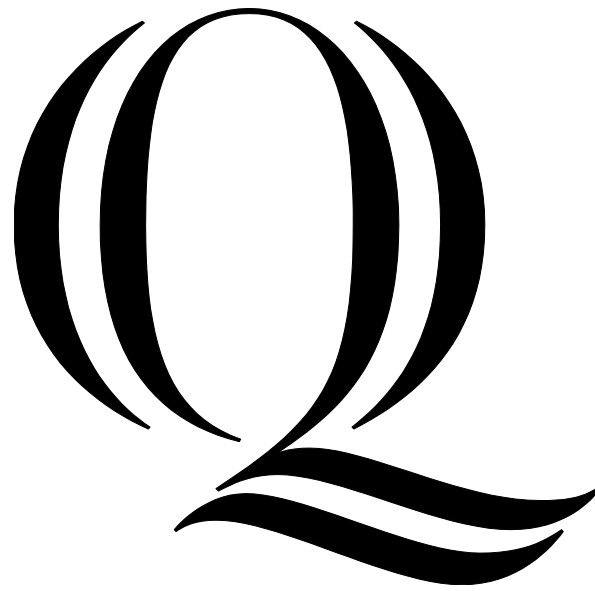


Adjunct Faculty Resource Guide 2023-2024



Adjunct Faculty Resource Guide 2023-2024

This Adjunct Faculty Resource Guide is intended to provide answers to the questions most frequently asked by adjunct faculty. Updates to this guide will be posted to the [Adjunct Faculty page on MyO](https://myq.quinnipiac.edu/adjunctfaculty) (<https://myq.quinnipiac.edu/adjunctfaculty>) and will be communicated via QU email which is the official means of communication for the University.

Questions regarding academic policies or compensation letters, should be directed to department chairs, program directors, Karin Pasinski, Academic Affairs Specialist at (203) 582-8980 or karin.pasinski@qu.edu, or Annalisa Zinn, Vice President for Academic Innovation & Effectiveness at (203) 582-3395 or annalisa.zinn@qu.edu .

Questions regarding benefits that are available to adjunct faculty should be directed to [Human Resources](#) at (203) 582-6486 or humanresources@qu.edu .

Updated 8/10/2023.

CAMPUS EMERGENCIES – DIAL 911

Import Contact Numbers

Contact	Phone
Quinnipiac Main Number	(203) 582-8200
Computer Help Desk	(203) 582-HELP (4357)
Weather Line	(203) 582-8989
Facilities	(203) 582-8665
Learning Commons	(203) 582-8628
Library Circulation Desk (ABL)	(203) 582-8634
Library Circulation Desk (Netter)	(203) 582-5266
Library Circulation Desk (Law)U	(203) 582-3303
QCard	(203) 582-8762
Registrar's Office	(203) 582-8695
Public Safety	(203) 582-6200
Student Counseling Services	(203) 582-8680
Student Health Center	(203) 582-8742
Voice Mail	(203) 582-2000

School and Department Contacts

Note: Students interested in learning more about a program should be directed to the associate dean for the school or contact for the program.

Please refer to the Overview page for each school in the Academic Catalog.

[College of Arts & Sciences](#)

[Frank H. Netter MD School of Medicine](#)

[School of Business](#)

[School of Communications](#)

[School of Education](#)

[School of Computing and Engineering](#)

[School of Health Sciences](#)

[School of Law](#)

[School of Nursing](#)

For a full directory consult the directory link in the top left menu of <https://www.qu.edu> or the [phone directory](#).

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Important Safety Information

While all of the information below is critical for the safety of our faculty, staff and students, use of the Emergency Text Alert System and the Alertus computer notification system (see below) are especially imperative for faculty who ask that students turn-off cell phones during class, or that use ExamSoft or Respondus Lock Down Browser to administer online tests.

It is recommended that faculty add the number for campus security (203) 582-6200 to their mobile device's list of contacts.

