



## ADJUNCT FACULTY RESOURCES 2018-2019

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### NEW TO NSU

Welcome to Nova Southeastern University! If you're new to the NSU community, there are a few things you might need.

**Parking:** In order to [park on campus](#), you are required to have a valid [parking permit](#). To avoid a ticket, be sure to familiarize yourself with public safety's [rules and regulations](#) for parking on campus.

**New Hire Forms:** As a new adjunct, there are some policies to review and forms to submit to Human Resources. You can access them [here](#).

**SharkLink ID:** Every new member of the NSU community is automatically granted a SharkLink ID. This ID is the same as your e-mail username and is what you will use to log in to most of NSU's digital resources. If you don't already know your SharkLink ID, you can find it [here](#).

**SharkCard:** While on campus, all faculty, students, and staff are expected to carry a SharkCard, which serves as your official University identification. You can obtain your SharkCard through the [NSU Campus Card Office](#).

**E-mail Setup:** It is expected that you use your official NSU e-mail account for all University related business. You can access your NSU e-mail online through [SharkMail](#), or through your preferred [e-mail management software](#) (e.g., Outlook). It is also highly recommended that faculty connect their e-mail to their mobile devices ([Apple](#) or [Android](#)).

## POLICIES AND PROCEDURES

In general, policies and procedures for NSU employees and the College of Psychology adjunct faculty are outlined in the [Employee Policy Manual](#) and the [Part-Time Faculty Handbook](#). Below are some of the more frequently referenced policies.

**Student Misconduct:** Faculty are expected to uphold policies related to student academic and professional misconduct. Many of NSU's policies regarding student conduct are outlined in the [student handbook](#). However, there are some policies and procedures related to student misconduct that are specific to the College's various programs. Information on program specific policies can be obtained from the program directors.

**Student Disability Services:** NSU provides individualized accommodations to students with documented disabilities. More information on the services provided and the eligible disabilities can be found via the [Office of Student Disability Services](#).

**Academic Dishonesty:** Nova Southeastern University is committed to upholding academic integrity. Please familiarize yourself with the guidelines on dealing with academic dishonesty, which can be found in the [Part-time Faculty Handbook](#).

## PEOPLE AND PLACES

Contact information for College of Psychology faculty, staff, and administration can be found through the [directory](#). If you're looking for a point of contact for a specific program, try [here](#) first.

If you're looking for a specific building on campus, you can find it on the interactive campus [map](#). You also may find the [iShark](#) mobile app helpful.

## NEWS, ANNOUNCEMENTS, AND EVENTS

NSU encourages all of its members to become involved in the University community. With that in mind, we invite you to keep up-to-date with news and events both within the [College of Psychology](#) and [across the University](#).

## SEMESTER ESSENTIALS

**Academic Calendar:** For information regarding semester start and end dates, exam weeks, and University holidays, please see the [Undergraduate Academic Calendar](#) or the [Graduate Academic Calendar](#).

**APA:** For reference on [APA](#) formatting guidelines, the [Alvin Sherman Library](#) provides users with [videos](#), [formatting and style](#) tips, an interactive "[How do I cite](#)" search function, and an APA manual for checkout. Your NSU SharkCard is required for checking out materials from the library.

**Canvas:** All of NSU's online courses are offered through the learning management system, [Canvas](#). You can log in to your Canvas account with your NSU e-mail username and password. If

you are new to Canvas, you may want to review the self-paced [Canvas Instructor Tour](#). This course will assist you with first-time navigation and serve as an overall introduction to the Canvas system. Additional support materials are available on the [NSU Canvas website](#) under the Support Tab. Live support is also available at 833-879-0862.

The IZone is a faculty-centered resource department designed to provide support for online course development and the creation of instructional interactive media development to enhance NSU's competitive technology advantage. If you need assistance with accessing or building the content of your course, contact the Izone at 954-262-0777 or [izone@nova.edu](mailto:izone@nova.edu).

**Classroom Needs:** If you have a question or request regarding classroom space, contact [Marilyn Kriss](#). However, if you have a problem or request related to classroom technology, contact [OIT](#) at 954-262-0777. Please note that faculty who wish to use the whiteboards that are available in many of NSU's classrooms are expected to bring their own dry erase markers and erasers. Please contact [Marilyn Kriss](#) or [Susan Neill](#) for classroom supplies.

