

**ADJUNCT
HANDBOOK**

University of Alaska Anchorage

Published August 2002

INTRODUCTION

Welcome to the faculty of Alaska's largest, most diverse, and newest university. The University of Alaska Anchorage currently serves over 18,600 students at various Southcentral Alaska locations, including Kenai, Kodiak, Prince William Sound, Mat-Su, Chugiak-Eagle River, Homer, and a number of military installations around the state. These students study a broad array of programs, ranging from aviation technology to zoology. Some students take just a course or two, while many others are studying for certificates, undergraduate, or graduate degrees.

To meet the needs of such a diverse student body, UAA employs a competent and dedicated faculty. This handbook has been designed to serve faculty as a concise reference source. It contains information about many topics relevant to campus administration and instruction. While the handbook is not intended to be a comprehensive statement of university policy, it provides many answers to questions of immediate concern to faculty and identifies offices to contact for more detailed information as necessary.

Comprehensive statements of university policy are contained in the [Board of Regents' Policy and University Regulations](#). A copy of each publication is available for review in the UAA libraries as well. Most of the provisions of these documents are applicable to all University of Alaska employees, permanent and temporary alike. All faculty are encouraged to consult them as needed. Should a conflict arise between any statement made in this handbook and provisions contained in the University Regulations and/or the Board of Regents' Policies, the latter will prevail.

Wherever possible, information regarding the community campuses ([Kenai Peninsula College](#), [Kodiak College](#), [Matanuska-Susitna College](#), and [Prince William Sound Community College](#)) has been provided. Specific details pertaining to facilities and services at the extended colleges may be found in the bulletin published at each college.

Supplemental sources of information recommended for faculty include the campus telephone directory, Academic Catalog, Class Schedule, Financial Aid Handbook, and Student Handbook. Those faculty members teaching classes in the Anchorage School District facilities will also find the ASD Policies and Procedures guidelines helpful. In addition, this Handbook is available on line at [UAA's Office of Academic Affairs - Faculty Services](#).

The university community eagerly welcomes the UAA faculty members and hopes that all faculty will enjoy a pleasant and productive academic year.

TABLE OF CONTENTS

INTRODUCTION	2
FREQUENTLY CALLED NUMBERS	1
Executive Officers	1
Schools and Colleges	1
Academic Support	1
INSTRUCTIONAL INFORMATION	1
Standards of Instruction and Contact Hours	1
Course Content	1
Course Syllabus	1
Class Attendance and Faculty Initiated Withdrawals	2
Class Rosters	2
Final Examinations and Papers	2
Student Evaluations of Faculty	2
ENROLLMENT SERVICES	3
Open Enrollment	3
Academic Advising	3
AHAINA	5
Native Student Services	5
Della Keats Enrichment Program	5
Internship for Native Student Training and Education Program (INSTEP)	5
Registration	5
Faculty Signature	6
Prerequisites	6
Repeating Courses	6
Other Enrollment Services	6
Registration Updates	7
Add Policy	8
Drop Policy	8
Under-Age Student Registration	8
Withdrawal Policy	8
Grading	8
Academic Letter Grades	8
Non-academic Grades	8
Other Designations	8
Change in Grading Option	9
Incomplete	9
Deferred Grades	9
Credit/No Credit (CR/NC)	9
Pass/No Pass	10
Auditing	10
Directed Study	10
Independent Study – Course Numbers Ending in –97	10
Grade Changes	11
End of Semester Grading	11
Posting of Grades	11
University Student Education Records (FERPA) Policy	11
Academic Dishonesty	13
Academic Dispute Resolution	13
Academic Rights of Students	13
Student Dispute/Complaint Resolution Process	14
PERSONNEL INFORMATION	14
Personnel Files	14

Adjunct Faculty Hiring Documentation	14
Pension Plan	15
Tax Deferred Annuities	16
Payroll Procedures	16
CAMPUS DIVERSITY AND COMPLIANCE	16
DRUG-FREE WORKPLACE	16
Regents' Policy 04.02.040	16
University Regulation 04.02.040	17
ALCOHOL POLICY	17
ETHICAL OBLIGATIONS	17
CODE OF ETHICS OF THE EDUCATION PROFESSION	18
MISCONDUCT IN RESEARCH, SCHOLARLY WORK, AND CREATIVE ACTIVITY IN THE UNIVERSITY	19
Regents' Policy 10.07.06	19
University Regulation 10.07.06	19
GRIEVANCES/ACADEMIC DISPUTES	23
CAMPUS SUPPORT SERVICES	23
Peer and Professional Support Groups	23
Accounting/Cashier - Anchorage Campus	23
Safety Tips	24
Campus Security Report	24
Safety and Emergency Procedures	24
Emergency Weather Closures	25
Emergency Information Distribution	25
Campus Regulations	26
Smoking	26
Controlled Substances	26
Concealed Handguns	26
Parking Services	26
Campus Center	27
UAA WOLFcard	27
Food Service	27
University Housing/Dining/Conference Services (UHDCS)	27
Bookstore	28
LIBRARIES	28
Consortium Library	28
Kenai Peninsula College Library	29
Kodiak College Carolyn Floyd Library	30
Matanuska-Susitna College – The Alvin S. Okeson Library	30
FACULTY INSTRUCTIONAL AND TECHNICAL SUPPORT	30
Learning Resources Center	30
Information Technology Services	31
Center for Advancing Faculty Excellence	32
Center for Community Engagement and Learning	33
MISCELLANEOUS INFORMATION	33
Department Meetings	33
Faculty Absences	33
Instructional Supplies and Materials	33
Secretarial Support	33

FREQUENTLY CALLED NUMBERS

Executive Officers

Edward Lee Gorsuch, Chancellor.....	61437
James Chapman, Provost	
Office of Academic Affairs.....	61921
Cynthia Matson, Vice Chancellor	
Administrative Services.....	64620
Susan Ruddy, Vice Chancellor	
University Relations.....	61296
Linda Lazzell, Dean of Students	
Office of Student Affairs.....	66132

Schools and Colleges

College of Arts and Sciences	
Theodore Kassier, Dean.....	61706
College of Business and Public Policy	
Thomas Case, Interim Dean.....	64126
College of Health, Education and Social Welfare	
Elizabeth Sirles, Interim Dean.....	64406
Community and Technical College	
Jan Gehler, Dean.....	66494
Chugiak-Eagle River.....	694-3313
Elmendorf AFB.....	753-0204
Ft. Richardson.....	428-1228
Consortium Library	
Stephen Rollins, Dean.....	61825
School of Engineering	
Robert Lang, Dean.....	61859
Kenai Peninsula College	
Gary Turner, Director.....	262-0317
Kodiak College	
Douglas Hammer, Director.....	486-1220
Matanuska-Susitna College	
Paul Dauphinais, Director.....	745-9721

Academic Support

Academic Technology Services.....	64488
Consortium Library.....	61871
Facilities Scheduling.....	61209
Faculty Governance.....	61945
Faculty Services.....	61462
Human Resource Services.....	64608
Information Technology Services.....	61880
Learning Resource Center.....	66828

INSTRUCTIONAL INFORMATION

Standards of Instruction and Contact Hours

Academic standards reside primarily in the faculty and are reflected in the standards maintained in each class. In general, the measure of course work, the standard credit hour (SCH), is defined at the University of Alaska as approximately fifteen hours of lecture instruction, including exams. In addition, the student is

expected to spend twice this amount of time in outside preparation. Thus, classroom instruction for a three-credit course would be forty-five hours, and the student is expected to spend an additional ninety hours in outside preparation. Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one (1) credit each week.

One (1) contact hour is defined as 50 minutes of contact time. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.

One Continuing Education Unit (CEU) may be granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction.

Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but contact hour standards may differ.

Contact hours are expressed in the course descriptions of individual courses by the expression “x + y” where x equals the course’s lecture contact hours per week and y equals the course’s lab contact hours per week. Contact hours are calculated based on a fifteen week semester. All courses must meet for 15x + 15y regardless of the amount of weeks in which the course is offered.

Course Content

A course content guide will be provided to the faculty by the department chair for the appropriate course the faculty member is scheduled to teach. It is the intent of the university to provide an up-to-date, relevant curriculum. Faculty should discuss proposed new courses or curriculum changes with the department chair or extended campus director.

Course Syllabus

A course syllabus will be given to each student at the first class meeting. The syllabus shall explain the teacher's expectations of students, the grading criteria that will be followed, the extent of the material to be covered, the class objectives, the attendance policy, and a bibliography.

Class Attendance and Faculty Initiated Withdrawals

Regular attendance and active participation are expected in all classes. Students are responsible for class work even if there are legitimate reasons for their absence.

Unexcused absences may result in a student receiving a failing grade. Unreasonable refusal to accommodate a bona fide emergency absence or an official university absence as described below may be appealable under the Academic Disputes Process.

Students participating in official intercollegiate activities on behalf of UAA, including but not limited to competition in athletics, forensics, and performing arts, are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.

A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

At the beginning of the semester, faculty may begin to drop students who fail to attend class by the 7th calendar day of the semester. Faculty-initiated drops/withdrawals are permitted through week 12 of the semester for semester-length courses (15 weeks). For courses other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated according to the length of the course. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission. Faculty initiated drop/withdrawal forms are available from Enrollment Services in the Administration Building.

Class Rosters

Generally, faculty can expect computer-printed lists of the registered students during weeks one and three of the semester, however, departments can run them more frequently. If a student's name does not appear on the printout, please direct that student to Enrollment Services to correct the

error. A student should not be allowed to attend class if his/her name does not appear on the roster by the third week of class. Being properly registered is the student's responsibility.

Each class roster should be checked carefully to verify the accuracy of the class meeting information (course number, meeting time, room location). If any of this information is incorrect, contact the cognizant office at each campus to have the problem corrected.

Under no circumstances should copies of class rosters be given to students. These rosters are confidential documents covered by the Family Educational Rights and Privacy Act. This act, better known as the Buckley Amendment, provides for access to student records and confidentiality of those records on a need-to-know basis providing no information is released to a third party. All requests for access to a student's records must be made to Enrollment Services on the Anchorage campus or to the director at each extended college.

Final Examinations and Papers

Specific instructions for students regarding their final exams/papers should be listed on the course syllabus. Possibilities include the following:

- Provide the instructor with a self addressed, stamped envelope or postcard in order to receive your final exam/course grade in the mail.

Student Evaluations of Faculty

Student evaluations of faculty are conducted each semester. Packets of information concerning the administration of these evaluations are distributed by the twelfth week of the regular semester.

These evaluations will be proctored by a class member at the beginning or end of a class period and take approximately fifteen minutes for students to complete and return. During these evaluations, the faculty member is asked to leave the room until all evaluations have been completed and returned to the designated proctor. Evaluations may not be reviewed by the faculty or department until after the end of the semester. Copies of the results of the evaluations will then be available in each dean's or extended college director's office and will be placed in the faculty member's evaluation file. Evaluation results are also available in the Consortium Library, the

Learning Resource Center, the Student Government Office, and at the extended colleges.

ENROLLMENT SERVICES

Enrollment Services is the doorway through which most students enter the university. As first point-of-contact, Enrollment Services welcomes new students, disseminates information, and offers enrollment advising services with the intent of empowering students to make informed choices. The division publishes the academic catalog and semester class schedules. They are responsible for new student recruitment and coordination of international student, National Student Exchange (NSE), and study abroad programs. The division is also responsible for admission, transfer evaluation, registration, enrollment certification, degree certification, and transcript services to UAA's dynamic, diverse student population.

Open Enrollment

UAA's open enrollment policy allows students to register for courses in which they have adequate background. To qualify for open enrollment, a student must: 1) have earned a high school diploma or the equivalent (GED); 2) be 18 years of age or older and have participated in UAA's assessment and advisement process; or 3) qualify under special university programs.

