

An aerial photograph of the Holy Names University campus during sunset. The sky is a warm orange and yellow. In the background, a city and a body of water are visible under the sunset sky. The foreground is dominated by a large, dense evergreen tree. In the middle ground, there is a modern, single-story building with large glass windows and a flat roof. The building has a covered entrance area. In front of the building is a paved plaza with some outdoor seating and a green lawn. A white statue is visible on the lawn. The text "Holy Names University" is overlaid at the top in a white serif font. The main title "ACADEMIC AFFAIRS GUIDEBOOK for PART-TIME FACULTY" is overlaid in the center in a large, white serif font. At the bottom left, the text "Last Updated July 2021" is overlaid in a smaller, white sans-serif font.

Holy Names University

ACADEMIC AFFAIRS GUIDEBOOK for PART-TIME FACULTY

Last Updated July 2021

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Letter from the Provost and Vice President for Academic Affairs

Dear Colleagues,

Welcome to Holy Names University. We are a true learning community where everyone's ideas are valued and heard - students, faculty, and staff alike. We all learn from each other and strive to be teachers and learners in and out of the classroom.

We mean for this Guidebook to be a resource for you and to answer the most frequent questions that might arise. Whether you are a new to the HNU community or have served our institution for many years, please take the time to review it as people and processes may have changed. We try to update the guidebook every year so please forward me any suggestions you have for the next edition.

Thank you for offering us your talents and being a role model and inspiration to our students. We could not deliver the outstanding education that we do without you.

Warm Regards,

Kimberly Bowers, PhD

HNU - Contact List

non-life-threatening emergencies, please report to Campus Safety Office	510-436-1234
Admissions	admissions@hnu.edu (510) 436-1351 Hester Administration Building
Athletics	Phillip Billeci-Gard (Director) billecigard@hnu.edu (415) 342-2375
Bookstore, Follett Online Bookstore	Online ordering: https://www.bkstr.com/holynamesstore Questions contact: Jason Fincher - jfincher@follett.com
Campus Ministry	Rev. Salvatore Ragusa ragusa@hnu.edu Founders' Hall A Jenny Girard girardmalley@hnu.edu Founders' Hall C
Campus Safety - general information and non-emergency	CampusSafety@hnu.edu (510) 436-1287
Campus Services and Facilities	CampusServices@hnu.edu (510)436-1508
Center for Excellence in Teaching and Learning (C.E.T.L.)	cetl@hnu.edu (510) 436-1699 Heafey 654/656
Counseling & Psychological Services	Judy Curtis curtis@hnu.edu (510) 436-1530 ext. 1 Durocher Hall A7
HNU Front Gate	(510) 436-1600
Human Resources	hr@hnu.edu - (510) 436-1220 / 1273 VCPA 538
Information Technology	helpdesk@hnu.edu (510) 436-1611 Heafey 657
Library	hnulibrary@hnu.edu (510) 436-1332
Payroll and Business Office	businessoffice@hnu.edu VCPA 533
Registrar	registrar@hnu.edu (510) 436-1134 Hester Administration Building
Residence Life	residencelife@hnu.edu (510) 436-1294
School of Business and Applied Social Sciences	Michael Graney-Mulholland (Dean) graneymulholland@hnu.edu Operation Coordinator: Nicoletta Critchlow critchlow@hnu.edu
School of Education	Kimberly Mayfield (Dean) mayfield@hnu.edu Operation Coordinator: Brad Henry henry@hnu.edu
School of Nursing	Pam Stanley (Dean) stanley@hnu.edu Operation Coordinator: Von Segerberg segerberg@hnu.edu
Student Resource Center	studentresourcecenter@hnu.edu (510) 437-1133 Hester Administration Building

Mission Statement

Holy Names University, rooted in Catholic intellectual and spiritual traditions, empowers a diverse student body for leadership and service. Guided by the core values of the Sisters of the Holy Names of Jesus and Mary, HNU is a progressive, inclusive, and rigorous academic community offering a liberal arts and professional education. We prepare students to think critically and imaginatively, to understand and employ the various modes of knowledge, to communicate clearly and persuasively, and to promote the common good.