In addition, faculty should:

- Note two means of exit from their classroom to the outside
- Note a safe hiding place in every classroom in which they teach
- Understand the types of emergency messages and how to respond to them: Shelter-in-Place, Lockdown, and Evacuate (see below)
- Review the Armed Shooter/Active Shooter Protocol

This section contains more information on the following topics:

- [Dial 911](#)
- [Emergency Communications](#)
- [Information for faculty who use ExamSoft or Respondus Lock Down Browser in their courses](#)
- [Types of emergency messages and how to respond to them: Shelter-in-Place, Lockdown, and Evacuate](#)
- [Armed Shooter/Active Shooter Protocol](#)

Dial 911

Important: The following protocols pertain to all faculty, staff and students at Quinnipiac University. In the event of an emergency, dial **911** from any university phone. Calling from the Mount Carmel or York Hill campuses will immediately dispatch Hamden authorities. Calling from the North Haven Campus will immediately dispatch North Haven authorities.

The **911** call will simultaneously send an “**alert**” to the Quinnipiac University Department of Public Safety that an emergency is in progress. Additionally, the **e911** system will provide the North Haven, Hamden and QU Public Safety communications with a record of the location (building and room) from which the call originated.

Emergency Communications

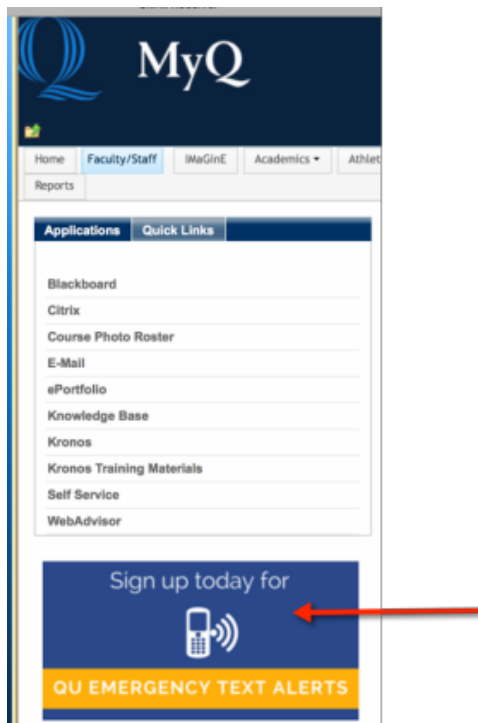
Emergencies range from inclement weather, to building evacuations, University closures and many other situations. The University has a variety of tools to communicate with the Bobcat community in the event of an emergency. Depending on the type of emergency, some or all of the following tools may be used.

Emergency Text Alerts

In the event of an emergency, Quinnipiac will broadcast alerts to community members via the University's Mobile Wireless Alert System. Alerts will be sent to cell phones and handheld devices via text and email about any emergencies or weather-related cancellations.

Because immediate action might be required in a specific emergency situation, every member of the University community has been requested to register their cell phone number to receive the alerts. Register cell phones by going to [MyQ](https://myq.quinnipiac.edu) (<https://myq.quinnipiac.edu>) and clicking on the Sign Up Today for QU Emergency Alerts logo in the left column of the page. If adjunct faculty do not have a cell phone with text messaging capabilities, they should utilize the link to indicate that so that QU is aware.

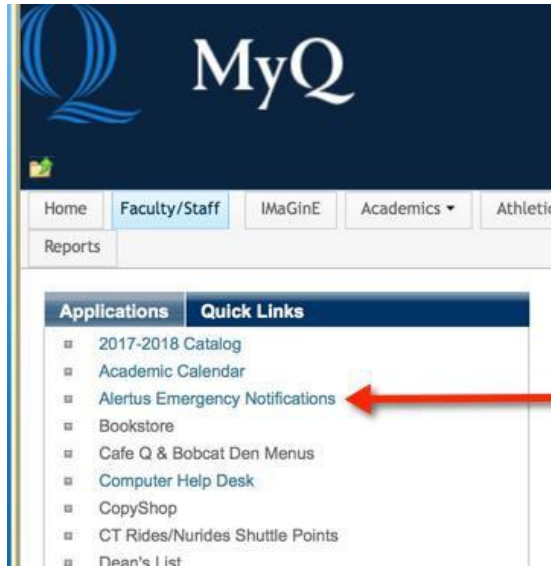
Emergency Text Alert Sign Up Link on MyQ