UAA's open enrollment policy does not guarantee subsequent formal admission to certificate degree programs. In addition to meeting the university's open enrollment criteria, applicants for formal admission may need to satisfy other individual program or degree level requirements.

Students who wish to earn certificates, associate degrees, or baccalaureate degrees must apply and be formally admitted to the individual programs. To be eligible for graduation, a student must be formally admitted for a minimum of one semester prior to applying for graduation.

The Enrollment Services Office in Anchorage is currently located in the Administration Building in room 176. Office hours during the fall and spring semesters are 9:00 a.m. to 5:00 p.m., Monday, Tuesday, Thursday and Friday, and 11:00 a.m. to 5:00 p.m. on Wednesday.

Academic Advising

The goal of academic advising is to assist students in developing educational plans consistent with career/life goals and to provide students with the information and skills needed to pursue those goals. It not only involves telling students what they need to know, but also aims at enabling them to find things out for themselves. The university knows that academic success is often greater when students and their advisor share a good working relationship. It is important to know who your advisor is and to seek advice often, rather than meeting only when problems arise. To view the online academic advising manual visit <http://www.uaa.alaska.edu/aceweb>.

Advising

At UAA, admitted students with a declared major are assigned to a faculty advisor within the academic department offering the major. The advisor can guide the student on university policies and procedures, general and degree requirements, and career options associated with the field. Students should contact their major department to learn how to set up an appointment with a faculty advisor.

All students have the right to high quality academic advising, and the university has an obligation to ensure that academic advising is available to all students. Academic advising is not mandatory. Students are encouraged to utilize advising and are responsible for seeking advising.

Advising and Counseling Center

The Advising and Counseling Center, a unit of Academic Affairs, provides multiple services for prospective and enrolled University of Alaska Anchorage students. Services include academic advising, testing and assessment, career counseling, and personal services. Trained professional counselors and supportive staff members are dedicated to assisting individuals with their needs. The Advising and Counseling Center is the starting place for many students entering the academic world.

Students admitted to UAA as baccalaureate students, indicating an "undeclared" major, and students admitted to the Associate of Arts degree are assigned to the Advising and Counseling Center. Students not admitted to

UAA who take classes as non-degree seeking students by filing a Wolfline Access Form and prospective students may also seek advisement through the Advising and Counseling Center.

For further information, to schedule an appointment with a counselor, or to see the list of weekly presentations on various topics open to the public, go to the Business Education Building, Room 115, or call (907) 785-4500. You may also access information at the following address:

<http://www.uaa.alaska.edu/advise/> or e-mail general advising questions to aycouns@uaa.alaska.edu.

Counseling

Counseling services are available through the Advising and Counseling Center, the Psychological Services Center, and the Student Health Center. Workshops and short-term therapy are provided by the counselors in the Advising and Counseling Center. The Student Health Center provides counseling for eligible students and medication if needed to treat depression, anxiety, and other mental health disorders. These services are designed to assist students in addressing difficulties that may be blocking their potential for academic success. Students requiring long-term counseling services are referred to appropriate providers outside the university.

Disability Support Services

Disability Support Services provides academic support services for students who experience disabilities. Services include: American Sign Language interpreters, note taking assistance, books and course materials in alternate formats, and adaptive technology applications. The department also serves as a resource on disability issues for the University community. For additional information, go to BEB 105, call 786-4532 (v/tty), or visit the website: <http://www.uaa.alaska.edu/dss/camai.html>

Student Behavioral Issues

There is a small number of students who have difficulties balancing life issues with their academic pursuits. Counselors in the Advising and Counseling Center, the

Associate Dean of Students, and the Dean of Students offer consultations and support to faculty who have students in crisis or disruptive students in their classes. While life issues may be challenging, students are required to maintain their behaviors to comply with the UAA Student Code of Conduct while attending UAA. Faculty are encouraged to contact the Advising and Counseling Center or the Office of Student Affairs for support in dealing with these student issues. The UAA Student Code of Conduct may be found in the UAA catalog or the Fact Finder student handbook. For immediate emergencies concerning student behavioral issues, contact the University Police at 786-1120.

Student Health Center

The Student Health Center is an outpatient facility that provides diagnosis and treatment of episodic illnesses (i.e, respiratory, infections, streptococcal pharyngitis), health education and promotion, physical examinations, family planning, women's annual examinations, diagnosis and treatment of sexually transmitted diseases, mental health services, immunizations, laboratory services, dispensing of a limited inventory of prescription medications, as well as other health related services and anticipatory guidance. The center is staffed by advanced nurse practitioners. The primary goal of the Center is to help students maintain their health and to provide information and education regarding health. The Student Health Center provides services for students currently enrolled in six (6) or more academic credits and who have paid the SHC fee. For more information, please call the information and appointment line at (907) 786-4040 or visit the following address at: <http://www.uaa.alaska.edu/health>.

Testing

The assessment program supports many of the testing needs of the university and also serves the community as a testing site for over 60 national tests which are used for admission, gaining college credit, and professional certification. ASSET is offered to new students for general advising and to place them in appropriate English classes and basic math classes. There is a ten dollar

(\$10) fee for ASSET. Data from ASSET are used to improve student advising and retention. Other assessments are available to help people with career and life planning. Testing services, such as proctoring correspondence and other exams, are also available. Testing and Assessment Services is a department within the Advising and Counseling Center in the Business Education Building, Room 115. For further information, please call (907) 786-4500.

Career Services Center

The Career Services Center (CSC) offers a comprehensive resource library and computer lab to assist students and alumni identify career opportunities. The center provides several workshops covering interview skills, resume preparation, and job location. A full-time career counselor is on staff to assist students in their career decisions. CSC arranges for local, state, and national employers to visit the campus for on-campus recruiting. The center also offers off-campus student employment and student internships. CSC maintains a credential file service for students and alumni. The Career Services Center is located in the Business Education Building, Room 122. For more information please call (907) 786-4513 or visit <http://www.uaa.careerservices.com>.

AHAINA

AHAINA is an acronym for African American, Hispanic, Asian, International, and Native American students. Our primary goal is to assist students of color (minority) in achieving academic success and enhancing their university experience through the sharing of cultures.

AHAINA provides academic support for students as they pursue their personal and educational goals. For more information call (907) 786-4070 or stop by the Business Education Building, Room 106.

Native Student Services

Native Student Services (NSS) provides quality support services to Native and rural students. It promotes scholastic achievement, student retention, and personal growth.

The NSS Center offers a safe, affirming place where students can receive academic advising,

scholarship information, assistance, and resource support. It is a place where one can participate in scholastically based activities, cultural programming, and traditional workshops. Space is available for study with classmates and interaction with students who share similar experiences as indigenous peoples. The Center houses the CIRI Success Computer Lab and offers summer internships and college introductory programs.

Della Keats Enrichment Program

The Della Keats Enrichment Program is a six-week summer bridging program for motivated Alaska Native high school students who plan to enter college and pursue a health related career or a career in one of the fields employable in the oil industry. The program focuses on college preparation in the areas of English, math, science and study skills. Opportunities are provided for career shadowing and exploration. Students live in the UAA Residence Halls and attend classes on the university campus. Examples of fields in the oil industry include business, engineering, electronics, environmental sciences, auto diesel, and others.

Internship for Native Student Training and Education Program (INSTEP)

This program is designed to increase the number of Alaska Native and American Indians entering into the federal service as a career. Qualified students are screened and placed in internships on the basis of their interest, academic background, future career goals, and agency needs. While working with sponsoring agencies, INSTEP interns also earn college credits. This is a great opportunity to gain some on-the-job training in a field of interest.

To find out more and participate, contact NSS at (907) 786-4000, visit the Business Education Building, Room 108, or visit the following: <http://www.uaa.alaska.edu/nss>.

Registration

Registration can be conducted by phone (WolfLine Registration) or on-line Web Registration preceding the beginning of each semester. Registration is available to all students who attended the previous semester or who have submitted a completed UAA Registration Access Form. Registration is available during the dates listed in the class semester schedule. The UAA

Registration Access Form allows prospective students access to register for courses under UAA's Open Enrollment Policy. However, it does not constitute formal admission to any of the degree/certificate programs offered at UAA.

For fall and spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. Registration for semester-length classes is not allowed after week two of the semester. Even if a student has been attending class from the beginning of the course, their registration will not be accepted after the late registration deadline. Students are not officially registered until all fees are paid. The University holds students academically and financially responsible for their registration. After registering, if a student changes plans or becomes unable to attend, the courses must be dropped or withdrawn within published deadlines in order to avoid a final grade of "F" for non-attendance. The courses must be dropped within the 100% refund period to avoid tuition and fee assessment. Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines.

Students may adjust their schedules and add/drop courses throughout the late add/drop period. Dropping or auditing course may affect eligibility for future financial aid. Financial aid students should check with the UAA Financial Office before dropping or auditing a course.

All students are encouraged to meet with a faculty advisor prior to each semester; however, the primary responsibility for meeting University requirements is the student's. Non-credit and Continuing Education Unit courses have special registrations. Contact the Community and Technical College for more information about these courses.

Faculty Signature

Some course descriptions include "Permission of Faculty" as a prerequisite. Students must obtain the signature of the faculty member instructing the course section or his/her designee before registering.

Prerequisites

Students are responsible for checking to make sure prerequisites have been met. Prerequisites are listed in individual course descriptions in the catalog and each schedule. If a student has not

taken and passed the necessary prerequisites, but feels confident performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

Repeating Courses

Some courses may be repeated for additional credits if this option is stated in the course description. All courses may be repeated for student GPA improvement. Previous courses and grades will remain on the student's transcript, but only the credits and last grade earned are applied toward graduation requirements and calculated in the student's cumulative UAA GPA. The Credit/Non Credit grading option cannot be selected when courses are to be repeated for GPA improvement. Students may not repeat a course by credit-by exam, correspondence, or through work at another college or university for the purpose of raising their grade point average at UAA. To determine eligibility for graduation with honors all credits and grades from repeated courses are included in GPA calculations.

Other Enrollment Services

Students and prospective students are invited to call (907) 786-1480 or visit Enrollment Services in the Administration Building for general information, enrollment advising, and processing services. Services and programs coordinated through Enrollment Services include:

- Academic Petitions
- Admission Counseling
- Admission Processing
- Application for Graduation
- Campus tours (conducted by Student Ambassadors)
- Catalog and schedule distribution to school districts and public agencies throughout the state
- Chancellor's Scholarship Program
- Change of Student Name or Address
- Class Schedules
- Course Catalogs
- Directed Study
- Educational Opportunity Center
- Enrollment Advising
- Enrollment Certification
- General Information
- Grades

- High School and College Visitation Program
- Independent Study
- International Student Advising and Documentation Services for F-1 Student Visas
- Military Education Evaluations
- National Student Exchange Program
- Registration by Proxy
- Registration procedures: Add/Drop, Withdrawal, Audit-to-Credit, Credit-to-Audit, Credit/No Credit
- Sponsorship of Alaska Career and College Fair, Counselor Day, and other outreach activities for prospective students
- Student Ambassador Program: students recruiting students

- Study Abroad and International Exchange Programs
- Transcripts
- Transfer Credit Evaluation
- Under-Age Enrollment
- Who's Who Among College and University Students

Registration Updates

Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines. **Deadlines for courses more or less than semester length (15 weeks) are prorated according to the length of the course. Students are not permitted to drop or withdraw from a course(s) after it has ended.**

A signature block is provided on add/drop and registration forms specifically for faculty to use to facilitate processing of the student transaction.

<i>Desired Change</i>	<i>Week 1 of Semester</i>	<i>Week 2 of Semester</i>	<i>After Week 2 of Semester</i>
ADD OR LATE REGISTRATION	Faculty signature required if course closed. Fee charged.	Faculty signature required. Fee charged.	Not permitted.

Drop/Withdrawal Policy is currently tentative. Please see Class Schedule for specific dates.