Vision Statement

- We will promote collaborative teaching and research, experiential learning, and intellectual and spiritual growth.
- We will challenge ourselves to create an educational experience that reflects and honors our multicultural reality.
- We will be responsive to the opportunities and challenges of our times through our ongoing commitment to the liberating action, courage, and integrity expressed in the SNJM charism.
- We will create an inclusive campus community that recognizes and considers the voices and contributions of students, faculty, and staff in University decision-making.

Academic Vision

Guided by the ideals of global peace, social justice, and community service, HNU will be the leader in values-based higher education for our region.

Vision of Services to Students

The vision of services to students is to educate and support our university community by providing reasonable, equitable, and meaningful services to all students in a respectful and efficient way.

Technology Vision

Holy Names University offers a technological infrastructure that enhances an interactive and innovative learning environment and supports comprehensive communication services to students and to internal and external constituencies.

Community-Based Learning

In support of the University's mission to educate for social justice and global peace, Community-Based Learning at Holy Names University strives to develop mutually beneficial partnerships between the University and organizations in the surrounding communities.

Diversity Vision

Founded upon the core values of the SNJMs the University is committed to addressing the constantly changing educational needs of our diverse society. In our commitment to

diversity, we seek to create a sense of belonging, involvement and sharing and to understand and accept differences. The HNU community welcomes, celebrates, promotes, and respects the entire variety of human experience. Dimensions of diversity include, but are not limited to, race, ethnicity, religious belief, sexual orientation, sex/gender, disability, socioeconomic status, cultural orientation, national origin, and age.

Recognition and promotion of the strength and value of diversity will be coordinated with our recruitment and admission of students, curriculum, student life, staffing, campus facilities, community services, events, and training and development.

Campus Safety

**Please relay all non-life-threatening emergencies to the HNU Emergency Line for response:
(510) 436-1234**

Your personal safety and the security of the campus community are of vital concern to Holy Names University. Campus Safety is here to serve the community with respect, fairness, and compassion.

The Office of Campus Safety is located in the [Soda Commons](#) (entrance on the campus road along the rear of the building). Campus Safety handles a variety of issues on campus such as crime reports, vehicle accidents, lost and found, first aid, counseling, emergency preparation, city resources, emergency training, on- or off-campus incidents, animal control, special events, parking, permits, tickets, and appeals.

We are here to help!

Campus Safety Supervisors and General Information

campussafety@hnu.edu

(510) 436-1287

HNU Front Gate (**non-emergency**)

(510) 436-1600

Webpages: [Campus Safety](#) and [Campus Map](#)

Service Employee International Union, Local 1021

Holy Names University recognizes Service Employee International Union (SEIU) Local 1021 as the exclusive representative for purposes of collective bargaining concerning wages, hours and working conditions for the following unit of employees of the University: All Adjunct Faculty (including Adjunct instructors, Adjunct Professors, Adjunct Assistant Professors, Adjunct Lecturers, and Adjunct Professors) employed by the University. The full Collective Bargaining Agreement (CBA) is located on the HNU website under the Faculty and Staff section or may be obtained from HNU Human Resources at hr@hnu.edu.

Academic Procedures

Syllabus

HNU requires a syllabus for each course. **Post your syllabus on your Canvas site before the start of classes.** A digital copy is required for administrative and accreditation purposes. This is due the first week of the semester to the School Operations Coordinator.

Your department chair can provide sample syllabi for your review. What is important to recognize in designing a syllabus is the timing of requirements. Spread out assignments and do not bunch everything at the end of the term.

Students expect a great deal of detail on syllabi to help them plan out their course work. Syllabi should include:

- Course #/catalog description from current catalog
- Instructor HNU e-mail address and phone # when applicable
- Campus office hours/location
- Required texts – full information including edition and publication date
- Learning outcomes for the course
- Attendance policy (see below for attendance policy) and if the instructor will have a grading penalty for absence or late arrival
- Grading criteria and instructor expectations
- Grading scale.
- Class meeting dates/reading and written assignments
- Disability Statement:

Students with Disabilities

HNU strives to be inclusive, accessible, and in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act by ensuring that reasonable accommodations are made for students with disabilities. The Disability Support Services office facilitates accommodations through a process of intake, documentation, and approval. To request accommodations, please contact the DSS Coordinator at 510-436-1394 or dss@hnu.edu. Students already registered with DSS should present their letters of accommodation to faculty at the start of term or as soon as possible in order to ensure that needs are met.