Alertus

Alertus is a mass notification plugin for all computers to ensure timely announcements or emergency alerts to all members of the community on campus. Sign up for Alertus by going to [MyQ](https://myq.quinnipiac.edu) and clicking on Quick Links> Alertus Emergency Notifications in the left column of the page.

Alertus Emergency Notifications Sign Up Link on MyQ



University Group Email

During emergencies, the same system that communicates with cell phones via text message sends an “urgent” group email and voicemail to everyone registered. The email will contain important details or direct individuals to MyQ for additional information and instructions.

Social Media

The University also uses [Facebook](#), [X](#) and other social media platforms to communicate with members of the community.

Fire Panel Systems

Some university buildings are equipped with fire panel systems that have a public address capability.

Television Monitors

The television monitors on all three campuses can display urgent messages immediately.

Rave Guardian App

Rave Guardian is a free app available at the App Store or on Google Play. It improves personal safety and that of fellow guardians within a private safety network. The app provides rapid and proactive communications with friends, family, co-workers, the University, and even participating 9-1-1 centers in the case of an emergency.

Rave Guardian is like a mobile “blue light” with timer-mode and panic-call features. Users can set the timer mode to advise Public Safety of their departure and anticipated arrival times at any location both on and off-campus. If the user does not check in by the designated arrival time, an alert will be sent to Quinnipiac’s Department of Public Safety. The panic-call feature will open an immediate communication line between the Department of Public Safety and the caller. Both

features provide Public Safety with the student's profile and current location information in real time.

Information for Faculty who use ExamSoft or Respondus Lock Down Browser in their Courses

While students are taking an exam using ExamSoft or Respondus Lock Down Browser, all proctors must be signed-up for emergency text alerts and/or Alertus and must monitor their phone and/or a laptop with Alertus during the exam session. Students using ExamSoft do not have internet access and so Alertus cannot find them to send the alert. While the Respondus LockDown Browser does not automatically block the Alertus computer emergency notification system, the alert might be so brief that the student does not see it. For these reasons, it is imperative that the exam proctors have immediate access to the emergency text alerts and/or Alertus notifications on a laptop.

Types of emergency messages and how to respond to them

The following are possible messages in the event of an emergency:

“Shelter in Place” - this is a protective action to stay inside a building to avoid external hazards, including severe weather (such as a tornado) or a hazardous-material release. When Shelter in Place is warranted, the QU community will be appropriately advised by University officials via the emergency notification system. Follow any specific instructions in the communication.

“Lockdown”- this is a protective action that involves a serious and imminent threat in the immediate area. When a “Lockdown” is warranted, the QU community will be appropriately advised by University officials via the emergency notification system. All members of the QU community should follow any specific instructions in the communication.

In the event of a Lockdown message related to an armed intruder or active shooter, all QU community members should:

1. Stay where they are or go to the nearest room with a door.
2. Secure the room by locking it from the inside or, if the door cannot be locked, by barricading the door with whatever is available (furniture, books, etc.).
3. Stay behind solid objects away from the door as much as possible.
4. Close blinds or curtains, block windows, stay out of sight and be quiet.
5. Wait for the “all-clear” message from authorities via the emergency notification system

“Evacuate” – this protective action is undertaken when a situation requires the evacuation of one or more buildings. Upon receipt of a directive to evacuate, all recipients must leave the building and proceed to the nearest safe place (at least 100 feet from the evacuated building). No one should use elevators unless directed to do so. Everyone should keep streets and sidewalks clear for access by emergency personnel. No one should return to the evacuated building until an official clearance is given.