<i>Desired Change</i>	<i>Begin 7th calendar day of Semester through Week 2 of Semester</i> DROP	<i>Weeks 3 through 12 of Semester</i> WITHDRAWAL	<i>After Week 12 of Semester</i>
FACULTY INITIATED DROP OF WITHDRAWAL (OPTIONAL)	Form filed by faculty member with Enrollment Services. Course will not appear on student's transcript.	Form filed by faculty member with Enrollment Services. Course will appear on student's transcript with a grade of "W."	Not permitted.

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i> DROP	<i>Weeks 3 through 12 of Semester</i> WITHDRAWAL	<i>After Week 12 of Semester</i>
DROP OR WITHDRAWAL	No faculty signature required. Fee charged. Course will not appear on student's transcript. <i>Students are not permitted to drop or withdraw from a course after it has ended.</i>	No faculty signature required. Fee charged. Courses will appear on student's transcript with a grade of "W."	Not permitted.

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i> DROP	<i>Beginning Week 3 of Semester</i> WITHDRAWAL	<i>Beginning of Final Exam Week</i>
TOTAL WITHDRAWAL FROM UNIVERSITY	No faculty signature required. Fee charged. Form filed with Enrollment Services. Course will not appear on student's transcript. <i>Students are not permitted to drop or withdraw from a course after it has ended.</i>	No faculty signature required. Fee charged. Form filed with Enrollment Services. Courses will appear on student's transcript with a grade of "W."	Not permitted.

Add Policy

Students may add semester-length classes through the end of the second week of classes. Adding a "closed" class during the first week requires a faculty signature. Faculty signature is required for all classes during the second week.

Drop Policy

Students may drop semester-length classes during the first two weeks of the semester without faculty signature. During this time, drops are not reflected on the student's official transcript.

Under-Age Student Registration

An under-age student is one who is under 18 years of age and does not otherwise meet the requirements for open enrollment or admission. In order to register for university courses, each semester under-age students must:

- A) qualify under a special university program
- B) complete the UAA Under-Age Student Signature Form. This form may be obtained from Enrollment Services and requires approval and signatures of the student's parent or guardian, school principal and/or counselor, UAA course faculty member(s), and the approval of the Director of Enrollment Services, or when the student wishes to enroll at an extended college, the director of that college. Please note that all signatures must be obtained prior to submitting the form to the Director of Enrollment Services or director of an extended college.

Under-Age students may enroll in a maximum of seven credits per semester. Under-Age students are required to pay the mandatory student fees. A parent, guardian, or other individual registering for an under-age student must present a signed Proxy For Registration Form signed by the student or some other written, signed authorization. This form is available in the Class Schedule from Enrollment Services. The faculty member's signature on the Under-Age Student Signature Form only indicates approval for an under-age student to attend the course and does not guarantee admittance into a closed (full) class.

Withdrawal Policy

The withdrawal period begins the third week of the semester. Students withdrawing from classes during weeks 3 through 12 do not need faculty signature. Courses will appear on the student's official transcript with a grade of "W". After

week 12, withdrawals are not permitted. Within the appropriate deadlines, a faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however, the faculty member is under no obligation to do so.

Grading

The university's grading system is described in the academic policies section of the current catalog. Criteria for grading should be clearly explained (preferably in writing) at the first class session.

Academic Letter Grades

- A** Honor grade; indicates comprehensive mastery of required work.
- B** Indicates high level of performance in meeting course requirements.
- C** Indicates satisfactory level of performance.
- D** Lowest passing grade; may not be acceptable to satisfy requirements in certain majors and graduate programs.
- F** Indicates failure.

Non-academic Grades

- CR** Indicates credit received for course.
- C** Indicates no credit received for course.
- DF** Deferred; temporary grade which indicates course requirements cannot be completed by end of semester. It is to be used for courses which can not normally be completed in a semester (such as thesis, project, research courses, internships, etc.).
- I** Incomplete; temporary grade which indicates additional course work must be completed to receive final grade. If the course work is not completed within one year and the faculty members does not submit a change of grade at that time, the "I" (incomplete) will become a permanent grade.
- P** Indicates passing work.
- NP** Indicates work that is not passing.

These grades do not carry grade points and are not used to calculate GPAs. However, CR, NC, P, and NP grades may be used to determine satisfactory academic progress.

Other Designations

- AU** Audit; indicates enrollment for information only; no credit received.
- W** Indicates withdrawal from course.

These designations do not carry grade points and are not used to calculate GPAs.

Change in Grading Option

The grading option for a course may only be changed as follows:

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i>	<i>Weeks 3 through 12 of Semester</i>	<i>After Week 12 of Semester</i>
CREDIT/NO CREDIT	Fee charged. Form filed with Enrollment Services.	Not permitted.	Not permitted.
CREDIT TO AUDIT	Fee charged.	Faculty signature required. Fee charged. Form filed with Enrollment Services.	Not permitted.
AUDIT TO CREDIT	Faculty signature required. Fee charged. Form filed with Enrollment Services.	Not permitted.	Not permitted.

Incomplete

An "I" (Incomplete) is a temporary grade. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a signed contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed for each "I" grade assigned. The contract is to be maintained in the department or dean's office. Course work must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required course work, the faculty member must submit a change of grade form to Enrollment Services. If course work is not completed within one year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one year and the faculty member does not submit a change of grade at that time, the "I" will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

Deferred Grades

A "DF" (Deferred) is a temporary grade. It is used to indicate that the course requirements cannot be completed by the end of the semester. It is to be used for courses which can not normally be completed in a semester (such as thesis, project, research courses, internships, etc.). Credit will be withheld, without academic penalty, until the course requirements have been met. If course work is not completed prior to

applying the course towards a graduation requirement, the "DF" will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

Credit/No Credit (CR/NC)

Credit/No Credit is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of fifteen (15) credits earned by this option may be applied to an Associate or Baccalaureate degree.

This option may not be used in courses that meet General Education Requirements (GER) or major or minor requirements in a student's program. If students later change their major/minor and the course becomes a requirement, the course may be accepted in the new major/minor at the discretion of the new department.

The CR/NC option is not available for graduate courses, nor can this option be used on courses repeated for GPA improvement.

The instructor grades students using the grading basis approved for the course (A-F or P/NP). Students are awarded credit for the course if their final grade is "P" or "C" or higher. A grade of "CR" is entered on the student's transcript. If performance falls below that level ("D", "F", "NP") the student will be automatically withdrawn from the course.

For performance comparison only, a grade of "CR" (Credit) is considered equivalent to a grade of "C" or higher. A grade of "CR" does not carry grade points and is not included in GPA calculations.

Through the end of week two (2) of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to Enrollment Services. Once selected, this grading option may not be changed to regular grading after the end of week two (2) of the semester.

Pass/No Pass

In some courses, students are graded Pass/No Pass. This grading option is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option.

When a course will be graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

For performance comparison only, a grade of “P” (Pass) is considered equivalent to a grade of “C” or higher in undergraduate courses and a grade of “B” or higher in graduate courses. Pass/No Pass grades are used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and are not used in GPA calculations.

Auditing

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Terms for auditing the course are determined by the faculty. Faculty may request the course be changed to a withdrawal status if the student fails to comply with the agreed-upon terms. Submission of papers for correction, grading, and participation in laboratory experiences are at the discretion of the faculty.

Students who audit classes are required to meet prerequisites, register, and pay tuition and/or fees. During weeks one (1) and two (2) of the semester audit-to-credit requires faculty signature. Audit-to-credit changes are not allowed after week two (2) of the semester. During weeks three (3) through twelve (12) of the semester credit-to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week twelve (12) of the semester. Forms are available in Enrollment Services.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

Directed Study

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. The policies are as follows:

- A. Retroactive registration is not permitted.
- B. Forms not correctly completed will not be processed.
- C. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
- D. The deadline for directed study registration is the end of the ninth (9th) week of the fall and spring semesters.
- E. There can be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.
- F. Only permanent or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to determine that the grades are turned in to Enrollment Services, the material is presented in full in a timely manner, to approve the course of study, to approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.
- G. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.
- H. The initiation of directed studies must come from the faculty in the discipline.

Independent Study – Course Numbers Ending in –97

An Independent Study course is a course consisting of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the dean/director. These courses are not duplications of and must differ

significantly from any catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

- A. Retroactive registration is not permitted.
- B. Independent study courses cannot be used to fulfill GER (not petitionable).
- C. Forms incorrectly completed will not be processed.
- D. Courses scheduled for less than a full semester may not be offered for more than one credit each week.
- E. The deadline for independent study registration is the end of the ninth (9th) week of the fall and spring semesters.
- F. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to: a) see that the grades are turned in to Enrollment Services; b) see that the material is presented in full in a timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise.
- G. The initiation of independent study courses must come from faculty in the discipline.

Grade Changes

Grades submitted by the faculty, other than incomplete ("I") or deferred ("DF"), are assumed to be final grades. A grade may not be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member.

Corrections of grading errors must be made by the 15th class day of the next semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to Enrollment Services by the appropriate faculty member. Change of Grade forms will not be accepted if submitted by a student.

End of Semester Grading

Grade rosters will be distributed by the deans' or directors' offices approximately two weeks before the end of the semester. Timely submission of grades and accuracy in calculation and completion of the rosters are vital.

All students whose names appear on the end-of-semester grade rosters must be graded. Grade rosters with missing or blank grades will not be accepted; they will be returned for grade assignment. Students who have never attended or have stopped attending, but who did not officially drop/withdraw, will be listed on the grade roster. They must be assigned a grade ("F" or "I"). Rosters with grades improperly assigned will be returned for correction.

Grade rosters must be completed in ink and include the faculty member's signature on every page. If a student has been attending but does not appear on the roster, add his/her name, social security number, and grade at the bottom of the roster. If a roster has not been received for a course, contact the Registrar's Office immediately.

Posting of Grades

All faculty/staff who have access to student records must know and accept their responsibilities with regard to the release of student information.

The university does not release or publish personally identifiable information concerning its students. Personally identifiable information is data that includes the name of a student or a personal identifier, such as a social security number, a temporary student number, etc. Grade rosters contain both the student's name and social security number. Posting grades may result in a violation of the Family Educational Rights and Privacy Act of 1974, as amended, and is prohibited at UAA. A suggested alternative is to have interested students provide faculty with self-addressed, stamped envelopes for mailing out grades.

University Student Education Records (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA affords students certain rights with respect to their education records. They are:

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- A. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or FAX) request to Enrollment Services that identifies the record(s) they wish to inspect. Enrollment Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Enrollment Services, Enrollment Services designated staff refer the student to the appropriate personnel or office to access the record.
- B. The right to request the amendment of a record that they believe is inaccurate or misleading. Students may ask the University to amend the student's education records if he/she believes they are inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the University denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAA may release, without consent, certain directory information. No one outside the University shall have access to, nor will the University disclose any other information from a student's educational record, without the written consent of the student, except to University officials with legitimate educational interests, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

A University official with legitimate educational interests is a person employed by the University as an administrator, supervisor, instructor, or administrative staff member; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a member of the Board of Regents; or a student

serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

The following information is designated as directory information by UAA:

1. Names of students
2. Dates of attendance at UAA
3. Program of study
4. Degrees and certificates received including dates
5. Participation in officially recognized University activities
6. Academic and co-curricular awards, honors, and scholarships received
7. Campus housing telephone numbers for students living on campus
8. Student electronic mail addresses

Students may inform the Enrollment Services Registrar that he/she does not give permission for the University to release his/her directory information. A written and signed request made by the student to not release his/her directory information must be given to the Registrar within two weeks of the start of the academic term. The requests for non-disclosure are valid until a subsequent written request to release directory information is received.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605.

A complete copy of the UAA procedures on the application of FERPA, including procedures for challenging the content of one's records, is available in Enrollment Services. Links to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding

education records is on the web site at <http://www.alaska.edu/bor/contents/pt9.html>.