- Credit hour definition (see *Template for Course Syllabus*)
- Statement on Academic Honesty
- HNU Learning Outcomes

- Program Learning Outcomes
- Course Learning Outcomes

They may also include:

- Instructor's academic or professional biography
- Highlights of course format and activities
- Outlines of other requirements/projects

Textbooks

Required textbooks must be listed on the syllabus. All books listed on the syllabus must be made available to students through the campus bookstore. **It is advised that you contact the Bookstore immediately with your order of required reading material, as there can be delays when ordering.** Please note that the Bookstore can often assist with materials and supplies that are non-textbook related.

Official Class List

Class lists are available to instructors electronically via the FAWeb. Please print class lists periodically during the Add/Drop period. **Please inform the Registrar if students appear in your class and are not on the list and vice-versa.**

Contacting Students

All registered HNU students are given an HNU email. Instructors should use the HNU email when contacting students in their class. Student emails are available on class lists in FAWeb. **Please correspond with students using both your and the students' assigned HNU email accounts.**

Student Withdrawal from a Class

Enrollment in a class can be discontinued after the drop deadline by a student filing a *Schedule Change Form* in the Student Resource Center by the published withdrawal deadline. Courses from which a student withdraws appear on the transcript with the neutral grade notation of W.

Waitlists

The class list will reflect the names of waitlisted students in the order of time and date they attempted to register. The wait list is managed automatically. An email will be sent out by the Registrar's office once the student has moved from the wait list into the class.

Room Assignments

Rooms are assigned based on the expected number of students. Your Dean/Program director makes requests for any special rooms before the class begins. If your assigned room is too small for the number of students enrolled or does not contain the required equipment, contact the Operations Coordinator of your School. The Registrar's Office is responsible to make room changes as needed for disabled students.

Classroom

The set-up of a classroom is up to the individual instructor. When the class is dismissed, faculty must return the room to the original configuration.

Students with Disabilities

HNU strives to be accessible and inclusive for students with disabilities. Disability is defined as any impairment or condition that substantially limits a major life activity, including learning. Common disability types are learning disorders, psychological disabilities, chronic health conditions, sensory limitations and mobility impairments. Many disabilities are invisible. HNU accommodates students with disabilities through the Disability Support Services (DSS) office. DSS meets with students, reviews documentation and determines what academic adjustments are reasonable and appropriate. Students with approved accommodations are provided notification letters to present to each of their instructors every term. DSS is available to assist faculty in implementing accommodations as needed. If you believe a student would benefit from discussing his or her disability-related needs, please ask them to contact DSS at the following:

510-436-1394

Email: dss@hnu.edu

Brennan Hall, 51

See the *Disability Support Services* section below for more details on DSS.

Policy on Privacy of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) and the California Education Code afford students who are over 18 years of age or are enrolled at a post-secondary institution ("eligible students") and parents of dependent students certain rights with respect to the student's education records. Please consult the up-to-date FERPA information in the HNU catalog.

Grades

This is an area that is a source of continuing concern and most of what follows can be found in the Catalog. Please do not ignore the Catalog as a source of information; it is the official word. A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. Instructors file course grade reports at the end of each term according to the following standard:

A Excellent achievement. The student performs at a superior level and more than satisfies all requirements of the course by being able to treat the course content with unusual skill, often creatively.

B Good work, better than satisfactory. The student does more than meet all requirements of the instructor for the course.

C Satisfactory work. The student completes all assigned work in an acceptable fashion.

D Poor work, barely passing. This grade represents work that is in some manner unsatisfactory.

F Unacceptable work

CR Credit.

NC No credit.

I Incomplete. This temporary grade is granted in extenuating or emergency circumstances and is accompanied by a contract for completion of the course requirements within a set timeframe.