Armed Shooter/Active Shooter Protocol

Anyone on campus who becomes aware of an armed intruder/active shooter at the University, should do the following:

1. Immediately notify law enforcement by calling **911** from their cell phone or a University phone.
 - Give the location and, if possible, a physical description of the intruder or intruders, a description of the color and style of clothing and a description of any weapons observed.

2. **Choices in response to an armed intruder/active shooter are to RUN, HIDE or FIGHT!**
 - **RUN – If there is a way to safely escape, attempt to leave the area.**
 - Do not let others impede escape; however, help others if possible.
 - Leave belongings behind.
 - Warn/prevent others from entering the area.
 - Call **911** when it is safe to do so.

 - **HIDE – If it's not safe to run, find a place to hide.**
 - Lock and/or block doors.
 - Silence cell phones.
 - Hide behind large objects.
 - Remain quiet and stay out of view.

 - **FIGHT – This option should be chosen as a last resort and only if one's life is in danger!**
 - Attempt to incapacitate the intruder.
 - Act with physical aggression.
 - Improvise weapons.
 - Commit to actions.

Members of the QU community should be aware that the primary goal of law enforcement is to eliminate the threat. Officers will not stop to help injured persons until the environment is safe.

- Remain calm and follow instructions.
- Keep hands visible at all times.
- Avoid pointing and yelling.
- Know that help for the injured is on the way.

Employment Information

Benefits

Educational Benefits¹

Adjunct faculty who meet the eligibility requirements outlined below are entitled to the following reduction in tuition for courses at Quinnipiac University (QU), subject to the enrollment requirements for each course.

- A. Adjunct faculty who have taught during two or more consecutive academic years with a minimum teaching load of six credit hours or its equivalent in each year, may enroll in eligible graduate and undergraduate courses and their spouses/domestic partners and dependent children may enroll in eligible undergraduate courses, (not all programs are included in the benefit, please contact Human Resources for details) during the succeeding academic year with a pro-rata reduction in tuition only based on the number of credit hours or its equivalent for which the employee is currently under contract compared to the normal full-time semester teaching load (12 hours). In the event of summer courses or other courses taken in a semester in which the employee is not currently teaching, the eligible adjunct faculty (those meeting the above requirement of two or more consecutive academic years with a minimum teaching load of six credit hours or its equivalent in any year), their spouses/domestic partners, and their dependent children may enroll in courses with a pro-rata reduction in tuition only based on the number of credit hours taught or its equivalent in the immediately preceding academic year compared to the number of credit hours normally taught in an academic year (24 hours). Eligible adjunct employees, their spouses/domestic partners, and dependent children may enroll in a non-credit course on a space available basis after the required enrollment figure has been reached by full paying students.
- B. The provisions of paragraph (A) shall apply only to tuition. All employees, and their spouses/domestic partners, and dependent children shall be required to pay special course fees, insurance costs, student activity fees, room and board, and any other assessment related to enrollment at QU, where applicable.
- C. All regular enrollment procedures, including payment of all fees at the time of registration, must be followed by participants in the tuition reduction plan.
- D. Only academically eligible employees, their spouses/domestic partners, and dependent children shall be entitled to participate in the tuition reduction plan.
- E. “Dependent” for the purposes of this arrangement shall be consistent with the IRS definition of dependent. The University reserves the right to request proof of dependent status by examination of the applicant’s most recent tax return.

¹ Does not include School of Medicine adjunct faculty, with the exception of MESH preceptors.

F. Adjunct faculty hired prior to September 1, 2012, are grandfathered under the previous policy, please contact Human Resources for details.

