



COLLEGE OF EDUCATION  
AND HUMAN SERVICES

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**SETON HALL UNIVERSITY**

**Department of Professional Psychology  
and Family Therapy  
Adjunct Faculty Handbook  
2006-2007**

## A message from the Department Chair

Dear Adjunct Faculty Member,

Welcome to the Department of Professional Psychology and Family Therapy (PPFT). You are an important part of the students' training and have been selected because of your credentials, experience, and knowledge of research findings and practice issues. We are a medium-sized department generating about 4000 credit hours each calendar year. There are 11 full-time faculty members managing programs ranging from an online M.A. in Counseling to specialist degrees in School & Community Psychology, Marriage and Family Therapy, Mental Health Counseling and a Ph.D. in Counseling Psychology. I hope that you will enjoy the stimulation and challenge of working with our faculty and teaching our graduate students. Your suggestions and feedback for our department and courses are welcomed. If you need anything, feel free to call or email me. My phone number is 973-761-9449 and my email address is [palmerla@shu.edu](mailto:palmerla@shu.edu).

Sincerely,

*Laura Palmer*

Laura Palmer, Ph.D.,  
Associate Professor and Chair  
Department of Professional Psychology and  
Family Therapy

## **Introduction**

The Department of Professional Psychology and Family Therapy has prepared this handbook for its adjunct faculty. The information is primarily geared to the new adjunct faculty member. However, there may be some useful information for more experienced adjunct faculty members as well. The handbook contains information pertaining to the necessary clerical work to which the adjunct faculty must attend. It addresses secretarial and administrative services that are available. It provides information about the particular needs and expectations of the students in our department. It offers hints on grading and discusses in general what to expect as an adjunct professor here at Seton Hall University.

This Handbook was developed by graduate students Suzannah Bickham and Kathryn Merriwether and amended by Laura Tagliareni and August Leming. They collected data on the needs of adjunct faculty by developing and distributing a questionnaire, as well as interviewing full-time faculty members. The data was then organized and used to prepare this Handbook. Your input for a future draft of this Handbook is needed and welcomed.

## **Adjunct Duties and Responsibilities**

1. All adjunct faculty are expected to adhere to the policies and procedures identified in the handbook.
2. Adjunct faculty are expected to interact with students in a timely and professional manner.
3. Grades are to be filed on the date and in the manner prescribed by the University. All grading is done on-line. Grades are due within 48 hours of the last day of the semester.
4. A syllabus is to be prepared for each course detailing expectations, evaluation policy, attendance policy, assignments, course content and, when necessary, appropriate professional standards related to discipline. An electronic copy of the syllabus is to be e-mailed to the Chair of the department by the second week of classes. Also, please send an electronic copy of the syllabus to Lucy Vazquez and

our Graduate Assistant, Innocent Okozi at [vazquelu@shu.edu](mailto:vazquelu@shu.edu) and [okoziinn@shu.edu](mailto:okoziinn@shu.edu).

5. Adjunct faculty are expected to begin courses at the time the class is scheduled and must find an appropriate substitute if they are unable to make a class. If an emergency necessitates canceling a class, the department secretary must be notified (973-761-9451) as well as the department chair (973-761-9449). To find out whether or not classes have been cancelled due to weather, call 973-761-9000 or log on to [www.shu.edu](http://www.shu.edu).

6. It is expected that student work, in addition to being graded, is to include meaningful feedback and comment.

7. It is expected that all adjunct faculty maintain current in the academic discipline in which they are providing instruction.

## General Information

A considerable amount of the clerical work that professors must complete may be handled by the department secretary, Lucy Vazquez (973-761-9451 or 9450) or the undergraduate work-study students.

Office supplies and most university forms may be obtained from the department secretaries. (University forms are also available in the Forms Library at <http://admin.shu.edu/enrollmentservices/>). They will attempt to accommodate whatever needs you may have.

The Department Office is located in Room 309 of Jubilee Hall. The department office hours are 8:45am to 4:45pm, Monday through Friday. Always call before you make a trip to campus.

Everyone is assigned a Mailbox in the mailroom located on the 3<sup>rd</sup> floor of Jubilee Hall in Room 379. **PLEASE** stop in and check your mailbox every time you come on campus.