IP In progress. This temporary grade is granted when work that could be completed in one term extends beyond the end of that term; student must re-enroll for the course in a subsequent term and tuition/fees apply.

DE Deferred Grading. This temporary grade is granted for experiential classes that require a set number of hours in placements; it is accompanied by a contract for completion of the course requirements within a set timeframe.

FN Failure, Not Graded. This grade is entered when no grade is received from the faculty member and may indicate an unofficial withdrawal or other registration issue.

P Pass

AU Audit. The student does the reading assignments, attends all classes, but does not submit written work or take examinations.

Grades are sometimes modified by plus (+) or minus (-) with the following exceptions:
Grades of A+ and D- are not given.

Quality of grade points earned for each credit hour (unit) completed are assigned to each mark as follows:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3
A- 3.7	B 3.0	C 2.0	D 1.0
	B- 2.7	C- 1.7	

Early Semester Progress Reports

During the 4th week of class, instructors are required to provide an early grade to inform students of their progress or lack thereof. An email request will be sent to you with instructions, prompting you to enter these grades into the system. Grades are entered via FAWeb and are immediately viewable by students. If you have not given any graded work by this time, make your best estimate of the student's progress based on attendance and class participation.

Incomplete

An incomplete grade should only be given for reasons "over which the student has no control" and those documented reasons must be stated on the "Request for an Incomplete Grade" form. An incomplete should never be assigned simply because a student has not submitted assignments or has missed or failed examinations. To be eligible for an incomplete grade, the student must already be in a position of passing the course without any additional class time or tutoring from the Instructor. Please read the policy on the form.

Instructors submit letter grades and P/F grades online, but may assign an "incomplete" grade only after submitting a "Request for an Incomplete Grade" form to the Registrar's office. The form must be signed by both the student and the instructor and list the work remaining to be completed, the date by which the work must be completed, and a default grade if the work is not completed by that date. The work to be completed and due date should reflect a negotiated agreement between the faculty member and the student.

In Progress

Note that an incomplete grade, I, is different from an "in progress" grade, IP, and they are not interchangeable. The "in progress" grade may only be used in courses such as internships and some first-term intensive courses where there is an expectation printed on the syllabus that the work may extend beyond the term or semester of the course.

Submitting Final Grades

Many students depend on tuition reimbursement to pay for their classes. Your timely input of grades is critical to this process. All instructors submit grades electronically through FAWeb.

The deadline for submitting grades is 72 hours after the final exam has been given.

Faculty who do not turn in grades in a timely manner are reported to their Deans.

You do not need to inform students of their final grades. Grades are available to students via FAWeb immediately upon your submission and their completion of the course evaluation.

Change of Grade

A change of grade is warranted only by computational or administrative error, not on submission of additional work, and can only be done within one semester after the course ends. It is important not to fall victim to the “I have to get a B to be reimbursed” or like arguments. This encourages thinking of a grade as entitlement and no one really benefits, least of all the reputation of the program.

This is not to say that there are not honest miscalculations; a thorough discussion with the student is the first step in any grade challenge and should be an honest and open exchange. We should be prepared to honor the student’s views where valid.

How to make a grade change

If you feel a grade change is unwarranted after a discussion with the student, you should document your information for the student and yourself in the event the student decides to pursue the matter further. (Grade appeal policy is documented in the catalog.) To make a grade change, submit the *Grade Change* form to the Registrar’s office. It is also important to follow prescribed policy and maintain final exams for a semester. If you do not give a final exam but have some final project, report, etc., ask students to submit two copies so one can be retained at the University. (Note: most work is saved online on the LMS.)

Attendance Policy

See the [current catalog](#) for the attendance policy. Students also need to know that grades can be affected by attendance, and therefore careful documentation should be kept. Faculty members are requested to verify attendance policies with the Department Chair or Program Director and reflect the same on their syllabus.