Process for Using Tuition Reduction

1. An adjunct who is interested in using tuition reduction should first check the Adjunct Faculty Resource Guide eligibility criteria. (see A above)
2. Adjunct should email Academic Innovation & Effectiveness (AIE) to confirm that they have met the eligibility requirements and to indicate what classes/degrees they wish to pursue.
3. AIE will check the adjunct's teaching history to ensure the eligibility requirements have been met.
4. AIE will contact Human Resources (HR) (Tina.Monteiro@qu.edu) to inform HR that eligibility requirements have been met.
5. HR will let the adjunct know if the courses/degree are covered under the plan.
6. Once eligibility is confirmed and the courses/degree are confirmed as covered the adjunct should contact admissions to apply.
7. After the Adjunct is accepted into the program he or she contacts HR each semester and fills out the [Tuition Waiver form](#) which must be signed by the adjunct's department chair and is returned to HR.
8. Once the form is received in HR and the number of credits being taught in the semester is confirmed, HR will approve the Tuition Waiver form with the prorated tuition benefit and forward to the Bursar office.
9. Bursar then applies the benefit to the student account.

Medical, Dental Vision and Retirement Benefits

An adjunct faculty member is eligible for the medical, dental, vision and 403(b) Defined Contribution Retirement Plan if s/he is teaching six credits or more AND also has taught twelve credits or more in two of the last four (calendar) years. Eligible adjunct faculty members will be contacted by the Office of Human Resources once the initial eligibility criteria for benefits has been met. Deductions are taken during the academic year on the following eight (8) adjunct faculty monthly pay dates – September, October, November, December, February, March, April and May.

Medical, Dental, and Vision Insurance Coverage²

The University's contribution to medical, dental and vision coverage for an eligible adjunct faculty member is equivalent to 40% of the amount being contributed on behalf of a full-time faculty member electing the same coverage. Individuals electing coverage under these plans will be responsible for the remainder of the cost. The employee portion of the premium will be deducted on a pre-tax basis through payroll.

COBRA provisions apply to adjunct faculty members and their dependents who are covered under the University's medical, dental, and vision plans.

² Does not include School of Medicine adjunct faculty.

Another option adjunct faculty members may wish to pursue, is to obtain quotes for an individual medical plan through the health exchange at www.healthcare.gov.

403(B) Defined Contribution Retirement Plan³

During the first five years of participation, enrollment in the University's 403(b) Defined Contribution Retirement Plan requires a contribution of five (5) percent of salary from the adjunct faculty member in order to receive a five (5) percent match from the University.

After five years of participation, the University will contribute an amount equal to 10 percent of the salary of the adjunct faculty member. At that time, the faculty member may discontinue any contribution to the plan.

403(B) Tax Deferred Annuity Retirement Plan

All adjunct faculty members, including School of Medicine adjunct faculty, may make voluntary employee contributions to the 403(b) Tax Deferred Annuity Plan at any time. There is no University contribution to this plan.

Exceptions

Retired and emeriti faculty who return at any time to QU to teach as an adjunct are no longer eligible for medical, dental, vision or retirement benefits.

Change of Address

Change of Address may be initiated through [MyQ Employee Personal Information Change Form](#).

Compensation

All details concerning adjunct stipends can be found in the Wage Structure document. This document is published each semester. To find the most recent document go to the [Adjunct Faculty page on MyQ](#) and scroll to the bottom of the right column.

Employment Policies

Policies relevant to employment are maintained in the [Quinnipiac University Policy Manual](#). Please refer to the manual for policies such as:

- Employment Policies
- Workplace Environment Policies
- Work Hours/Time Off Policies
- Information Protection Policies
- Campus Administrative Policies
- Benefits Policies

³ Does not include School of Medicine adjunct faculty.

Professional Development

One of the benefits of working for a University is the abundance of educational opportunities and special events. Many of these opportunities are marketed through [MyQ](#) Announcements and email but can also be found by going to the [Academic Technology website](#), the [Center for Teaching and Learning Organization](#) in Blackboard, the [University and College Teaching: Online Modules Blackboard organization](#) or the [Mentor Minutes](#) for online programs. Human Resources has procured several online training courses that will allow each member of the faculty to add more skills to their toolset, make them more compassionate individuals and improve the climate at QU and the greater community. Adjuncts are required to complete the online trainings in Harassment & Discrimination, Data Security & Privacy and Managing Bias. Invitations to complete these online courses are sent via QU email. It is also highly encouraged that all adjuncts attend the active shooter training which is offered as a face-to-face workshop every couple of years.

