

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
School of Arts and Humanities
Department of Foreign Languages and Literatures (DFLL)

Policies and Procedures for Part-time Instructional Personnel
(PT Instructors of Record, Tutors, Course Assistants)

Welcome to the UAB Department of Foreign Languages and Literatures. Your hard work and commitment is highly appreciated. We hope that you enjoy working with us and that you consider yourself an integral part of the departmental team.

To optimize the quality of our instruction, please read the following *Policies and Procedures Manual* carefully and make every effort to follow it. Please, do not hesitate to ask your supervisor(s) if you have questions.

SECTION 1: Policies and Procedures

1. When hired, deliver an official copy of your most recent transcript as “proof of highest degree” to the Chair to fulfill accreditation requirements.
2. PT instructional personnel must have students follow the Department’s Attendance Policy that is posted on the DFLL web page.
3. Teach/assist with classes following the departmental syllabus or create syllabi according to department guidelines, see <http://www.uab.edu/foreignlang/facultyresources.html>.
4. Teach/assist with classes following the policies and procedures established by the Department and University regulations.
5. Attend workshops and required meetings. Inform supervisor(s) of any conflicts in advance.
6. Set up and use an official UAB e-mail address for official UAB communications. Make it available to students and DFLL office.
7. Check and answer UAB e-mail daily.
8. Arrive early for class.
9. Post one office hour per week, if applicable.

10. Respect other PT instructional personnel office hours to avoid heavy traffic in the PT office and provide privacy during student-professor conferences.
11. Request an orientation to the Foreign Language Media Services and any technology required for classes before the semester starts.
12. Turn off cell phones while in class.
13. Allow/expect class visitations and evaluations from supervisor(s) or other department faculty members (announced or unannounced). These visits are part of your performance review and will provide you with constructive feedback and suggestions for quality improvement.
14. Please report any unusual/difficult student incidents or problems to the Associate Chair or Chair immediately after they occur.
15. If you are teaching a class, the students will be asked to anonymously evaluate the class and your teaching abilities during the last two weeks of the class. These forms will be shared with you after the course is over.
16. Videotape one class per semester, write self-evaluation report upon request, and hand in videotape with report by the due date, if requested.
17. Collaborate in test authoring, if requested.
18. Provide grading information at any point in the term, if requested by student or supervisor.
19. Hand in a hard copy of the final grade-sheet(s) and grade book at the end of the term.
20. Keep all exams during the semester and deliver them to supervisor(s) after final grade posting.
21. Return CD-players and other A/V items to their original place after using them (e.g., part-time office, FLMS).
22. Reserve FLMS and any technology equipment appropriately and in advance.
23. Check mailboxes daily.
24. Return keys, textbooks and other teaching materials to the Department at the termination of the teaching period.
25. Cover all class meetings as scheduled on the syllabus. In case of an emergency and the instructor cannot meet with his/her class, he/she must arrange for substitute instruction from the Department and inform his/her supervisor and the main office

(934-4652) prior to the class meeting. Classes must not be cancelled. Please consult phone list to contact other faculty members.

26. Give final exams as scheduled by the University without exception.
27. Consult with supervisor prior to making any changes to the syllabus.
28. Read UAB Disability Support Services information. Provide any disability accommodations requested by the UAB Disability Support Services via an official letter.
29. Deliver a paper and an electronic copy of all syllabi that the PT professor creates to the main office at the beginning of the semester.
30. Wear appropriate attire to class.
31. Consult with students during office hours. Do not offer tutoring services to students for fees while students are enrolled in your class.
32. Expect students in French, German and Spanish to take the placement exam (WEBCAPE) during the first class meeting and help advise students about changing classes, if they are not in the proper class.
33. Have students fill out Student Information Profiles on the first day of the term.
34. Announce all events sponsored by the department to your students.

SECTION 2: General Information

1. UAB Identification (ID) Card: To obtain a UAB ID Card, part time personnel must get a *Building Keys and Access Card* form from the DFLL Office Associate. The *Building Keys and Access Card* form must be completed by you and signed by the Chair. Then take the completed form to UAB Physical Security (230 Burleson Building, 909 - 18th Street South; 934-3708) to have a photo ID taken.

2. UAB Parking Permit: To obtain a UAB parking permit, part time personnel must visit UAB Parking and Transportation Services (608 - 8th Street South; 934-3513).

3. Office Key: Part time personnel will receive three keys: (1) to their assigned mailbox, (2) to the common adjunct mailbox where the key to HB 413A is located, and (3) to the TV-VCR carts. All keys must be returned to the main office upon termination.

4. Copy Machine Code: Adjunct instructors must obtain a code to the departmental copy machine from the Office Associate. The Department provides exam copies for all students. To save paper, the Department encourages all faculty to use transparencies, recycle paper, and run double-sided copies whenever possible.