For athletes, our NCAA manual says the following:

- **Practice:** Student athletes are not to miss class time due to practice. In addition, there are several campus events that students need to attend and practice should not be scheduled during those times either. For example, all students need to attend orientation (new students only), Convocation, Alpha Delta Leadership and Athletic Awards dinner, and Thanksgiving Dinner.
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- **Competition:** Coaches are required to send out an HNU Athletics missed class authorization form at the beginning of each semester to faculty. The form should be reviewed and signed by all appropriate faculty. In addition, prior to the actual travel date coaches will send out a revised missed class authorization form that specifically states who will be traveling. Student

athletes who are injured and/or not eligible to participate in competition may NOT miss class for team travel and competition without extenuating circumstances and the approval of the Director of Athletics. Student athletes participating in team sports are not to miss class time for competition in the non-championship segment.

-
- **Responsibility:** Ultimately, it is the student athletes' responsibility to ensure their instructors know when they will be out, and that they are doing what is needed to make up for the time they miss. Coaches and Administration assist in this process, but the student is ultimately responsible.

Course Evaluations

All classes are evaluated by means of a standard student course evaluation at the end of the semester. Instructors are expected to make time (10-15 minutes) in class for students to complete their evaluations. For ideas on how to improve the student response rate, see your Dean. The evaluations will be made available to you after review by the Department Chair or Dean. These evaluations are an important piece for your faculty file

Cancellation of Class

If for any reason you cancel a class meeting, please notify your Dean and your School's Operation's Coordinator immediately. Students must be notified in advance of class cancellation. If you will be late, call the School's Operations Coordinator so a notice can be put up. Students wait 15 minutes and then are free to leave.

Office Hours

Part-time instructors should be available for at least one office hour per week. Please give students your HNU email address where you can be contacted. You should respond to student emails within 24 hours during the week and within 48 hours during weekends.

Course Challenge Examinations

If a student wishes to challenge a course, they are to be referred to the Dean or Program Director.

Academic Procedures: Adult Baccalaureate Degree Program

Since 1981, Holy Names University has offered classes to adult learners on the weekends. In 1998, Holy Names University added weeknight accelerated degree programs. Weekend and evening classes are particularly suited to those students who want to complete a college degree but who find weekday classes inconvenient or incompatible with career or family responsibilities. Weekend and evening classes are intense learning experiences. The courses cover the subjects as thoroughly as traditional courses, but follow a different methodology, with fewer class contact hours and more directed independent study. Assignments are often extensive and time-consuming due to the nature of the programs. For every three-unit class they take, students can expect to spend 6-8 hours per week studying. Courses in the Adult Baccalaureate Degree Program are offered either in **semester** (15 weeks) or **term** (7 weeks of accelerated study) format. There are two semesters and six terms per year. Courses in the traditional semester mode are also open to the adult program students. Classes meet for three-hour blocks of time, typically weekday evenings 6:30–9:30 pm, Friday evenings 7:00–10:00 pm, Saturday mornings 9:00am–noon, and Saturday afternoons 1:00–4:00 pm. Some meet weekly and others meet biweekly.

Part-time faculty are expected to post their syllabus and any pre-assignments (in ABD classes) at least one week in advance of the start of the class.

Curriculum

For specifics of the degree program in which you are teaching, please review the materials in your packet. You also have access to the [current Catalog](#), information about the University policy on [Sexual Harassment](#) (also see chapter VI, section D. “**ZERO TOLERANCE FOR HARASSMENT POLICY**”) and a [current schedule](#) of classes, via the [HNU website](#).

Attendance Policy (for ABD Courses)

Attendance at all class sessions is extremely important for successful achievement of the learning goals of a course. If an emergency necessitates missing a class session, students are responsible for contacting instructors as soon as possible to negotiate make-up assignments. A student who misses more than one class in the term or semester may receive a grade of F.

Disability Support Services

DSS Mission

The Disability Support Services office collaborates with HNU's diverse community to ensure that all aspects of student campus life are universally accessible. Guided by the SNJM core values of dedication to justice, commitment to liberating action, and full development of the human person, we seek to create an inclusive and equitable learning environment.

HNU Policy on Disability Support Services

Holy Names University is a progressive, inclusive, and rigorous academic community that welcomes qualified students with disabilities. In accordance with the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, Holy Names University is committed to ensuring equal access to university programs and services for students with disabilities. The University prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

A person with a disability must be ensured the same access to programs, opportunities, social life, and activities at the University as all others. Existing barriers, whether physical, programmatic, or attitudinal, must be removed whenever possible. There must be an ongoing vigilance to ensure that new barriers are not erected. The University is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities.