**Course Evaluations:** Each semester, students are asked to complete online course evaluations. You can access and review your IDEA Course Evaluations [here](#). The evaluations are available to instructors approximately a week after the end of the term/semester.

**Grades:** Final grades must be entered via [WebSTAR](#) no later than seven calendar days following the end of the semester. For a tutorial on entering final grades, visit the [Strategic Support Services](#) webpage.

**Library Services:** NSU's [Alvin Sherman Library](#) offers a wide range of [support services](#) for faculty, including librarian-led instruction sessions, where an NSU librarian will attend your class and help your students learn everything from genealogy research to grants and scholarship resources. The social science reference librarian, Melissa Johnson ([MJ774@nova.edu](mailto:MJ774@nova.edu)), is an excellent resource for faculty and students.

**Roster Reconciliation:** The University's roster reconciliation policy requires all instructors to reconcile rosters for each class taught every semester/term. Roster reconciliation involves identifying students who are not in attendance or in attendance but not on the roster. An email is sent from the Office of the University Registrar at the beginning of the semester/term to all faculty with instruction on the roster reconciliation process.

**SharkCard:** All students and staff are required to carry a SharkCard while on campus. It is used for entrance to the library, parking areas, and restricted building access. Instructions for obtaining a SharkCard can be found [here](#).

**SharkLink:** [SharkLink](#) is NSU's online portal to all of the University's digital resources. Instead of logging in separately to your e-mail, Canvas, etc., you can gain access to it all through SharkLink. For instructions on retrieving your Sharklink PIN click [here](#).

**Syllabi:** NSU utilizes an [online syllabus management platform](#) in [AppCentral](#) for syllabus development and management. An instructional video on the syllabus management platform is available [here](#).

**Technology Issue:** If you are experiencing an issue related to technology and need help, please contact the [Computing Help Desk](#) to fill out and submit a ticket. If you need immediate assistance contact Strategic Support Services at 954-262-0777 or [sss@nova.edu](mailto:sss@nova.edu).

**Textbooks:** The process for assigning, ordering, and obtaining desk copies of textbooks varies by program. For questions regarding this process, reach out to the [point of contact](#) for the program that houses the course for which you need the text.

**Travel & Expense Reimbursement:** The University reimburses employees for the ordinary and necessary expenses incurred while traveling on official University business. The NSU travel policy is available [here](#).

[Universal Travel/American Express](#) is the official travel agency of Nova Southeastern University. All airline tickets must be purchased through Universal Travel Inc. The travel agency can also assist with hotel and car rental reservations.

The University uses the [Ariba System](#) to reimburse for travel expenses. An instructional video on Ariba is available [here](#). Additional Ariba resources are available [here](#).

**Tutoring and Testing:** Academic support services are available free of charge to all NSU undergraduate students at the [Tutoring and Testing Center](#). Included in the varied services is tutoring in the areas of general education and [subject based courses](#).

Free writing services are available to all NSU undergraduate and graduate students. Students can schedule a session by calling (954) 262-8350 or (800) 541-6682. Sessions can be conducted in-person at the Ft. Lauderdale campus, and distance education students can schedule a remote session. The tutors will not edit papers for students; however, tutors will read through the paper with the student and assist with proofreading and APA formatting.

Testing Services are available by appointment to undergraduate students. Faculty may contact [testing services](#) for assistance with make-up exams, proctoring services, and standardized tests. For undergraduate students, make-up exams and proctoring services are free of charge.

While testing services are available to all students, faculty teaching graduate-level courses must get approval from the department chair prior to scheduling test administration through the Testing Center. For graduate student test proctoring, there is a fee of \$10 for a computer-based test administration and \$15 for a paper test. Testing services available to graduate students include make-up test proctoring and testing that requires accommodations.

**VPN Network:** [SharkVPN](#) is available to faculty who need a secure connection to the campus network from off campus.

**Virus:** If you suspect your computer has been infected with a malicious virus, check out the [Virus Information](#) provided by NSU's Help Desk. You can also contact the relevant help desk department at [virushelp@nova.edu](mailto:virushelp@nova.edu).

**WiFi Networks:** NSU offers two high speed [wireless networks](#), one for faculty, staff, and students and one for guests, throughout the main and regional campuses.

## CONTINUING EDUCATION

NSU's College of Psychology offers [continuing education workshops](#) to psychologists, clinical social workers, mental health counselors, marriage and family therapists, and school psychologists. Adjunct faculty receive a 50% discount to our continuing education courses.