Qualifications for Adjunct Faculty Assignments

Adjunct faculty at QU must meet general qualifications. In certain cases, a department may have unique criteria for the rank qualifications for specific disciplines which shall be agreed upon by the department and appropriate dean. In general, qualifications for adjunct faculty are:

- a) An earned Master's degree or a post-baccalaureate certification that normally requires thirty semester hours of credit from an appropriately accredited University, if the Master's degree is not the recognized terminal degree in the field;
- or
- b) A Bachelor's degree and certification and/or licensure in the field of appointment, with two years of professional experience or three years of full-time teaching or professional service at QU.

Staff Who Teach

Staff who wish to teach as an adjunct but hold other full-time appointments at Quinnipiac that do not include teaching as a responsibility of their full-time appointment follow the process below:

- Each semester the chair of the department in which the staff teaches, and the staff agree that the staff will be teaching for the upcoming semester.
- Every semester the staff must communicate to the staff's full-time supervisor via email their teaching schedule and work plan.
- If this is the first time the staff is teaching in that school:
 - The administrator in the school responsible for adjunct appointments (usually the associate dean or their designee) in which the staff is teaching must submit an email to the director of Academic Innovation and Effectiveness and the staff's full-time appointment supervisor notifying them of the teaching.
 - The staff's full-time appointment supervisor must reply via email with an approval cc:ing all in the To: field.

- Once approved by the full-time appointment supervisor the Academic Affairs Specialist will assign the staff a department in Colleague thereby making the staff a faculty member in Colleague.
- Then the administrator responsible for adjunct appointments in the school in which the staff is teaching will assign the staff to a section in Colleague.
- AIE will include the administrator in the spreadsheet of course assignments and stipends and send it to payroll.
- Payroll will create an adjunct position for the staff.
- All teaching should be performed outside of the staff's normal working hours.
- All preparation and grading must be done outside of the normal working hours regardless of when teaching is occurring.
- In the exceptional event that the teaching will be performed during the staff's normal working hours (e.g., because the course is not offered outside of normal working hours) the staff's work plan must include how the missed time will be made up. The work plan must also be submitted to the vice president of academic innovation and effectiveness.
- All teaching that is not a part of the full-time appointment's responsibilities will be compensated with a stipend. The stipend does not include service based and terminal rate adjustments but does include adjustments for graduate courses.

Transcripts

QU requires all faculty members to have an original official transcript on file prior to their start date. Adjunct faculty who are new to QU or who do not have a transcript on file should, unless otherwise noted, make arrangements to send an original official transcript from their highest degree granting institution to the attention of the Academic Affairs Specialist, at AIE@qu.edu .

If adjuncts would like all of their degrees to be listed on their profile on the [University directory page](#), they should request official electronic transcripts to be sent from all degree-granting institutions.

Adjuncts should contact AIE@qu.edu if any of the following apply:

- An electronic transcript is not possible
- The highest degree is from Quinnipiac
- The adjunct taught at Quinnipiac in the past and the transcript should be on file
- The adjunct has questions about the transcript process

24 hours after the degree, date and institution are entered into the faculty's profile in the system they will appear in the directory on [QU's website](#). It is the responsibility of the faculty to ensure that the information is correct and reflects, at a minimum, the faculty's highest degree. Please contact the Academic Affairs Specialist with any discrepancies immediately.

Academic Policies

Resources for Policies

Policies pertaining to faculty and academics are maintained in three resources and it is advised that adjunct faculty read all three documents.