The DSS office provides the institution with resources, education, and direct services in order that people with disabilities may experience inclusion and equity. It is the responsibility of all in the HNU community—staff, faculty, and students—to adhere to the practice of equal access to opportunities affiliated with the institution.

Academic Accommodations

DSS provides academic accommodations to eligible HNU students with disabilities to ensure that those students do not experience barriers to their education. Accommodations are considered and approved on a case-by-case basis, following an intake interview and a review of supporting documentation, if necessary.

Once accommodations have been approved, students inform their instructors of the accommodations and discuss any logistics in implementing them. DSS is available to consult with students and instructors on an ongoing basis with any aspect of a student's access to education.

Some academic accommodations provided to eligible HNU students with disabilities may include but are not limited to the following examples.

- **Testing:** Some students with disabilities receive extended time for quizzes, tests, and exams. Testing in a distraction-reduced environment is another testing-related accommodation. DSS provides proctoring services to faculty upon request.
- **Note-taking:** Examples of note-taking accommodations include permission to record classes, access to student notes, and/or use of a computer for note taking. DSS maintains several SmartPens that students can borrow as an additional tool for note-taking. Students who have permission to record classes sign a confidentiality agreement that limits the recording to their personal use.
- **Alternative Media:** DSS is available to provide textbooks and required classroom materials in alternative format, such as Braille, audio, or digital.
- **Classroom:** DSS works with the Registrar's office with classroom assignments to ensure that students' classes are scheduled in accessible classrooms, when necessary. DSS also provides accessible furniture such as a standing desk for students with mobility needs.
- **Attendance/Deadlines:** In an exceptional circumstance, the DSS Coordinator may consider modifying attendance policies and/or assignment deadlines to accommodate a student's disability. This modification would be done in consultation with the individual faculty using guidelines provided by the Office of Civil Rights (OCR).
- **Course Substitutions:** DSS considers modifications of academic requirements on a case-by-case basis, in consultation with and subject to approval by the Division Head and/or Department Chair.

Letters of Accommodation

Each semester, students who are registered with DSS receive a letter that lists their approved academic accommodations. Students provide a copy of this letter to each instructor; instructors are expected to retain the letter in accordance with HNU's FERPA policy. The letter does not state the student's disability, and while some students may choose to disclose their disability, they are not required to do so. Instructors should remember that some disabilities are visible, and some are invisible; however, all students registered with DSS have provided appropriate documentation that supports their accommodations request. If an instructor has questions about an individual student's disability, he/she should contact DSS.

The most common accommodations are testing-related. DSS is available to help with proctoring; we require 72 hours' notice to be sure that we can have a proctor in place at the requested time. You can find the proctor request form on the DSS page on the HNU website.

Frequently Asked Questions

1. What do I do if I'm going to miss a class?

Notify the Operations Coordinator and the Dean of your School immediately. Notify your students through Canvas. You should arrange for a way for students to make up the missed work of that class.

2. Rosters, grades, attendance on FAWeb:

Class rosters can be printed out via FAWeb. Your schools' Operations Coordinator can assist you with this. Monitor your class roster closely during the first weeks of class as students drop/add courses frequently and will not be notified. Attendance should be taken and recorded for every class period. Grades should be entered according to the Registrar's deadlines at the end of the semester.

Tutorials for checking rosters and entering grades and attendance through our Faculty Access to the Web (FAWeb, our internal network with student information) are available on the FAWeb page: <http://www.hnu.edu/academics/academic-resources/center-excellence-teaching-and-learning/fa-web>

3. Can I give grades with pluses and minuses?

- Yes. This is actually encouraged for more discriminant grading. However there is no A+, D-, or F+. See "Grades" above. The Academic Policies and Procedures section of the HNU Catalog, under "Evaluation," also has a list of all acceptable grade marks and their meanings.