The Adjunct Faculty room is located in Jubilee Hall, room 331. You will need to call the office to get the keypad code for the door to the mailroom and the adjunct faculty office.

New adjuncts should go to [Human Resources](#) in the basement of Presidents Hall to complete university paperwork as soon as possible after they are hired. You cannot get paid without completing payroll forms, i.e. W2 & I9. You must provide Lucy Vazquez with your social security number, address and phone number because she coordinates the payroll for the department. Payment to adjunct faculty is made in four equal installments at the end of each month during the semester. If you are not on campus and would like to have your check mailed home, please let Ms. Vazquez know.

The pay periods are as follows:

- Fall Semester: September thru December
- Spring Semester: February thru May

## **Xeroxing and Typing**

The secretaries may require up to one-week lead-time in order to complete Xeroxing or word processing jobs, depending on the size and complexity of your request. If the job is small it may only take a day, or they may be able to complete it while you wait. Any Xeroxing material over 50 pages must be sent to the printer. The secretaries will let you know a timeframe for completion when you submit your materials to them, but count on a least one week.

You must have an access code to work the Xeroxing machine in the mailroom. An access code is available from Ms. Vazquez upon request.

## **Textbook Ordering**

It is your responsibility to order books for your classes, and to get the order in on time (unless you are hired after book orders are due). Please follow these guidelines:

1. Enter the Seton Hall University website at [www.shu.edu](http://www.shu.edu), and click on the Faculty & Staff link. You will then have access to the Book Ordering Databases, which are self-explanatory as well as semester-, college-, department-, and course specific.
2. If you use hardcopy forms (obtainable from the department secretaries) submit the completed form to the department secretaries by the following dates (the same dates apply for online submissions):

- Fall Term – Before May 1<sup>st</sup>
- Spring Term – Before November 1<sup>st</sup>
- Summer – Before April 1<sup>st</sup>

## **Campus Bookstore**

All books ordered in a timely fashion should be in the bookstore by the start of the semester, but it never hurts to check. The bookstore hours of operation are 7:45 a.m. to 8:00 p.m. Monday thru Thursday and 10:00 a.m. to 4:00 p.m. on Saturday. The bookstore is closed on Sunday. You can reach the bookstore by phone at 973-761-9065 or online at [www.shu.edu](http://www.shu.edu) .

## **Library and Media Center Services**

[Walsh Library](#) hours during the Fall and Spring semesters is 24 hours a day, seven days a week; however, there may be certain departments within the library that have set hours, example – [TLTC](#) (Teaching, Learning , Technology Center).

To place materials on reserve in the library, you should go to the library and fill out a reserve form available at the circulation desk or online at [www.shu.edu](http://www.shu.edu) . The library's day supervisors are also available to help you with your library needs and can be reached at 973-761-9443.

The [Media Center](#) located on the first floor of Walsh Library has TVs, VCRs, projectors, slide projectors, overheads, etc. available for your use. The center also houses the university's film library, and provides the service of creating slides. They require 48 hours notice for reserving equipment or films. All requests must be sent to [mediacenter@shu.edu](mailto:mediacenter@shu.edu) through your Lotus Notes email account. The center does not have an interlibrary loan service for films. You may call Ron Myzie at ext. 9429 or Eva Gale at ext. 9522 for assistance, or ask the PPFT department secretary or work-study students to assist you.

The [PPFT Department](#) has a list of films that are also available in the assessment library (control room) on the 4<sup>th</sup> floor of Jubilee Hall. These films must be signed out through a department graduate assistant located in Room 378 of Jubilee Hall.

If you are teaching in the control room or require access to the video recorders for student training, you must obtain an access code for entry and instructions for operating the alarm from the Public Safety Department located on the 2<sup>nd</sup> floor of the Security building. To contact Public Safety, call Mr. Steve Zuchowski at 973-761-9635 for more information.

## Computer Center

The hours during the Fall and Spring Semesters are:

- Monday – Thursday 8am-11pm
- Friday 8am-9pm
- Saturday 9am-5pm
- Sunday 1pm-11pm

All faculty have Email addresses through Seton Hall University. You should obtain access to your e-mail account within 48 hours of Human Resources receiving your contract from the Department Chair. If you experience problems with your e-mail, you may contact the Technology Helpdesk at 973-275-2222. You can access your email by going through our website at [www.shu.edu](http://www.shu.edu). Your email address is usually the first 6 characters of your last name, followed by the first 2 characters of your first name, followed by [@shu.edu](mailto:@shu.edu).

