including Capacity.” Click Submit.
    9. Click submit on the next screen, and you should see the course listed under “Current Student Overrides” listed toward the bottom of the page.
  - **Progress Reports**
    - UNC uses a mid-term progress report to identify students who may be struggling in their classes in order to direct them to advisors and faculty who can give them timely help and direction. Around the 5th week of classes, the AVP for Student Academic Success will send a Request for Feedback on select students who are participating in specialized academic programming or identified as someone of concern in their academic program.
    - Instructors are sent an email with a hyperlink to a page that allows them to indicate which of the students included in the request may be having difficulty and to specify the reason for that difficulty (e.g. excessive absences). Once the report is submitted, the information will be shared with the student by the student’s advisor/academic coach, with the intent of addressing any issues before they become too serious. Feedback to the student may include utilizing your office hours to discuss questions they have or to gain a better understanding of the ways they could be more successful. These progress reports are helpful for providing early intervention to students who need support and you are encouraged to complete progress reports when asked.
    - Please note that progress reports do not replace an instructor’s responsibility to address concerns. When students are frequently absent or miss assignments, instructors should continue to communicate care and offer support.

- **Entering Final Grades:**
  - Final grades need to be submitted by the due date set by UNC. No exceptions.
  - **How to enter the final grades:**
    - Log in to URSA.
    - Click on the “employee” tab.
    - On the left side, click “final grades.” Enter students’ grades. Click submit.
    - Incomplete policy: <https://www.unco.edu/registrar/grades/#fndtn-tabIncompleteGrades2-d19e195> \*Please check in with lead faculty/unit leader to determine whether a student is eligible for an incomplete.
  - Incomplete grade can be assigned when appropriate. Please note, if you are not teaching in a subsequent semester, you may not have access to URSA/OnBase to change the grade. You will need to work with the program coordinator/unit leader to submit the grade change.
  - How to submit a grade change:
    - In URSA, under the employee tab, and the listing Grades, click on Grade Change Request Form, and it will access the form that you will need to submit. Please direct the form to your department chair/director. Please contact your chair/director for additional help.
- **Connecting with Faculty**
  - Adjuncts are welcome (but not required) to attend monthly faculty meetings, program meetings, or other university events. Please contact the program coordinator for dates and times.

### **University Policies:**

UNC Board Policy regarding students’ documents and class materials:

[http://www.unco.edu/trustees/pdf/policy\\_manual.pdf](http://www.unco.edu/trustees/pdf/policy_manual.pdf)

### **2-3-408 Records (p.98)**

Faculty will maintain student records for at least one semester from the date the class ended. Faculty who resign/retire, conclude a term contract, or otherwise terminate their employment with the University will leave all student records with the department chair/school director or his or her designee in the program area prior to leaving the University. Such records include grade books or other documentation for assigning grades; and include exams, papers, projects, etc., which have not been returned to students. The department chair/school director or his or her designee in the program area is responsible for collecting this material and having it available upon request. Records need to be collected and retained only to cover the period of time in which an academic appeal could still be filed. [See also Part 2 – Academic Appeal Procedure.]