4. What are early semester progress (ESP) grades?

Early semester progress (ESP) grades are a means for instructors to notify students (and advisors) of progress in on-going classes. A midterm report must be entered for every student in a class. Faculty receive an email notification from the Registrar requesting ESP grades. Students should receive one of three grades: **O** – outstanding, **S** – satisfactory, **U** – unsatisfactory, and **NS** – no show, based on their performance and work in the class up to that point. Instructors are to post these marks in FAWeb before the due date provided by the Registrar.

5. How do I get a proctor for an exam?

For students needing special accommodations or Disability Support Services (DSS):
<http://www.hnu.edu/faculty-staff/services-and-forms/dss-exam-proctoring>.

For students who do not need Disability Support Services (DSS) – often student athletes: complete the following form <http://www.hnu.edu/Exam-Proctoring-non-DSS>.

6. Can I give my final exam at a different day/time if the students agree?
No. Final exams are to be given in accordance to the Final Exam schedule posted by the Registrar. This ensures that a room is available for the exam, and that all the students can be present for the exam at that time, as students cannot be registered for a class with conflicting times.
7. How do I handle cheating?
All instances of academic dishonesty should be reported according to these guidelines. In the Academic Standards for Undergraduates/Graduates sections of the **HNU Catalog**, under “Academic Honesty,” there is a description of the procedure for reporting cheating, plagiarism, and misrepresentation of academic records.
8. What do I do if a student disappears from my class?
Non-attendance should be reported in the regular attendance-taking (see above). If a student has stopped attending class, first contact the student to determine the cause, and if appropriate, encourage them to drop or withdraw from the class. If you are concerned about the student, contact the Students of Concern Committee and/or the Dean of Student Development & Engagement. **It is the student’s responsibility to drop or withdraw from a class on their schedule.**
9. Course evaluations
Course Evaluations are automatically deployed for courses running in every Term and Semester. Generally, evaluations are available to your students for the final two weeks of the class. Therefore, instructors are encouraged to list the evaluation period dates in their syllabus and either allow time for students to complete their evaluations during one of the final classes (usually takes 10-15 minutes) or incentivize the completion of the evaluations
Reminders will be sent to both the instructors and students prior to the deployment period so that everyone in every class has a chance to provide feedback.
10. Printing
In the Welcome email packet sent by your Operations Coordinator, you received the copy code for your school and information about printing on campus. Please abide by copyright laws. Do not request administrative personnel to deviate from copyright laws. Do not pass your copy code to students or any others. You may also contact your Operations Coordinator for assistance.
11. Syllabi and Office Hours
All classes must have syllabi which are distributed to students by the first class period. See above for details about what to include in syllabi. Please send electronic copies of your syllabi to the Operations Coordinator of your school (and cc: your Dean). Include your office hours in your syllabi so that your students may reach you outside of class time, and so Office Cards can be created with your availability.

12. Canvas questions

Contact Canvas Support (877-404-7004) or the Center for Excellence in Teaching and Learning (CETL) (510-436-1699) for assistance using Canvas.

13. How do I get Wifi? How do I get my computer connected to a printer? Contact IT via the help desk (helpdesk@hnu.edu) for assistance in getting Wifi and access to a printer. You can also drop into their office, which is located in Heafey 658 during normal business hours.

Additional Resources for Faculty

HNU Email

All faculty are assigned an HNU email account which should be checked at least daily. All communication from the university will be sent to that address. All communication with students should be sent from that address. See below for policy on “Use of Electronic Media.”

HNU Identification Cards

HNU Identification Cards are available in the Student Resource Center, which is located inside the foyer of the Hester Administration Building. HNU IDs are required to use Cushing Library services.

Mailboxes

All instructors are assigned mailboxes and are expected to pick up their mail at least once a week. Please check with your Department’s Administrative Assistant to find out the location of your mailbox. Our campus mail room is located inside the Soda Commons Building. Mail is delivered and picked-up in the afternoon.

Offices and Keys

Offices are shared by part-time faculty. Please contact your department administrative assistant for your keys. Office doors are to be locked when not occupied. At the end of your teaching time with us, please return your keys to the administrative assistant.