With a Seton Hall University email address you also have access to a wonderful teaching tool called Blackboard. Call the Computer Training Center at 973-275-2161 for more information on training for all University supported software, including Blackboard.

## Parking/Identification Cards

To park your car on campus, you must register your car with the Parking Office and pay a fee of \$50.00 for the year (September 1<sup>st</sup> to August 31<sup>st</sup>) or \$35.00 if registering after January 1<sup>st</sup>. An adjunct faculty parking permit does not permit you to park in the faculty parking lots. The parking office is located on the 1<sup>st</sup> floor of Duffy Hall directly above the bookstore. You will need a copy of your registration to receive a parking permit. Free parking on side streets is available but has all the shortcomings you would expect of such a situation.

To obtain a faculty picture ID card (which is useful for identification when

coming on campus via the gates or accessing library privileges), you need to go to Human Resources in the President's Hall and obtain a signed ID data form. Bring the data form to the ID office on the first floor in Duffy Hall where you will need to show another form of identification in order to obtain a Faculty ID card.

## Syllabus Guidelines & Getting Started

Syllabi from previous semesters are available online for your review at [http://education.shu.edu/academicprograms/profpsych/course\\_syllabi.html](http://education.shu.edu/academicprograms/profpsych/course_syllabi.html). The format must conform to APA guidelines. Once again, the department chair will need an electronic copy of your syllabus by the second week of classes. Please be sure to include the following points at the end of your syllabus:

- **Grading Disputes** – If you have any concerns over a grade you earned on any paper, exam, or class assignment, please set up an individual appointment with the professor ONE week after receiving the grade. The department's academic grievance procedure is online at <http://education.shu.edu/academicprograms/profpsych/index.html>.
- **Academic Integrity & Dishonesty** – According to the Graduate Bulletin, “all forms of dishonesty whether by act of omission, including but not limited to, cheating, plagiarism, and knowingly furnishing false information to the University are prohibited and may elicit University sanctions of suspension or expulsion.” Students suspected of being academically dishonest in this course will be contacted by the professor and reported the Chair of the Department and the Director of Training.
- **Disability Services Statement** - Students at Seton Hall University who have a physical, medical, learning or psychiatric disability, either temporary or permanent, may be eligible for reasonable accommodations at the University as per the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act. In order to receive such accommodations, students must identify themselves at the Office of Disability Support Services (DSS), provide appropriate documentation and collaborate with the development of an accommodation plan. The DSS phone number is 973-313-6003. For further information, please go to our website at <http://studentaffairs.shu.edu/health/DisabilitySupportServices.html>
- **And some variation of the following statement on Respect for Diversity** – (Optional) It is my intent to present material and activities that are respectful of diversity. It is also my intent that students from all perspectives and diverse backgrounds be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. Your suggestions about how to improve the value of diversity in this course are encouraged and appreciated.

Room Assignments will not be made until the week before classes begin. Ms. Vazquez will post room assignments on the PPFT department office door or the glass case opposite JH 309. You may also call Ms. Vazquez for your room assignment. On the first evening of class, please have ready for your students the course syllabus that includes a reading list. Spend time going over the course requirements, grading procedures, and your attendance policy. It is a good idea to take attendance every week. Please read the attendance list (it should be in your

mailbox by the first day of classes) and make sure every student in your class is enrolled. Follow the instructions on the cover sheet of the class roster if someone is not on your list but is in your class.

## **Grading Hints**

Follow your best judgment and be rigorous but fair when assigning grades to students. It helps if your test measures are as objective as possible. Try to use a minimum of three to four measures per semester. These can include exams, papers, presentations, etc. Provide explicit feedback on all written work returned to students. You must clearly document your grading criteria in your syllabus so there is tangible evidence should any difficulties arise. Give in-depth assignments that require students to apply more complex skills such as analysis and synthesis. Enforce APA style in all the work you accept from students. Furthermore, do not accept written work without correct spelling and grammar. Do not be afraid to give a student the grade he or she deserves. Provide clear documentation for your decision. Please do not hesitate to contact the Department Chair if you have any concerns about students' academic work.