[Academic Course Catalog](http://catalog.qu.edu/)
(<http://catalog.qu.edu/>)

[Quinnipiac University Policy Manual](#)

[Faculty Handbook](#)

In the sections that follow policies relevant to adjuncts are listed and a link to the policy in the other resources is provided. Some policies are important enough that they bear repeating in this guide.

Academic Freedom

Please refer to section IV of the [Faculty Handbook](#) for the policy on Academic Freedom for both full-time and adjunct faculty.

Academic Good Standing for Undergraduate Students

Academic Good Standing (Graduate/Program Level)

Academic Integrity

Contacts

Contact	Phone	Email
Claude Mayo Director of Academic Integrity	(203) 582-7645	claudio.mayo@qu.edu

Animals on Campus

Appointments of Adjunct Faculty

There is a **maximum load of 9 teaching credits in a semester** per adjunct faculty member. As written in the [Faculty Handbook](#), "Faculty members may be appointed on an adjunct basis for a semester with the contractual understanding that each renewal is contingent upon satisfactory

service and program needs. Part-time faculty members have instructional duties not to exceed nine credit hours or its contact equivalent per semester. “

At-Risk Student Support

Please see the [Learning Commons](#).

Background Checks

Blackboard Utilization by Faculty

The degree to which Blackboard is used by faculty members is an individual choice. However, there is a minimal use that is expected for all faculty members. The University wishes to be prepared for continuity of instruction in case a disaster (severe weather damage, flu pandemic, or public emergency) requires the closure of campus. Blackboard provides a means of working with students at a distance in case of such a campus closure and faculty must be prepared to shift quickly to Blackboard as a primary means of instruction and student contact. Please note the policy below.

All faculty members are required to put in place these basic Blackboard functions for the start of each semester:

- Posting of the course syllabus.
- Posting of a text document such as a reading list or list of assignments.
- A “welcome to the course” message sent to students in the course using Blackboard’s email function.

Class Attendance (Students)

Course and Credit Requirements

COVID-19 Assumption of Risk

The full [COVID-19 Assumption of Risk policy](https://catalog.qu.edu/university-policies/covid/) (https://catalog.qu.edu/university-policies/covid/) is available in the course catalog. Below is the excerpt concerning faculty and staff:

The university has taken steps to implement substantial precautions to prevent the spread of COVID-19. By entering onto the Quinnipiac University campus, the employee agrees to abide by all of the University’s policies and procedures related to COVID-19. The employee also acknowledges that it is impossible to fully mitigate the risk of becoming exposed to or infected by COVID-19 and that such exposure or infection may result from the actions, omissions or negligence of the employee, University faculty and staff, students or visitors to campus. The University will follow all state guidelines and provide guidance on proper protection to alleviate and/or decrease the spread of viruses.

Disabilities Policy

Please see the academic course catalog for the full [Disabilities Policy](#). The [Learning Commons resource pages](#) contain additional information. The responsibilities of the faculty are articulated on the Learning Commons Resource pages and are reiterated here:

1. Provide only the accommodations that are recommended by the Office of Student Accessibility (OSA) via the student accommodation letter. Accommodation letters are produced on a semester-by semester basis.
2. Discuss with the OSA any concerns related to the accommodations that have been requested by the student during the initial contact with the faculty member.
3. With respect to examinations:
 1. Discuss the conditions under which the exam is to be administered.
 2. If the student's exam is to be administered via the Learning Commons, ensure the timely delivery of the exam, along with all necessary instructions and materials for proper administration.
4. Ensure the appropriate confidentiality of information regarding students with disabilities. Do not inquire regarding a student's disability. If a student discloses to the faculty member any disability-related information, encourage the student reach out to the OSA or facilitate an email introduction.
5. Including an accessibility statement on your syllabus can help to:
 1. Signal to all students in a course (not just those with disabilities) that you welcome discussion about individual differences in learning, encountered barriers, and ways to maximize access.
 2. Send a message that you value diversity and an inclusive learning environment.
 3. Open the door to communication and help students feel more comfortable approaching you.
 4. Normalize the accommodations process as just another part of the course.
 5. Inform students about college procedures and available resources.