Academic Dishonesty

Academic integrity is a basic principle, which requires that students take credit only for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, exams, or other academic work that is based on sources prohibited by the faculty member. Academic dishonesty and other forms or prohibited behavior are further defined in the Student Code of Conduct of the catalog or student handbook. In addition to any adverse academic action, which may result from engaging in academically dishonest behavior, the university specifically reserves the right to address and sanction the conduct involved through the student judicial review procedures. Academic actions are reviewable under the Academic Dispute Resolution Procedure.

The examples provided of actions constituting forms of conduct prohibited by the *Student Code of Conduct* are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior. Examples of cheating, plagiarism, or other forms of academic dishonesty are:

- A. using material sources not authorized by the faculty member during an examination or assignment;
- B. utilizing devices that are not authorized by the faculty member during an examination or assignment;
- C. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- D. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- E. knowingly permitting their works to be submitted by another person without the faculty member's permission;
- F. acting as a substitute or utilizing a substitute in any examination or assignment;
- G. fabricating data in support of laboratory or field work;

- H. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- I. altering grade records of their own or another student's work; or
- J. offering a monetary payment or other remuneration in exchange for a grade.

Contact your department chair and the Dean of Students or Associate Dean of Students at 786-1214 for more information or consultation on academic dishonesty issues.

Academic Dispute Resolution

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the UAA procedure that implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for this procedure include such things as alleged arbitrary and capricious dismissal from or denial of admission to an academic program based upon academic considerations or alleged grading error or arbitrary and capricious grading for a final grade assignment. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade. The procedures to resolve disputes regarding final grades and admission to or dismissal from an academic program are further defined in the *Academic Dispute Resolution Procedure* section of the catalog or student handbook.

Academic Rights of Students

The University has the responsibility of providing a program of high quality education in keeping with its financial resources; students have protection through campus-specific procedures against arbitrary or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the University catalog, and for maintaining an acceptable grade average for degree requirements. Students have the right to be informed at the

beginning of each term of the nature of the course, course expectations, evaluation standards, and the grading system.

Student Dispute/Complaint Resolution Process

University students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the University community that adversely affect them. The process used will depend on the nature of the complaint.

- A. For disputes about grades and other academic actions, refer to the *Academic Dispute Resolution Procedure*; for complaints about the conduct of another student or disputes regarding University judicial decisions or resulting disciplinary sanctions, refer to the *Student Code of Conduct* and the *Student Judicial Review Procedures*; for complaints about sexual harassment and sexual misconduct, refer to the *Student Code of Conduct* and the *Sexual Offenses Policy*. For challenges to the content of a student record, refer to the *University Student Educational Records (FERPA) Policy*.
- B. For disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities refer to the University Regulation 09.06.00 on students with disabilities. Contact Disability Support Services at 786-4530 (voice) 786-4536 (TTY) or the Campus Diversity and Compliance 504/ADA Coordinator at 786-4680 (voice or TTY) for additional information and a copy of the UAA procedures.
- C. For complaints of unlawful discrimination based on race, color, religion, national origin, age, sex, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood, contact the Office of Campus Diversity and Compliance at 786-4680 (Voice or TTY).
- D. The University strongly encourages students to make their complaints known to the appropriate departments and individuals within the University. Students may also contact the U.S. Department of Education, Office of Civil Rights Washington, D.C. for Title IX (gender equity) and 504/ADA (disability) complaints.

- E. For disputes related to student employment, refer to the grievance procedure specified in UA Regents' policies and University regulations on human resources, except where specifically modified by Regents' Policy 09.05.00 and its corresponding University Regulation on employment of students.
- F. For complaints about employee misconduct not covered in this section, contact the employee's supervisor. Upon receipt of a written complaint, the employee's supervisor will investigate the complaint, take such action as deemed appropriate to correct the situation, and respond to the complaint in writing.
- G. For other complaints not covered in this section, file a written complaint with the employee who made the determination, then utilize the administrative appeals process, as appropriate.

PERSONNEL INFORMATION

Personnel Files

The Office of Human Resource Services is responsible for maintaining official personnel files with the following documentation on the Anchorage campus:

- UA Applicant Form
 - Resume/Vita
 - Transcripts
 - Other official university hiring documents
- Community campus faculty with personnel questions should contact the appropriate staff at each college.

Adjunct Faculty Hiring Documentation

All faculty are required to complete the forms indicated on the Human Resource Services website at <http://www.finsys.uaa.alaska.edu/uaahrs/> to included a UA Applicant Form, a Resume or UA Resume Form, I9 Employment Eligibility, W4 Tax Withholding, Prior Injury or Illness Form, Outside Employment Disclosure Form, Nepotism Disclosure, and, if applicable, an Adjunct Faculty Union Form. These forms are available on the website and are kept in the official personnel file at the regional Human Resource Services (or extended site) office and may be updated at any time. UAA's regional Human Resource Services office is located in North Residence Hall. Adjunct faculty with personnel questions should contact the regional Human Resource Services

office or the appropriate staff member(s) at the extended site.

Pension Plan

Eligibility Requirements

Newly hired adjunct faculty--those hired after January 1, 1996--are enrolled in the Federal Social Security (FICA) System. Returning adjunct faculty, those who taught at least one course in calendar year 1995 and/or were hired prior to January 1, 1996, and who have taught at least one course per calendar year since 1995, may elect to continue in the University of Alaska (UA) Pension Plan. Returning adjunct faculty must teach at least one course per calendar year in order to remain eligible for the UA Pension Plan. If adjunct faculty experience a break in service at the University of Alaska of more than one calendar year, they are required to enroll in the Social Security System.

Overview

For eligible adjunct faculty members, the University of Alaska Anchorage contributes to the University of Alaska Pension Plan. The Pension Plan is completely funded by the University; employees do not contribute. Participants in the pension plan are 100% vested in the contributions and earnings in their account.

Employees determine how these monies will be invested within any of the investment companies serving as the University fund sponsors. Employees who are eligible to participate in the UA Pension Plan do not participate in the Federal Social Security system. Questions about available investment accounts should be directed to the fund sponsors:

Managing Your Investments

If a fund sponsor is not selected, contributions will be deposited in Fidelity's Asset Manager Account until the employee chooses a different investment option. An investment option for future contributions can be selected at any time by completing a Pension Plan Enrollment/Change Form. Only one fund sponsor can be selected for future contributions.

To transfer funds from one account to another within the same investment company, employees may call the company at one of the numbers listed above. Please note that restrictions, fees and/or surrender charges may apply. To transfer the account balance to another investment company, contact the new company first. After the employee completes the appropriate forms, the new company will initiate the transfer from the current company. This can be done at any time. Note: Some restrictions, fees and/or surrender charges may apply.

Employment Termination

Persons terminating employment with the University have three options:

1. Continue the plan with the fund sponsor indefinitely,
2. Transfer the fund balance into another qualified plan, or
3. Select a cash disbursement of the available balance.

Employees who choose a cash disbursement are subject to all applicable taxes, surrender charges and fees etc. Please see your fund sponsor for details.

Vendor	Corporate Representative	Local Representative
Fidelity	(800) 343-0860	
Lincoln National	(800) 478-6393	(907) 561-3187
TIAA-CREF	(800) 842-2776	
VALIC	(907) 448-2542	(907) 279-8302

Tax Deferred Annuities

Adjunct faculty may purchase Tax Deferred Annuities to supplement retirement income. In order to enroll, adjunct faculty must complete a vendor application form and a Salary Reduction Agreement form authorizing tax-deferred payroll deductions. Please contact the regional Human Resource Services office or the appropriate community campus staff member(s) for further information.

Payroll Procedures

Payday is every other Friday. Most adjunct faculty receive their first paycheck four weeks after the semester begins. After the initial check is received, a check will be issued every two weeks until the end of the contract. Checks and automatic deposit stubs are mailed to employee's address of record. Arrangements to have checks directly deposited should be made by submitting an Automatic Deposit Request form to the payroll office.

CAMPUS DIVERSITY AND COMPLIANCE

The University of Alaska Anchorage is a community that cherishes free and open exchange of ideas in the pursuit of knowledge. In this exchange of ideas and pursuit of knowledge, the Office of Campus Diversity and Compliance works with UAA departments to create an environment that is inclusive of and welcoming to all people.

The primary function of Campus Diversity and Compliance is to promote, support, measure and celebrate diversity at the campus level. While it is our legal responsibility to comply with applicable state and federal statutes and regulations, the pursuit of diversity and fairness is more importantly grounded in the educational goals of our institution.

In addition to promoting diversity, Campus Diversity and Compliance is responsible for managing and coordinating university policies, procedures, and programs regarding equal opportunity and affirmative action concerns – from employment to education, from application to treatment of termination. Campus Diversity and Compliance handles complaints on sexual harassment and discrimination based on race, color, sex, religion, national origin, citizenship, age, marital status, disability, or status as a Vietnam-era or disabled veteran.

With regard to discrimination and sexual harassment policies, individuals may come to Campus Diversity and Compliance to inquire about their rights, request mediation or counseling, file a complaint, or seek information about the application of policies to specific situations. Assistance and advice are offered to visitors and callers. Campus Diversity and Compliance works in collaboration with other units of the university, when necessary, to seek a fair and effective resolution with due regard to the importance of confidentiality to all concerned. All employees, students, and applicants are protected from retaliation for filing a complaint regarding an investigation under Alaska's equal employment opportunity and affirmative action policies.

DRUG-FREE WORKPLACE

Regents' Policy 04.02.040

The unlawful manufacture, distribution, dispensing, possession, or use by an employee of a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 C.F.R. 1308.11 - 1308.15, is prohibited in any workplace of the university. All employees will abide by the terms of this policy as a condition of their employment and shall notify the university of any criminal drug statute conviction for a violation occurring in the workplace no later than five working days after the conviction. Within 30 days of receiving the notice of conviction, the university will take appropriate personnel action as prescribed by regulation against the employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

The university president will adopt and implement appropriate regulations to provide for publishing a statement to notify employees of this policy and to establish a drug-free awareness program to inform employees about the following: the dangers of drug abuse in the workplace; the university's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may

be imposed upon employees for drug abuse violations occurring in the workplace.

Each employee will be provided a copy of this policy and accompanying regulation.

The Drug Free Schools Report contains the UAA alcohol and other drug policies, behavioral expectations for students and employees, disciplinary actions for violations of these policies, and resources available for assistance with alcohol and other drug issues. This report contains the physiological effects and risks and criminal penalties associated with alcohol and other drug use. This report may be obtained via the web at www.uaa.alaska.edu/studentaffairs/safety/.

University Regulation 04.02.040

Policy 04.02.040 regarding a drug-free workplace prohibits the unlawful manufacture, distribution, dispensing, possession, or use by an employee of a controlled substance in any workplace of the university. The following steps will be taken to provide a drug-free workplace:

- A. Each major administrative unit (MAU) will publish and distribute to all employees a statement notifying employees that the violation of such prohibition will subject them to appropriate disciplinary action.
- B. Each MAU will establish a drug-free awareness program to inform employees about:
 1. the dangers of drug abuse in the workplace;
 2. the university's policy of maintaining a drug-free work-place; and
 3. the availability of drug counseling, rehabilitation and employee assistance programs.
- C. Each employee will be responsible as a condition of employment to abide by the terms of this regulation and must notify the university of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- D. Within 30 days of the receipt of notice as prescribed in paragraph C above or other notification of such conviction the university will take one of the following personnel actions:
 1. require the employee to participate satisfactorily in drug abuse assistance or

rehabilitation program approved by the university;

2. place the employee on suspension as prescribed by Regents' Policy regarding corrective action; or
3. dismiss the employee under the provision of Regents' Policy regarding termination for cause.