## PEDAGOGY AND LEARNING

There is a wide array of instructional strategies designed to increase students' learning. Faculty looking to increase knowledge and skills regarding pedagogy can find materials [here](#). Additionally, NSU's Innovation Zone ([IZone](#)) is available to assist faculty with the necessities of online teaching, including everything from course design to pedagogy and best practices.

## BENEFITS

Being an NSU employee comes with a wide range of benefits, including:

- [Abenity](#) - Employee Discount Program
- [Bookstore](#) – 15% discount on clothing and select supplies with employee ID
- [Cellular Service Discount](#)
- [Computer Discount](#)
- [Discounted Tickets](#) – Discounted tickets to events, performances, and concerts at the Broward Center for the Performing Arts, Parker Playhouse, the Aventura Arts and Cultural Center, and the Pembroke Pines City Center.
- [Employee Assistance Program](#)
- [Hotel Discount and Airport Parking](#)
- [NSU Art Museum Fort Lauderdale](#) – Free admission with employee ID
- [Shark Discount Program Vendors](#)
- [Travel Assistance Program](#)
- [Tri-Rail's Employer Discount Program](#)
- [The Psychology Services Center](#) - 30% off for NSU Employees. For more information, call (954) 262-5730.
- [Tobacco Cessation Program](#) – Free to NSU employees

## FREQUENTLY ASKED QUESTIONS

Below are some frequently asked questions that you might find helpful. If you still have questions after perusing the FAQs, please contact Stacy-Ann Palmer at [stacpalm@nova.edu](mailto:stacpalm@nova.edu) or 954-262-5765.

### Classroom Management

- ❖ Where can I find information about academic dishonesty/plagiarism?
  - *Policies regarding student misconduct can be found in the [Part-time Faculty Handbook](#).*
- ❖ How do I respond to disruptive behavior?
  - *Please consult with your program director.*
- ❖ How should I handle a grade dispute?
  - *Grade dispute procedure varies by program. Please consult with your program director.*
- ❖ How should I handle suspected sexual misconduct?
  - *All faculty have an obligation to prevent and address sexual misconduct, which includes crimes such as sexual assault, stalking, and intimate partner violence, as well as other behaviors, including sexual harassment and sexual exploitation. Report all sexual misconduct to the [Title IX coordinator](#).*

### Classroom Resources

- ❖ Whom do I contact for classroom resources?
  - *Please contact Marilyn Kriss at [krissm@nova.edu](mailto:krissm@nova.edu) or 954-262-5763.*
- ❖ What if a student needs tutoring?
  - *Free tutoring services are available to all undergraduate students in general education and [selected academic topics](#). Writing services are available free of charge to all NSU undergraduate and graduate students. These services are provided by the [Tutoring and Testing Center](#) and they are available both on campus (including some regional campuses) and online.*
- ❖ How do I give a make-up exam?
  - *Testing services are available to all students at the [Testing Center](#). Faculty may contact [testing services](#) for assistance with make-up exams, proctoring services, and standardized tests. For undergraduate students, make-up exams and proctoring services are free of charge. For graduate student test proctoring, there is a fee of \$10 for a computer-based test administration and \$15 for a paper test.*
- ❖ Does our department or college provide instructional supplies like dry-erase markers?
  - *Yes. Stop by room 2014 in Maxwell Maltz building to request supplies.*

- ❖ How can I make photocopies for class?
  - *Copy cards are required for the copiers in the Maltz building. See your program office for a copy card. Swipe the copy card on the card reader, and follow the instructions on the screen to make copies. Copy cards are not necessary for the copier in the Parker building.*

### **College Administration**

- ❖ Who are the Department Chairs?
  - There are three Department Chairs within the College of Psychology:
    - *Dr. Glenn Scheyd, Department of Psychology and Neuroscience*
    - *Dr. Tara Jungersen, Department of Counseling*
    - *Dr. John Lewis, Department of Clinical and School Psychology*
- ❖ How do I contact the program directors/managers/coordinators?
  - Click [here](#) for contact information.