Students may withdraw from classes during the first eight weeks of a semester by securing your signature on a withdrawal form, which is then left with Ms. Vazquez. All forms are available in the department office, the mailroom, the Office of the Registrar, or online at <http://admin.shu.edu/enrollmentservices/>. Withdrawal times are different for summer sessions, so check the appropriate Registration Handbook.

An "Incomplete" grade is allowed if the student files a request on a Course Adjustment Form, which you must sign and turn in with your grade sheet. Course Adjustment Forms are available from Lucy. The Incomplete can be given only when the student has completed most of the course requirements but missed a test or lacks a paper, etc. Do not give an Incomplete to a student who did not attend any class meetings or who did not submit any work. In fact, you must notify the Office of the Registrar about any student who is on your roster, but doesn't show up for class. A student has one year (or less time if you so stipulate) to resolve an Incomplete. There is no additional compensation for helping a student complete your course. For additional information contact the Department Chair.

Finally, faculty must give final exams on the day and at the time indicated in the examination schedule, which is available online at [www.shu.edu](http://www.shu.edu). Faculty members are expected to proctor their own exams.

## **What to Expect**

Be prepared for fairly large class sizes at the M.A. level (20-30 students). Often, our master's level students come from varying backgrounds and their level of understanding of the field of counseling and psychology also varies. On occasion, you have beginning master's level students and doctoral level students in class at the same time. Sometimes the students in master's level courses are evaluating their proficiency and interest in graduate study, and they may come to you for extra advice. Class sizes at the Ed.S. and Ph.D. level are smaller.

Our department caters to part-time as well as full-time students. Students range in age from middle 20's through over 50 (average age is early 30's), and experience levels range from no experience to those students who have worked in the field for many years. Teaching classes to a wide variety of students can be very exciting and stimulating as well as challenging. In order to familiarize yourself with your students, obtain their name, phone numbers, degree level, program, career goal, and current employment. Each semester the department chair requests that you collect student demographics on forms provided. The compiled information on all students in the department is available on Microsoft Access about the 3<sup>rd</sup> week of class. You may also prefer to make a Xerox copy of the forms for your own use.

In general, treat all your students fairly and with courtesy. Meet with them in one-on-one meetings if necessary. Feel free to contact the department secretaries to obtain the key-pad code and reserve the adjunct faculty office (Room 331 of Jubilee Hall) for meetings with your students if need be. Make every attempt to provide your students with office hours before or after class.

## **Being a Role Model**

Train your students to become thoughtful, analytical, and psychologically minded. Adjunct faculty are assumed to be content-area experts. Therefore, try to present the practitioner side along with the research side of your material. Integrate research with practice, and present your own related experiences if they are applicable. However, be mindful of ethical constraints and issues of

confidentiality. Be on time for your classes. If you want the students to be timely, you must model it for them. Also it is important to talk with your students about your involvements in our field. Help to create within your students a desire to continue to learn on their own.

In summary, make the learning process interactive and alive for your students. You will get much more enjoyment from your teaching experience, as will the students. Please use the resources that are available to you. They can make your job much easier. If you have any questions or concerns, feel free to contact the department chair or program director at any time, and she/he will do her/his best to help you.

## Useful Phone Numbers

All campus phone numbers are available at

<http://www.shu.edu/search/phonedirectory/phonedirectory.html> .

College and department phone numbers are available on this website at

<http://education.shu.edu/adminfac/index.html> .

For quick reference a few frequently used phone numbers are listed below.

### Facility Location Phone

Brennan Recreation Center* Rec Center	761-9000
Human Resources President's Hall	761-9178
Human Resources (ID office) Bayley Hall	761-9771
Walsh Library, Information University Library	761-9431
Walsh Library, Reserve Desk University Library	761-9443
Media Service Alferi Hall	761-9554
Parking Services Mooney Hall	761-9329
Payroll Bayley Hall	761-9374
Security Building	761-9300
Seminary Library Lewis Hall	761-9198
Seton Hall Bookstore Duffy Hall	761-9198
Ticket Office/Events Student Center	761-9098
University Information	761-9000

\*Note: Adjunct faculty must pay \$350.00 dollars (per year) to obtain membership to campus recreation facilities. Call (973) 761-9722 for more information.