ALCOHOL POLICY

The primary objectives of UAA's policy and procedures on alcoholic beverages are detailed in the following list: a) to promote responsible behavior and attitudes among all members of the university community, b) to educate the university community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, and c) to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the designee (Dean of Students) has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private university-sanctioned events for a limited period of time, whether they occur on or off campus. The sale of alcoholic beverages at university-sanctioned events on campus is not permissible and may not be approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in university public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor.

Any person who exhibits offensive behavior, misconduct, excessive noise, or creates a public disturbance on property owned or supervised by the university will be subject to disciplinary and/or legal action.

ETHICAL OBLIGATIONS

The Alaska Executive Branch Ethics Act (AS 39.52) and Regents' Policy and University Regulation governing outside activities and conflicts of interest (04.10.010 and 04.10.030) are applicable to faculty and all other employees of the University of Alaska Statutes. Policies and regulations require an affirmative action by the employee in reporting any outside income or activities on an annual basis. Contact the department chair or Human Resource Services as

soon as possible to obtain the appropriate forms for reporting such activities. The “Ethics Disclosure Form” may be obtained at the Human Resource Services Department.

CODE OF ETHICS OF THE EDUCATION PROFESSION

All members of the teaching profession (as defined by A.S. 14.20.370 to include "instructors in institutions of higher learning") are obligated to abide by the code of ethics and the professional teaching standards adopted by the Alaska Professional Teaching Practices Commission. The code of ethics and teaching standards is published at section 20 Alaska Administrative code 10.020.

- A. The following code of ethics and professional teaching standards of the Professional Teaching Practices Commission governs all members of the teaching profession. A violation of this section constitutes grounds for revocation or suspension of certification as provided in AS 14.20.030.
- B. In fulfilling obligations to students, an educator should adhere to the following:
1. may not restrain a student from independent action in the student’s pursuit of learning or deny the student access to varying points of view without reasonable cause;
 2. may not deliberately suppress or distort subject matter relevant to a student's progress;
 3. shall make reasonable effort to protect students from conditions harmful to learning or to health and safety;
 4. may not engage in physical abuse of a student or sexual conduct with a student and shall report to the commission knowledge of such an act by an educator;
 5. may not expose a student to unnecessary embarrassment or disparagement;
 6. may not, on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, exclude any student from participation in or deny any student from participation in or deny any student a benefit under any program, nor grant any discriminatory consideration or advantage;

7. may not use professional relationships with students for private advantage or gain;
 8. shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose or is required by law; and
 9. shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.
- C. In fulfilling obligations to the public, an educator should adhere to the following:
1. may not misrepresent an institution or organization with which the educator is affiliated;
 2. shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution or organization with which the educator is affiliated;
 3. may not knowingly distort or misrepresent facts concerning educational matters in direct and indirect public expressions;
 4. may not interfere with a colleague's exercise of political or citizenship rights and responsibilities;
 5. may not use institutional privileges for private gain, to promote political candidates, or for partisan political activities; and
 6. may not accept a gratuity, gift, or favor that might influence or appear to influence professional judgement, nor offer a gratuity, gift, or favor to obtain special advantage.
- D. In fulfilling obligations to the profession, an educator should adhere to the following:
1. may not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny a colleague a professional benefit, advantage, or participation in any professional organization, nor discriminate in employment practice, assignment, or personnel evaluation;
 2. shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. may not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
4. may not sexually harass a fellow employee;
5. shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;
6. shall provide, upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;
7. may not deliberately misrepresent the educator's or another's professional qualifications;
8. may not submit fraudulent information on any document in connection with professional activities;
9. may not knowingly distort an evaluation of the educator's or another's professional performance;
10. may not intentionally make a false or malicious statement about a colleague's professional performance or conduct;
11. may not intentionally file a false or malicious complaint with the commission;
12. may not seek reprisal against any individual who has filed a complaint, provided testimony, or given other assistance in support of a complaint filed with the commission;
13. shall cooperate fully and honestly in investigations and hearings of the commission;
14. may not knowingly withhold or distort information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
15. may not unlawfully breach a professional employment contract;
16. shall conduct professional business through appropriate channels; and
17. may not assign tasks to unqualified personnel. (Eff. 1/30/75, Ref. 53; an 8/10/80, Reg. 75; an 6/16/84, Reg. 90; an 8/5/90, Reg. 115; an 7/21/91, Reg. 119)

**MISCONDUCT IN RESEARCH,
SCHOLARLY WORK, AND CREATIVE
ACTIVITY IN THE UNIVERSITY**

Regents' Policy 10.07.06

The research, scholarship, and creative activity of the University of Alaska will be conducted in compliance with applicable laws and regulations. Instances of alleged or apparent misconduct in research, scholarly work, or creative activity will be promptly evaluated and resolved. Misconduct includes fabrication, falsification, plagiarism, or other practices that deviate from ethical standards and commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, scholarly work, or creative activity. Unintentional error or good faith differences in analysis, interpretation, or judgments of data will not be considered to be instances of misconduct.

Appropriate disciplinary actions, including dismissal for cause, will be taken against any person who commits misconduct in research, scholarly work, or creative activity. An academic degree will be denied to someone who commits misconduct in scholarly work or creative activity if the misconduct contributed to that degree. When warranted, an earned degree will be revoked when misconduct is established after the award of the degree.

The President will promulgate regulations to provide an exclusive review process for investigating allegations of misconduct in research, scholarly work, or creative activities and for taking appropriate personnel action.

University Regulation 10.07.06

Note: This regulation is still under examination for other possible changes. Should there be a real or perceived conflict between it and current Regents' Policy, Regents' Policy will prevail.

A. Definitions

1. "Inquiry" means information gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
2. "Investigation" means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.
3. "Misconduct" includes fabrication, falsification, plagiarism, or other

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- practices that deviate from ethical standards and practices commonly accepted within the academic and scientific community for proposing, conducting, or reporting research, scholarly work, or creative activity. Honest error or honest differences in analysis, interpretation, or judgments of data will not be considered to be instances of misconduct. (06-21-96)
4. "University Resources" includes all funds, gifts, grants or contracts administered by the university; all applications for such funds, gifts, grants or contracts; and university facilities, equipment and personnel.
- B. Inquiries
1. All allegations or other evidence of possible misconduct for the individual units shall be directed to the designated university officials for their respective units:
 - a. University of Alaska Anchorage – Provost;
 - b. University of Alaska Fairbanks – Provost;
 - c. University of Alaska Southeast – Dean of Academic Affairs and Graduate Studies; and
 - d. University of Alaska Statewide – Assistant Vice President for Academic Affairs.
 2. Upon the receipt of an allegation or other evidence of possible misconduct, the designated university official receiving the matter shall initiate an inquiry by advising the researcher accused of misconduct of the allegation or evidence and by appointing not less than three nor more than five persons to conduct the inquiry. The persons appointed to the inquiry panel shall be generally knowledgeable in the subject matter of the type of research under review and shall be able to render an impartial judgment concerning the allegation.
 3. The inquiry panel shall, to the maximum extent possible, protect the privacy of those who in good faith report apparent misconduct and afford the affected individual(s) confidential treatment. The affected individual(s) shall be advised of all meetings of the inquiry panel, permitted to attend such meetings, accompanied by an advisor of his or her choosing, and offered an opportunity to comment on the evidence prior to the preparation of a report. An advisor shall be permitted to assist the affected individual(s); however, the advisor shall not be permitted to address the inquiry panel, unless, in the judgment of the panel, the opportunity of the affected individual(s) to present that person's case would be seriously affected by not permitting the advisor to speak.
 4. Within 60 days of the initiation of the inquiry, unless circumstances warrant additional time, the inquiry panel shall prepare a written report stating what evidence was reviewed, summarizing relevant interviews, and stating its conclusions. The individual(s) against whom the allegation was made shall be given a copy of the report and afforded not less than five (5) working days to respond. If the individual(s) responds in writing, that response shall be made a part of the record. If the inquiry exceeds 60 days, the report shall include an explanation for exceeding the 60-day period. The record of the inquiry shall be maintained by the designated university official for not less than three (3) years from its completion.
 5. If the inquiry panel determines that there is no reasonable likelihood that misconduct has occurred and the designated university official concurs in the determination, the matter shall be dismissed in writing by the designated university official.
- C. Investigations
1. If the designated university official determines that the findings of the inquiry panel provide sufficient basis to conclude that there is a reasonable likelihood that misconduct may have occurred, an investigation shall be undertaken within 30 days of the completion of the inquiry.
 2. The designated university official shall initiate the investigation by advising the individual of the decision and by appointing not less than five nor more than seven individuals possessing appropriate expertise to conduct an evaluation of the evidence. Persons

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- possessing a real or apparent conflict of interest shall not serve. The affected individual(s) shall be afforded not less than three (3) days after the appointment of the investigation panel to seek the removal of any panel member because of an alleged conflict of interest. Such request for removal shall be submitted to the designated university official who shall decide whether removal is appropriate.
3. The investigation will normally include examination of all documentation, including, but not limited to, relevant research data and proposals, publications, correspondence and memoranda of telephone calls. Whenever possible, interviews shall be conducted of all individuals involved, either in making the allegation or against whom the allegation is made, as well as any other individual(s) who might have information regarding key aspects of the allegations. The investigation panel shall make complete summaries of the interviews, provide them to the interviewed party for comment or revision, and include them as a part of the investigatory file. The affected individual(s) shall be advised of all meetings of the investigation panel and shall be permitted to attend such meetings, ask questions of persons being interviewed, present evidence and testimony on his or her own behalf, and be accompanied by an advisor of his or her choosing. An advisor shall be permitted to assist the affected individual(s); however, the advisor shall not be permitted to address the investigation panel, unless, in the judgment of the panel, the opportunity of the affected individual(s) to present that person's case would be seriously affected by not permitting the advisor to speak.
 4. Within 100 days of the initiation of the investigation the investigation panel shall prepare a written report stating how the investigation was conducted, how and from whom information was obtained relevant to the investigation, the findings, the basis for the findings, and the actual text or an accurate summary of the views of any individual found to have engaged in misconduct. This report shall include any comments of the affected individual(s) of the investigation concerning the report.
 5. If the investigation panel determines that there is insufficient basis to determine by a preponderance of the evidence that misconduct has occurred, the matter shall be dismissed in writing by the designated university official. To the extent he or she can be identified, the person(s) who reported the allegation should be provided with the portions of the report that address his or her role and opinions in the investigation.
 6. In the event no misconduct is found, the designated university official shall initiate efforts to restore the reputation of the person(s) alleged to have engaged in misconduct. Such efforts shall include, where applicable, notification to all inquiry and investigation panel members, all persons who were interviewed in any proceeding, any person who filed an allegation of misconduct, and all other colleagues and journals whose research or publications were at issue in the course of the proceeding.
 7. If the investigation panel determines that a preponderance of the evidence supports a conclusion that misconduct has occurred, the designated university official shall recommend to the appropriate chancellor or president an appropriate sanction or discipline, which may include termination. The affected individual(s) shall be advised of the recommendation and shall be afforded an opportunity to indicate to the chancellor or president in a meeting or in writing, or both, why the proposed action should not be taken. The chancellor or president shall then finally determine the appropriate sanction.
- D. Notification of External Agencies
1. In cases where the alleged misconduct involves a research-related grant or cooperative agreement under the Public Health Services Act, the following notification shall be made:
 - a. The designated university official shall notify the Office of Scientific Integrity in the Office of the Director of the National Institute of