If you forget your office keys, you may contact Campus Services (CampusServices@hnu.edu or 510-436-1508 or the Front Gate (510) 436-1600). Explain that you have forgotten your key. They may be able to send someone to open your door. **Please have your HNU identification card ready or they may not be able to help you.** Please note that Campus Services and Security do not always have passkeys available.

Campus Services (Audio/Visual equipment reservations)

Information on audio/visual equipment for use in classroom, scheduling of facilities (non-classes) and mail delivery services, please contact Campus Services.

Phone: (510) 436-1508

Email: CampusServices@hnu.edu

Computer Labs

Heafey (PC Lab) located on the 3rd floor of the Heafey Building
(Please contact CampusServices@hnu.edu regarding reservation requests)

HEDCO (Mac) Lab located on the 1st floor of Brennan Hall
(Please contact CampusServices@hnu.edu regarding reservation requests)

Cushing Library Computer Classroom located in the Cushing Library
(Please contact the Library using [the following link](#))

Information for Faculty and Staff can be found by visiting the [Faculty and Staff Resource](#) page on our website.

Information Technology (IT) Services

The Help Desk is the first point of contact for most requests to IT, including computer and telephone troubleshooting, installation of programs, virus questions, e-mail accounts and FAWeb password reset for entering grades. All faculty are also provided with an FAWeb account. Help Desk staff can only work on University-owned equipment.

All faculty are automatically provided with HNU Exchange e-mail accounts. Usernames are last name @ hnu.edu (e.g., John Doe is doe@hnu.edu). You can configure your Exchange account so that messages are forwarded to a non-HNU e-mail location, however messages sent on to your non-HNU location will not be stored on the HNU Exchange e-mail server.

Contact Info for the IT Department

Phone: (510) 436-1611

Location: Heafey, 3rd floor

Have technical question for our IT Department? Find the resources you need on the IT Information [webpage](#) or select from one of the quick links below. You can also [click here](#) to submit a Help Desk ticket to the IT Department.

Center for Excellence in Teaching and Learning (C.E.T.L.)

The Center for Excellence in Teaching and Learning supports the professional development of faculty as classroom teachers. The Center focuses on enhancing the teaching practice and pedagogical mastery of HNU faculty with the goal of improving student learning, retention, and academic rigor. CETL operates explicitly as a support center not tied to tenure and with roles that include instruction.

C.E.T.L. is located on the 3rd floor of Heafey, 654/656

I-Ching Wang, Associate Dean for Teaching and Learning
wang@hnu.edu
510-436-1048
654/656 Heafey

Paul J. Cushing Library

Website: <https://hnu.libguides.com/home>

Email: hnulibrary@hnu.edu

Phone: (510) 436-1332

Text for Help: 510-491-0901

Library Hours: please check website

Research help, instruction and acquisitions

Our librarians serve the faculty, students, and staff of Holy Names University through research assistance, information literacy instruction, and by acquiring materials. We offer:

- ✓ **Customized research instruction sessions.** Schedule a session today for your class—our roster fills up fast!
 -
- ✓ **Expert assistance for your research needs,** available by walk-up (most afternoons, nights, and weekends), appointment, or online through chat, text, or email.
 -

Library classrooms

We have two classrooms: the Seminar Room, with two whiteboards, an overhead projector, and seating for 8; and the Library Classroom, which has 20 student iMacs, two projectors, and an instructor's workstation.

Library checkout services

- ✓ **Traditional print books and DVDs** – we love to buy books for instructors!
- ✓ **Equipment and computers** –check out iPads, adapters, MacBooks, PC laptops, and more.
- ✓ Self-service interlibrary loan (free!) through <http://library.hnu.edu> to request books and articles – many with express delivery through our Camino service.

Online journals, ebooks and more

See <http://hnu.libguides.com/databases> for over 60 databases, over 70,000 ebooks, and over 23,000 ejournals, plus an assortment of online encyclopedias and dictionaries, all available 24/7 on or off campus. To access online resources, get an **HNU ID card** at the Student Resource Center and activate your **campus email address** (yourname@hnu.edu). Your HNU username serves as your off-campus login for ebooks, ejournals, and other e-resources. For technical help, contact Campus IT (at 510-436-1611 or helpdesk@hnu.edu).