### **Emergency**

- ❖ Whom do I call in an emergency situation on-campus?
  - *In an emergency, call 911 and give the police your exact location and nature of the emergency. Following the 911 call, contact NSU Public Safety at 954-262-8999. For additional information, review the [NSU Emergency Procedures](#).*
- ❖ What are the emergency evacuation procedures?
  - *Classroom Emergency Intercom: Use the emergency intercom in any situation in which you need emergency help or feel threatened and cannot safely call Public Safety (954) 262-8999 using a telephone. Emergency classroom intercoms are a way for Public Safety to make an emergency notification or broadcast instructions to a specific classroom or building in the event of an emergency. The intercoms are activated on the classroom side by pressing the button once and releasing. A Public Safety dispatcher will reply after the button has been pressed. The classroom-side user does not have to press the button again to speak.*
  - *Take a moment to familiarize yourself with emergency evacuation procedures and [recommended response actions](#) in emergency situations.*

### **Facility**

- ❖ Does our department provide office space for adjunct faculty?
  - *There is a designated adjunct office space in the Carl DeSantis Building (room 1019). Please contact Susan Neill at [sneill@nova.edu](mailto:sneill@nova.edu) for access to these offices using your SharkCard. Access must be renewed each semester through a request to Susan.*

- ❖ Whom should I contact if I am locked out of my classroom?
  - *In the event that you do not have access to your classroom, please contact Public Safety at (954) 262-8999. Be prepared to identify yourself, and produce your NSU ID.*
- ❖ Will I receive an inbox/mailbox in the department?
  - *The Department of Psychology and Neuroscience adjunct faculty mailboxes are located in the Parker mailroom (second floor). The Department of Clinical and School Psychology and the Department of Counseling adjunct faculty mailboxes are located in Maltz 2083.*

### **Faculty Expectations and Resources**

- ❖ Whom do I contact for questions about faculty support?
  - *Contact Stacy-Ann Palmer at 954-262-5765 with any questions or concerns.*
- ❖ When are the department faculty meetings? Am I expected/encouraged to attend?
  - *Adjunct faculty are welcomed, but not expected to attend the monthly faculty meetings. Please check with your Department Chair for the meeting times.*
- ❖ How do I get evaluated?
  - *Student evaluations are conducted online using the IDEA evaluation system. Faculty can access their evaluations approximately a week after the end of the term/semester via the [faculty evaluation portal](#). Additionally, classroom visitations/online observations may be conducted periodically by the program office. The results of the formal observation will be shared with you. You also may be asked to conduct a self-assessment of your instruction and credentials.*
- ❖ What is the maximum number of classes an adjunct faculty may teach in a calendar year?
  - *The maximum average weekly work hours an adjunct faculty can work at NSU in any given calendar year (fall semester, winter semester and summer term combined) is twenty-seven (27) hours. The average weekly work hours can be comprised of one or a combination of teaching, student supervision, activities in a non-classroom clinical or laboratory setting, and/or supervision of graduate and doctoral students. Additional [information on the policy](#) and a [worksheet to calculate weekly work hours](#) per calendar year are available online.*
- ❖ What is the pay schedule for Adjunct Instructors?
  - *The pay schedule varies depending on the department and the length of the course. Refer to the adjunct contract for the pay schedule.*
- ❖ How do I learn about more teaching opportunities in this college?
  - *We have a number of academic programs within in the College of Psychology. Please contact the program directors for additional teaching opportunities.*



- ❖ Is tuition assistance available for adjunct faculty?
  - *Adjunct faculty are not eligible for tuition waiver for our academic programs. However, a 50% discount is available for our continuing education workshops.*

### **Holidays**

- ❖ What are the NSU observed holidays?
  - *Click here for a calendar of the [holidays](#) observed by the University.*

### **Technology**

- ❖ Whom do I contact for technical support?
  - *For technical support, contact the office of Strategic Support Services at 954-262-0777.*

### **Textbook**

- ❖ How do I adopt textbooks for my courses?
  - *For graduate programs, faculty are responsible for adopting learning materials at the NSU [bookstore](#) using FacultyEnlight. An [instructional video](#) is available to faculty who are not familiar with FacultyEnlight. To get started in your textbook search and adoption, [simply click here](#) to enter the FacultyEnlight website. You may also [set up a profile](#), which will allow the program to store your research history and adoption selections.*
  - *For undergraduate programs, textbook adoption is done by the program staff.*
  
- ❖ How do I get a desk copy of the textbook?
  - *For the undergraduate programs, contact the [undergraduate administrative staff](#) for the required textbook and a desk copy of the book.*
  - *For the graduate programs, contact your program director for an approved textbook list. For a desk copy of the book, contact the publisher directly to make the request. If you need assistance, contact the [program office](#).*