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- Health within 24 hours of obtaining any reasonable indication of a possible criminal violation.
- b. The designated university official shall notify the Director of the Office of Scientific Integrity of the decision to initiate an investigation on or before the date the investigation begins. The notification should include the name of the person(s) against whom the allegation(s) has been made, the general nature of the allegation, and the Public Health Service application or grant number(s) involved.
 - c. The designated university official shall keep the Office of Scientific Integrity apprised of any developments during the course of the investigation which disclose facts that may affect current or potential Department of Health and Human Services funding for the individual(s) under investigation or that the Public Health Services needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.
 - d. The designated university official shall notify the Office of Scientific Integrity if the university plans to terminate an inquiry or investigation for any reason without completing all relevant requirements set forth in 42 CFR 50.103(d) by submitting a report of such planned termination, including the reason for such termination.
 - e. The designated university official shall submit the final report of the investigation to the Office of Scientific Integrity within 120 days of its initiation. If the report cannot be completed within the time limit, the designated university official shall submit to the Office of Scientific Integrity a written request for an extension and an explanation for the delay that includes an interim report of the progress to date and an estimate of the date of completion of the report and other necessary steps to be taken.
 - f. The designated university official shall notify the Office of Scientific Integrity when the following is determined:
 - (1) there is an immediate health hazard involved;
 - (2) there is an immediate need to protect Federal funds or equipment;
 - (3) there is an immediate need to protect the interests of the person(s) making the allegation or of the individual(s) who is the subject of the allegation, as well as that person's co-investigators and associates, if any; or
 - (4) it is probable that the alleged incident is going to be reported publicly.
2. In cases where the alleged misconduct involves awards from the National Science Foundation, the following notifications shall be made.
 - a. The designated university official shall notify the National Science Foundation immediately if an inquiry supports a formal investigation and shall keep the National Science Foundation informed during the investigation.
 - b. The designated university official shall notify the National Science Foundation when the following is determined:
 - (1) the seriousness of the apparent misconduct warrants notification;
 - (2) immediate health hazards are involved;
 - (3) the National Science Foundation's resources, reputation, or other interests need protecting;
 - (4) Federal action may be needed to protect the interests of a subject of the investigation or of others potentially affected; or
 - (5) the scientific community or the public should be informed.
 3. In cases where the alleged misconduct involves awards subject to notification requirements concerning misconduct related to that research, the notice

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- requirements of the award shall be observed.
- E. General Provisions
1. Once an inquiry or investigation has been initiated, it is expected that it will be completed with all issues pursued diligently. A decision to terminate an inquiry of investigation short of a final determination may only be made by the appropriate chancellor or president.
 2. This Regulation constitutes the exclusive review process for matters of alleged misconduct in university research and no decision arising from this regulation shall be subject to any other university review procedure, except for the discipline to be applied as a result of a finding of misconduct, which shall be subject to the appropriate Policy and Regulation.
 3. The designated university official shall take such administrative action during a pending inquiry and investigation as may be appropriate to protect university resources.
 4. Any person who in good faith alleges misconduct by another person shall not be subject to retaliation either by the university or by the person against whom the allegation is made. Allegations of misconduct not made in good faith shall subject the person making the allegation to disciplinary action. (01-01-90; 02-17-95; 06-21-96)

GRIEVANCES/ACADEMIC DISPUTES

UAA has separate and distinct processes for handling grievances (complaints or disputes arising out of the possible misapplication, misinterpretation, or violation of university policy or regulation or an abuse of discretion) and academic disputes (disputes concerning the assignment of a grade or other determination related to a student's academic status). The handling of grievances is governed by Regents' Policy and University Regulation 04.08. Academic disputes are handled through the UAA Academic Dispute Resolution Procedure, which is published in the catalog.

CAMPUS SUPPORT SERVICES

The following campus offices and service areas provide valuable assistance to the faculty. Please review this brief summary of services and feel

free to contact each one for more information or assistance.

Peer and Professional Support Groups

National Adjunct Faculty Guild

The National Adjunct Faculty Guild (NAFG) is a non-profit, professional organization providing services and benefits for adjunct faculty nationwide. NAFG provides academic discounts and professional services, as well as information on teaching resources, savings/investment programs, health insurance programs, and advocacy.

The NAFG has a web-site at <http://www.adjunctnation.com/news/advocate/>. It provides information for adjuncts on teaching, savings/investment, health insurance, advocacy, educational software, etc.

Another nationwide e-mail discussion group is called "Adjunct-Faculty." It is more open in format. To subscribe, send the following message to listproc@nmsu.edu *subscribe adjunct-faculty yourfirstname yourlastname*

American Association of University Professors

The American Association of University Professors is a professional organization open to full-time, part-time, and adjunct faculty. A free brochure is available if you call 1-800-424-2973. Web-site address: <http://www.aaup.org/>. There is basic information on the purpose of the organization, its present officers, membership, etc.

Internet Sites

The UAA homepage at www.uaa.alaska.edu provides links to information for the statewide Board of Regents, UAA Administration, and the Faculty Senate. UAA employment opportunities, phone directories, the Anchorage campus class schedule and course catalogs, Governance information, Library and Research Services, and computer handouts are also available on the UAA homepage.

Accounting/Cashier - Anchorage Campus

The cashier's window is currently located in the lobby of the Administration Building. The cashiers will provide reimbursement for approved petty cash vouchers if the department does not have a petty cash fund. During the fall and spring semesters, the cashier's window is open 9:00 am - 5:00 p.m. Monday and Tuesday, 11:00 a.m. -

5:00 p.m. Wednesday, and 9:00 am - 5:00 p.m. Thursday and Friday. For more information regarding petty cash, call 786-1495.

University Police Department Goose Lake Location Only

Extended college faculty and staff may contact the University Police Department for information or in case of an emergency.

The University Police Department is located on the first floor of the Eugene Short Building (ESB), on the west side of campus. The phone number for the University Police Department is 786-1120. The University Police Department utilizes commissioned officers to provide a variety of services and provides a highly responsive unit to assist university personnel in the following ways:

- Opening/locking room doors
- Providing escorts
- Dealing with disruptive individuals
- Assisting motorists
- Dealing with traffic and parking problems
- Providing general campus information
- Dealing with building/room environment problems which arise after normal business hours
- Providing emergency responses to fire, police, or medical problems
- Accessing buildings and rooms during non-standard times, Sundays, holidays, late nights, etc. Please contact University Police Department in advance to arrange this access.

The University Police Department is staffed 24 hours a day, seven days a week. Escorts are generally provided by the Call Team officers unless it is early in the morning, then UPD provides the escorts. Call the dispatcher at 786-1120 when assistance is required.

Exterior lighting on campus has been upgraded, and some parking lots have been enlarged. Parking will continue to be a premium commodity; if at all possible, allow some extra time to find a legal parking place.

Safety Tips

Please consider the following tips for maximum safety:

- DO lock your car after parking it.
- DO check the interior of your car before getting in.

- DO walk in well-lit areas during evening hours.
- DO walk with other people whenever possible.
- DO call University Police Department and report any safety problems.
- DO remain constantly aware of your surroundings while walking on campus.
- DO familiarize yourself with the locations of the exterior emergency call boxes.
- DON'T leave your valuables unattended, even for a minute.
- DON'T loan your university keys to anyone.
- DON'T hesitate to call University Police Department at x61120.

Campus Security Report

The Campus Security Report contains the UAA campus crime statistics for the three most current years. Campus security measures crime reporting and alert procedures, crime prevention strategies and educational programs, the sexual offenses policy, complaint procedures and disciplinary actions, and disciplinary actions for violations of alcohol and other drug policies. The report may be obtained via the web at the following address: <http://www.uaa.alaska.edu/studentaffairs/safety> or from the Office of Student Affairs.

Safety and Emergency Procedures

What do I do if a medical emergency or injury or other emergency occurs in or near my class or office?

Call University Police at extension x61120. Clearly report the nature and location of the emergency. Follow the instructions given by University Police or emergency responders. Emergency telephones are located throughout the campus. Familiarize yourself with the location of telephones in your building.

What are my responsibilities as a faculty/staff member?

Faculty members are expected to remain with their classes and direct their classes as instructed by the University Police, Campus Response Team, Building Manager or emergency personnel. In case of a building evacuation, keep the class together and go to the area designated. Each semester, evacuation instructions are provided to the faculty by Academic Affairs. Staff members should remain at their duty station or evacuate to the appropriate facility.

How does the university handle incidents or events such as an earthquake, blackout, or weather emergency?

If an event having campus wide impact occurs the Campus Response Team is automatically activated. The Response Team will assess the event and call for appropriate responses. For a detailed explanation of the Response Team see UAA Procedure 02.02.04 (D). Copies of UAA Procedures and Regents Policies and Regulations are available from your Dean's Office or in the Consortium Library.

Emergency Weather Closures

How do we handle snow and weather closures?

The decision to cancel any or all UAA activities is made only by the Chancellor or designee. On snow days, UAA announces any potential closures by 6:00 a.m. for day classes and by 4:00 p.m. for evening classes. These decisions are made after an assessment and recommendation by the Campus Response Team. A detailed explanation of the snow closure procedure can be found in UAA Procedure 02.02.04 (A), available from your Dean's office or in the library. The snow closure procedure is also published through AYNEWS, UAA's Community List Serve, early each semester.

Emergency Information Distribution

How do I find out about closures or emergencies?

- UAA utilizes a variety of communication avenues to notify staff and faculty of emergencies or closures.
- A. E-Mail: The AYNEWS list serve named "uaa-community" is a primary distribution channel and will be used to send notice.
 - B. Voice Mail: A voice mail mass distribution system reaches many campus personnel. These messages are limited to time-sensitive university bulletins of an urgent nature. The voice mail system should not be used routinely for event promotion.
 - C. Fax Mail: A series of major offices around the campus receive the UAA Fax Mail notices. These bulletins should be distributed within the units receiving the fax. It is the responsibility of each unit receiving a Fax Mail notice to make

copies and distribute the notice, forwarding by fax, posting and distributing copies throughout the unit.

- D. Wolf-Radio: UAA has a parking/emergency radio transmitter which operates on 1610 AM. Usually devoted to basic visitor/parking information, this radio station will be used for bulletins and warnings concerning snow closures and emergencies. This signal can be received on campus and in the surrounding area.
- E. Radio/Television: UAA notifies all major broadcast outlets of closures as rapidly as possible. Faculty and staff should be aware that not all outlets have 24 hour phone numbers and that UAA cannot control the content of broadcasts. We will notify broadcast outlets by 6:00 a.m. for day classes and by 4:00 p.m. for evening classes. To help expedite notification of broadcast outlets and to speed campus notification, please do not personally call University Police or University Relations. Listen to your voice mail, listen to local TV or radio stations, or tune to Wolf Radio.

What if UAA is open, but I can't meet my class?

There may be times when conditions in an individual neighborhood prevent faculty from meeting their classes. If this happens, notify your Dean's office or Department Chair as soon as possible so that students can be notified. Staff members should notify their supervisor. Keep a class roster at home or set up a phone tree in your class. It is the responsibility of the faculty member and the department to notify students if individual classes are canceled when the university remains open.

What if students can't make it to class?

Faculty should keep in mind that conditions can vary dramatically around the Anchorage bowl during major snowfalls. We make every effort to keep UAA open and operating in our northern environment, but we recognize that there may be times when students, like faculty, face local conditions that make travel impractical.

What about information on earthquakes, fire etc.?

UAA makes available state and federal publications concerning appropriate actions during natural disasters. During the year, the UAA Safety Committee offers special seminars and workshops on selected topics. As residents of an earthquake prone area, faculty should become familiar with publications and information available on these topics.

Campus Regulations

Common problems arise each semester which cause substantial inconvenience to those unaware of precautionary regulations established by the university. The following is a brief summary of some of these regulations, which generally apply to all campus locations unless otherwise stated:

Smoking

UAA has been designated a smoke free environment. Smoking is not allowed in any facility or vehicle owned, leased, rented, or under the control of UAA.

Controlled Substances

Possession, use, or sale of non-prescription drugs, including marijuana, is prohibited on campus.

Concealed Handguns

The carrying of a concealed handgun is prohibited on the property of the university, in a university office or classroom in a building not on university property, or at a university-sponsored activity or meeting not on university property, provided appropriate notice is posted in the manner provided by law.

Parking Services

On the Anchorage Goose Lake campus a paid parking program has been implemented. All vehicles parked in designated areas must display a campus parking permit or be subject to ticketing and impound. You may begin purchasing your parking permits on July 1st from the cashier. The following options are available:

DAILY PERMITS - Are valid for a single day and for any general use permit lot. Departments can purchase daily permits in bulk for later use and are encouraged to mail or otherwise provide the permits to the guests in advance of an event requiring their attendance. Daily Permits cost \$5.00 for yellow lots and \$6.00 for the garage and

are available for purchase at the Campus Center, Suite 113.

GREEN PERMITS – Night/evening permits are valid only from 4:00 p.m. until 7:30 p.m. Sticker permits must be affixed to the windshield's lower (passenger side) corner, and portable permits must hang from the rear-view mirror. Lost or stolen permits must be replaced at *full price*.
Decal: \$35.00 per semester/\$60.00 per year.
Portable: \$40.00 per semester/\$70.00 per year.

YELLOW PERMITS - Allow you to park in all yellow campus lots. Sticker permits must be affixed on the windshield's lower (passenger side) corner, and portable permits must hang from the rear-view mirror. Lost or stolen permits must be replaced at *full price*.

Decal: \$75.00 per semester/\$120.00 per year.
Portable: \$80.00 per semester/\$130.00 per year.

PLATINUM PERMITS – Allow users to park in the garage located between the CAS and Science Buildings and all yellow UAA lots. Price per semester is \$100.00 and permits are sold on a first come, first served basis.

METERED PARKING SPACES - Generally for campus visitors. All people who park in metered spaces *must* put money in the meter, regardless of whether they have a platinum, green, yellow, brown, daily, or temporary permit.

PERMIT ENFORCEMENT HOURS - Monday through Thursday 7:30 a.m. to 7:30 p.m. for yellow, green, and metered parking spaces. Friday, Saturday, and Sunday no permit and meter enforcement. All other violations (fire lane, handicapped spaces, loading zones, restricted use spaces) are enforced 7 days a week, 24 hours a day. Parking tickets may be paid in person by using the 24-hour drop box in the Eugene Short Building or through the mail. For more information contact Parking Services at 786-1119.

Handicap Parking

Spaces are designated in each lot on the Anchorage campus with distinctive blue and white signs and are reserved for the **exclusive** use of persons who have been approved to park there by the Department of Motor Vehicles. Motorists who park illegally in handicapped spaces will receive a citation and will be fined \$100.

Offending vehicles may also be impounded at a cost to the owner of \$50 or more.

Fire Lanes

Many areas have been designated as fire lanes. Parking is prohibited in any of those areas in order to maintain emergency vehicle route access. Vehicles parked in fire lanes will be issued a citation. Offending vehicles may also be impounded.

Campus Center

The Campus Center is the hub of the Anchorage campus, bringing together students, faculty, and staff. The mission of the Campus Center is to create an environment which promotes student development. The Campus Center supports and maintains the co-curricular educational, social, and recreational needs of the campus community.

The Campus Center offers a variety of facilities and services. Serving as the main source of general university information, the Campus Center Information Desk sells tickets to local sporting, cultural, and music events; and sells sundry items. Additionally, outdoor equipment, such as cross-country skis, kayaks, canoes, and snowshoes, are available for rental. Meals or a quick snack are available in the Campus Center cafeteria and the Den. The Campus Center offers faculty, staff, and students an IBM/MAC computer lab with a laser printer; quiet lounge; art gallery; recreation room with a color television, video games, and billiards; student lounge and forum area; fax services; notary services; telecommunications devices for the deaf (TDD's); and an automatic teller machine. In addition to its administrative offices, the Campus Center also houses the UAA Union of Students (student government); the *Northern Light* student newspaper; the Club Council; and the offices of Student Programs, Student Activities, Office of Student Affairs, Campus Life, Student Leadership Development, and the Wolfcard Office.

The Campus Center Den and the South Cafeteria are available to rent for department or class activities. There are also two conference rooms, which seat 20-40 people. For reservations contact Campus Life at 786-6068.

UAA WOLFcard

The WOLFcard is an identification card for UAA. It's provided to students, faculty and staff of the

university. It allows use of campus facilities and access to campus events and services. The WOLFcard may be used as a debit account to spend WOLFbucks at various campus locations. The initial card is free to current UAA students and employees. A fee is charged for replacement cards. Eligible students and employees can get their card by visiting the WOLFcard office in the Campus Center. For more information please call 786-HOWL (4695), e-mail wolfcard@uaa.alaska.edu, or visit <http://www.wolfcard.uaa.alaska.edu>. Hours of operation are from 9:00 a.m. – 6:00 p.m.

Food Service

Full service cafeterias in Anchorage are available in the Lucy Cuddy Center and the Commons Creekside Eatery throughout the semester. The Creekside Eatery is a one-price all you can eat venue while the Cuddy Center features Mexican food, grilled and deli style sandwiches, Asian soups, bakery items and a salad bar. Subway sandwiches are served in the Campus Center (lower level). Upstairs in the Campus Center, visit the Corner Café serving Corner Brew espresso drinks, herbal teas, bottled beverages, pastries, to go sandwiches and salads. Coffee and espresso are also served in the Administration Building and Cuddy Daily Grind locations. Counter Culture, located in the Arts and Sciences Building, offers smoothies, sandwiches and salads in addition to espresso and teas.

The Lucy Cuddy Dining Room offers fine dining Tuesday through Friday from 11:00 a.m. (12:30 last seating) to 2:00 p.m. For reservations or information on the menu call 786-1122.

University Housing/Dining/Conference Services (UHDCS)

University Housing is responsible for the administration of the three residence halls, Main Apartment Complex, and Templewood Apartments, including room assignments, maintenance, operations, and student accounts. They are able to accommodate a total of 950 residential students in UAA's on-campus housing with a variety of floor plan options. To be eligible for on-campus housing, student must be enrolled in a minimum of nine (9) credits each semester. Due to the academic nature of on-campus housing, resident students are expected to make academic progress during their tenure in housing. Applications are accepted on a year-

round basis. Summer housing is available for students enrolled in three (3) or more credits each summer session. University Housing also operates an information desk in The Commons that is open Monday – Friday from 8:00 a.m. – midnight and Saturday – Sunday from 10:00 a.m. – midnight during the academic year. Summer hours are reduced to Monday – Friday from 8:00 a.m. to 5:00 p.m. The information desk is staffed with professional (business hours only) and student (after business hours) staff. University Housing is located at 3700 Sharon Gagnon Lane, Suite 101. To access the phone line for the information desk call 751-7200. For more information on University Housing visit the following address:

<http://www.uaa.alaska.edu/uhdcs/housing.htm>.

Bookstore

The UAA bookstores provide books and supplies to assist students, faculty, and staff in the attainment of their educational goals. Each of the extended colleges operates an independent bookstore. The stores offer books and required materials for locally offered courses, as well as a limited number of general school supplies and educational software.

In Anchorage the facility is called The Campus Bookstore. Textbooks and supplies for classroom use must be requested on requisition forms available through department secretaries or on-line via the bookstore web page. To have educational material available in a timely manner requisition forms, authorized by the department chair, must be submitted on the following dates:

Fall Semester	April 15
Spring Semester	October 1
Summer Semester	March 1

The Bookstore does not receive instructor desk copies. Publishers generally will issue a free copy of an adopted text to each instructor using the text. The academic department or individual instructor is responsible for ordering desk copies. A Desk Copy Request form is available from the department secretary.

A faculty center network is available on the bookstore web page at www.uaa.alaska.edu/bookstore. It provides a searchable database by title, author, or subject, provides information about new titles, edition

changes, and educational supplements. Chapters and table of contents of textbooks can be reviewed. Publisher information is available to order desk copies, obtain e-mail addresses for the publisher representatives, or request a review copy.

The Bookstore stocks a wide selection of fiction, non-fiction, and poetry books in both hardcover and paperback editions to complement prescribed written materials. The selection is not limited to popular trade books; it includes study aids, technical manuals, reference books, academic titles, university press books, and scholarly books available from many publishers. The Bookstore takes great pleasure in stocking books authored by UAA faculty; faculty who have published books should contact The Bookstore.

The Board of Regents has established the following policy concerning non-discrimination in textbooks and educational materials:

In recognition of the University of Alaska's commitment to provide equal educational opportunity, all members of the university community responsible for the selection of textbooks and educational materials are expected, in the absence of an explicit educational objective to the contrary, to avoid the use of textbooks and educational materials which reflect bias toward or against any person or group of persons based on their sex or minority status. *[See Regents' Policy 10.10.01]*

LIBRARIES

Consortium Library

The Consortium Library serves the University of Alaska Anchorage and Alaska Pacific University. It is the state-designated research library for Southcentral Alaska and is open to the public. The Library is located on UAA's east campus next to the College of Arts and Sciences, and it's holdings include more than 750,000 bound volumes and 3,400 journal subscriptions. It is a select depository for federal and state documents as well as a designated Foundation Center depository. Other specialized collections include Archives and Manuscripts, Alaska and arctic-related materials, ERIC documents, and sheet music.

The Consortium Library's Health Sciences Information Service is supported by an extensive medical collection. In addition to serving students, faculty, and staff, it offers a full range of library services to Alaska's medical community. The Consortium Library is also a founding member and working partner of the Alaska Resources Library and Information Services. Located in mid-town Anchorage, ARLIS is open to Consortium Library patrons. Its collections include more than 700 journal subscriptions and 150,000 volumes and focus on natural and cultural resource materials relating to Alaska and other arctic regions.

The Consortium Library makes available more than 150 indexes and electronic databases, including thousands of electronic journals and books, which cover materials in a broad range of disciplines. Reference assistance and other services, online library information, handouts, and the library's research guides are available on the World Wide Web at <http://www.lib.uaa.alaska.edu>

During fall and spring semesters, library hours are Monday through Thursday, 7:30 a.m. - 11:00 p.m.; Friday, 7:30 a.m. - 8 p.m.; Saturday, 10:00 a.m. - 6:00 p.m.; and Sunday, noon - 11:00 p.m. Hours are reduced during summer sessions and between semesters. Reference librarians are available to assist users and give library tours during most open hours. Class tours, database demonstrations, and other special services can be arranged in advance by calling the Reference Desk at 786-1848. The library regularly offers students one- and two-credit course in the use of information resources and library services.

Materials may be placed on reserve for students in the Consortium Library through the library's Reserve Desk at 786-1872. Additional items, such as student evaluations of faculty and Board of Regents' meeting minutes, are also available in the library's Reserve Room.

Library faculty members act as assigned liaisons to facilitate communication between the library and individual faculty members and departments. Faculty are encouraged to participate in collection development by submitting requests for titles through their library liaison or directly to the Acquisitions Department at 786-1875. Faculty are encouraged to peruse the library's Approval

Plan (a weekly shipment of newly published books relevant to UAA programs) and make book selections. Approval Plan books are available for browsing in the Technical Services Department, Monday through Friday from 8 a.m. to 5 p.m.

The Library Advisory Committee of the UAA Faculty Senate provides faculty representation in library matters. Schools and colleges elect representatives each fall. The Joint Library Advisory Committee is mandated by the Consortium Agreement with Alaska Pacific University and is composed of representatives from UAA and APU. It meets with the Library Advisory Committee.

For further information call the Reference Desk at 786-1848.

Kenai Peninsula College Library

The Kenai Peninsula College (KPC) Library shares the Clayton Brockel Building with the Learning Center, three general classrooms, two art classrooms, and the KPC Art Gallery.

During the academic year, the library is open sixty hours a week. The staff provides reference services and obtains materials to support KPC programs and the needs of students and faculty. Faculty participation in the selection of materials is actively encouraged. Interlibrary loan is available for materials not owned by KPC. KPC is a member of the Online Computer Library Center (OCLC) and has access to library materials owned nation wide.

Library instruction and orientation are available in many formats. A one-credit course in how to use the library is available to students. Library users may also receive walk-in orientation at any time. Instructors may reserve dates for their classes to come to the library and receive course related library orientation during the semester. KPC Library also provides support for the Kachemak Bay Campus Library in Homer.

The holdings of KPC Library are listed on WorldCat and in the Joint Library Catalog of the University of Alaska Anchorage. Access the KPC webpage at the following address: <http://www.kpc.alaska.edu/KPC%20Library%20Webpage/frameset.html> for online access to the Joint Library Catalog and a more detailed listing of KPC Library services.

The KPC Media Center is located within the library and operated by KPC Library staff. Media equipment such as CD/cassette/stereo players, slide projectors, and video/media projectors may be checked out for campus use. Course related tape duplication and delivery of video equipment for classroom taping can also be arranged. Contact Library staff to reserve equipment and arrange for media services.

Kodiak College Carolyn Floyd Library

The Carolyn Floyd Library located in the Benny Benson Building and is open during Fall and Spring semesters. The physical holding include over 2,000 books, 1,500 videos, 800 CDs, and subscriptions to 38 magazines and 3 newspapers. Electronic access is also provided to 2,000 books, 175 databases covering a wide range of topics, 1,500 magazines and journals, and 6 national newspapers.

There are nine computer stations equipped with Internet access, DVD viewing capability and word processing, presentation, spreadsheet, database, and web editing software. A scanner is also available for student use. Other services include interlibrary loans, course reserves, research assistance, library tours, and instruction and provision of media equipment for students and instructors.

Borrowing privileges are offered to all members of the community over 16 years of age.

For more information, please visit our website at <http://www.koc.alaska.edu/library> or call (907) 486-1241.

Matanuska-Susitna College – The Alvin S. Okeson Library

The Alvin S. Okeson Library is located in the Okeson Library Building (OLB). Covering two floors and 18,000 square feet, it houses more than 50,000 volumes, 225 periodicals, and more than 3,000 non-print items. Areas of specialization include: electronics technology, agriculture, refrigeration and heating, and strong holding in the arts.

The library has an active orientation program. A library skills course, developed and taught by the librarian, is offered annually. Orientations for specific courses are provided on request. Staff

provide one-to-one instruction whenever necessary. Printed handouts and brochures provide additional guidance. Instructors may contact the librarian to schedule class tours and orientations at (907) 745-9743.

During fall and spring semesters, hours of operation are Monday – Thursday from 9:00 a.m. – 9:00 p.m., Friday from 9:00 a.m. – 5:00 p.m., and Saturday from 9:00 a.m. – 3:00 p.m. Library hours are reduced between semesters and during the summer sessions.

For further information, please refer to the college's library website at the following address: <http://www.matsu.alaska.edu/Library/default.htm> or call (907) 745-9740.

FACULTY INSTRUCTIONAL AND TECHNICAL SUPPORT

Learning Resources Center

The Learning Resources Center (LRC) is located in the Sally Monserud Building (SMB). The mission of the LRC is to provide educational support and service to all UAA faculty and students.

The LRC provides a variety of instructional assistance to faculty.

The following are instructor services offered at the LRC:

- Instructor Reserve Materials: Instructors can place materials on reserve for checkout to their students. Instructors may place books, pamphlets, videos, computer software, CD-ROMs, CD duplicator, DVDs, and printed materials on reserve at the LRC for student use.
- UAA Media Library: Films and videotapes are available for preview and checkout to University of Alaska instructors throughout the state. Catalogs of holdings are available at the LRC or can be obtained by calling 786-6831 or visit <http://www.uaa.alaska.edu/lrc/media>.
- Technology innovations for curriculum development: test scoring machine, laminators, high-speed audiocassette tape duplication system, overhead projection materials, report binding, and graphics. For further information, please call 786-6834.

The Learning Resources Center (LRC) is a friendly place to study and use a variety of resources.

Student Services offered at the LRC and associated learning labs include

- Instructor reserve materials for students
- Group and quiet study areas
- LRC/ITS general use computer lab
- Reading/Writing Center with tutors
- Math Lab and tutors
- Computer-Assisted Writing Lab with tutors
- English-as-a-Second Language (ESL) tutoring
- Language Lab and tutors
- Video viewing and audio listening stations
- VCR/DVD/CD-ROM players
- Copier machines and typewriters
- Graphics Work Area
- Testing site for correspondence courses

To find out how to place materials on reserve for checkout to your students, how to reserve instructional media for use in classrooms, or to find out more about the services that the LRC offers please call 786-6829 or visit <http://www.uaa.alaska.edu/lrc>.

Information Technology Services

The Information Technology Services Department provides local campus network, computing, telephone, audiovisual, and on-line curriculum services to the UAA community. IT Services is committed to providing students, staff, and faculty with a variety of important and useful technology-related services. A brief summary of services is provided below. Up to date service descriptions and related information may be found at <http://www.uaa.alaska.edu/its> or by contacting the IT Call Center at 786-4646.

Customer Support

The IT Call Center serves as the single point of contact for all technology related services. Technicians can assist faculty with the following services: telephone, data network and computing, Internet access, e-mail, appropriate use policies, software licensing, basic software/hardware troubleshooting, and on-line curriculum (Blackboard™). The Call Center can be reached by telephone at 786-4646, by e-mail at callcenter@uaa.alaska.edu, or by visiting visit <http://www.uaa.alaska.edu/its/help>.

Telephone Services

IT Services operates UAA's campus telephone utility. For a monthly service charge, faculty and staff receive local telephone and voice mail services. Long distance is available via a long distance access code and long distance charges are billed to departments. Calling cards are also available. Voice mail training sessions can be scheduled by calling the IT Services Call Center at 786-4646, option 4.

Desktop Services

The IT Services Desktop Team offers a wide range of technology related services on a recharge basis. Services include new PC setup with migration of old data, setup of PF peripherals, LAN troubleshooting, server maintenance, PC maintenance, and setup of desktop videoconferencing. Work is performed under UAA technology standards. To request desktop support, please contact the Call Center at 786-4646, option 2.

Campus Open-Access Computer Labs

IT Services maintains five open-access computer labs on campus that provide Internet/e-mail access, laser printing, and a variety of popular software applications on both PC and Macintosh platforms. All faculty, staff, and registered UAA students are welcome to use these facilities. Lab consultants are available to assist with basic equipment/software operation and campus resources. Consultant hours are posted at each location. Consultant hours can also be accessed by calling the Call Center at 786-4646. The following is a list of the Computer Labs and their locations:

- Consortium Library, second floor, room 212
- Campus Center, second, room 216
- Learning Resource Center (LRC), located in the Sally Monserud Building, room 111
- The Commons, room 105
- Eugene Short Building (ESB), first floor, room 102

For complete information on individual lab resources and hours of operation visit <http://www.uaa.alaska.edu/its> and click on "Campus Labs".

Campus Data Network and the Internet

IT Services maintains a high speed campus data network (Ethernet). Virtually all offices, classrooms, and on campus buildings have

appropriate cabling and can be connected to the network. The network provides automatic address allocation and other network configuration information via DHCP. The campus network connects directly to the University of Alaska wide area network. This network connects all university campuses and also connects to the Internet and Internet2 via the Pacific NorthWest GigaPOP.

Electronic Mail Services

E-mail accounts are available to all students, staff, and faculty. University usernames and passwords are assigned to regulate account access. The default e-mail address is a username with @uaa.alaska.edu appended to it. Mail aliases, such as john.doe@uaa.alaska.edu, are permitted and make e-mail more personalized. Faculty should contact the IT Services Call Center for further information on usernames/passwords and general mail information or visit <http://www.uaa.alaska.edu/its/email>.

Web Hosting Service

Faculty have access to a web-hosting environment at UAA for creation and support of personal web pages and content. All content placed into these web pages must conform to UAA's appropriate use guidelines and information resources policy. Faculty should contact the IT Services Call Center for further information on this service or visit www.uaa.alaska.edu/its/webservices.

UAA-Online

UAA course material can be placed on-line. UAA-Online is UAA's web destination for on-line course content and services, as well as distance education courses. See the Faculty Support Services heading or visit <http://uaaonline.alaska.edu> for further information.

Training Services

IT Services offers a variety of new general interest computer and network related short courses each semester. The following topics are included: tailoring e-mail to meet personal needs, beginning to e-mail, locating on-line material at UAA, and taking advantage of net-based services. These courses are open to both students and employees. Courses are held in the ESB Computer Lab located on the west side of campus.

Academic Technology Services

The IT Academic Technology Services group offers faculty a variety of courses for using technology in teaching and course delivery (Blackboard™). The New Media Center offers workshops for UAA faculty and staff. Online schedules and course registration are available. Distance Education at UAA includes courses offered on television via GCI Cable Channel 15, audio-conferences, and web-based on-line services. Students enrolling in UAA's distance education courses may participate without attending classes on campuses. For more information contact the IT Services Call Center at 786-4646.

AV Services

The AV Team supports the audio visual and media equipment needs for the campus by providing the following services: equipment requests and deliveries; maintaining multi-media cabinets, rooms and smart carts; repairing A/V multi-media equipment; video conferencing equipment ; training of equipment (on request). Requests must be made at least 24 hours in advance and can be made as far as 3 months in advance. AV employees deliver/pickup equipment at designated locations for specified time slots. Requests for services may be made by calling 786-6825, faxing 786-6824 or on a walk-in basis in BMB 108.

Center for Advancing Faculty Excellence

The Center for Advancing Faculty Excellence (CAFÉ) opened in fall of 2000 to promote excellence in teaching and learning, service, community engagement, assessment, creative activity and research in an atmosphere of collegiality. The Center supports faculty at UAA, including the community campuses, through the following activities:

- workshops and speakers on subjects of interest to faculty;
- special support for new faculty;
- information about grant opportunities and awards;
- a library of faculty development materials;
- a small lounge and temporary work space for faculty;
- a computer laboratory for improving skills in distance technology; and much more.

CAFÉ is located in Building K, Room 136. For more information, please visit the CAFÉ website at <http://www.uaa.alaska.edu/cafe/> or call CAFÉ's Director at 786-4603.

Center for Community Engagement and Learning

The Center for Community Engagement and Learning connects academic programs with community service so that faculty, students, and community partners can forge linkages between theory and practice, between knowledge and action, and between the university's academic resources and the community's development. Established in 2000, CCE&L promotes new models of teaching, learning, and scholarly research between UAA faculty, students, and community-based groups. Our commitment to collaboration encourages innovative, practical, and action-oriented approaches to improve Alaskan communities. CCE&L serves as a clearinghouse for faculty interested in community-based, service learning pedagogy and research; as a front door to the university for community leaders with project ideas; as a catalyst for students seeking engagement or relevant learning experiences beyond the traditional classroom; and as a promoter and generator of participatory action research to help meet the applied research needs of our communities. CCE&L provides faculty workshops, technical assistance, seed funding for service-learning projects, and other resources. For further information or to receive our newsletter call 786-6562, e-mail engage@uaa.alaska.edu, or look them up online at <http://www.uaa.alaska.edu/engage.htm>.

MISCELLANEOUS INFORMATION

Academic departments or extended college directors will offer more specific information regarding the following:

Department Meetings

Each instructional department is responsible for setting up and conducting faculty/department meetings. Please check with the department chair or extended college director for information regarding the meeting schedule for each semester.

Faculty Absences

Faculty members unable to meet with classes at regularly scheduled times due to illness or emergency must notify their department chair,

dean, or director for appropriate action. See also the Safety and Emergency Procedures.

Instructional Supplies and Materials

Direct all requests for instructional supplies and materials to the department secretary. Request special materials which require more than nominal expenditures as early as possible. All purchase requests must have appropriate signature approval.

Secretarial Support

Secretarial support is provided by clerical staff assigned to specific disciplines. Typing of class handouts, course syllabi, examinations, and other course related materials generally requires a lead time of at least three days to ensure completion by the required date and the most cost-efficient method of duplicatio