Faculty are encouraged to consider making a statement in class to further normalize the accommodations process and to encourage students to feel more comfortable approaching you.

A few sample syllabus statements are as follows:

Quinnipiac University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me.

If you have a disability, or think you may have a disability, you may also want to meet with the Office of Student Accessibility, to begin this conversation or to request reasonable accommodations. Quinnipiac University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Please contact the Office of Student Accessibility by emailing access@qu.edu or by calling 203-582-7600. If you have already been approved for accommodations through the Office of Student Accessibility, please meet with me so we can develop an implementation plan together.

Faculty Absences and Cancellations

Each faculty member is expected to meet their classes as regularly scheduled. Faculty shall ensure that classes begin on time and continue until the designated ending time. If, for some serious reason, adjunct faculty must be absent from class, they are responsible to notify their department chair, course coordinator or program director and students ahead of time or as soon as possible in the case of an emergency. Faculty should make every effort to arrange for class coverage in their absence. If coverage cannot be found, an academically appropriate substitute assignment designed to keep the students on track with the course curriculum may be given with consent from the department chair, course coordinator or program director. Extended absences as determined by the department chair, course coordinator or program director that require coverage by other faculty may result in prorated stipends. If a class needs to be cancelled outside normal office hours, please call Public Safety at (203) 582-6200.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Please see the [Student Records Policy](#) in the Academic Catalog for details.

Final Examination

Insofar as is practicable, a final examination is regarded as part of the regular work for undergraduate courses. In courses for which a final examination would serve no useful purpose, a term report, essay, or personal conference may be substituted; work on the substitute exercise may take place during the final examination period.

Final examinations may be given only during the final examination period at the end of each term. Examination schedules are prepared and distributed by the registrar. Faculty members may exempt from the final examination students whose work is of high quality. Conditions governing exemptions are determined by the department of the school/college/division concerned. No (final) examination may be held in the week immediately preceding the official examination period. This does not exclude the giving of written lessons, quizzes, or papers when such exercises form a regular part, week by week, of the work of the course. Faculty members must provide an opportunity for students to review their examination.

Students are expected to take no more than two final exams in one day.

1. If a student has three regularly scheduled examinations in one day and one of these is a common or department exam, the department exam takes precedence.
2. Second preference is given to an examination scheduled in the 6 p.m. to 10:15 p.m. time block.

3. In the event that a student has three examinations scheduled in one day it is the responsibility of the instructor scheduled for the latest day examination time (between 8 a.m. and 5:30 p.m.) to provide the make-up examination.
4. In all cases the common or department examination will take precedence.

If any students require a make-up exam, it is the faculty member's responsibility to administer it. Arrangements may be made between the faculty and the student, or it may be administered during the make-up exam period.

(The final exam schedule, including the designated make-up period, for each semester is posted on MyQ.)

[Grading System](#)

Overview

Achievement in a particular course is indicated by a letter grade that is translated into grade points for the student's record. Final grades are issued by the registrar at the close of each semester. Mid-semester standings are issued to first-year students in 100-level courses, apprising them of their progress.

For detailed information about the Grading System including the mapping of numerical grades to letter grades, please see the Academic Course Catalog's section on the [Grading System](#).

Grading Practices and Procedures

Grades are issued to students by the Office of the Registrar after the completion of each semester. All faculty members are expected to follow University policies regarding the proper determination and recording of grades. These [grading policies](#) are outlined in the Academic Catalog.

Midterm Grades

Faculty shall submit midterm grades in all 100-level courses. This University policy is an important aspect of academic advising and is designed to help new students adjust to the academic expectations of University life.

[Grievance](#)

[Harassment and Discrimination](#)

[Inclement Weather](#)

[Leaves of Absence](#)

Office Hours

The following office hour policy was approved by the Faculty Senate in spring 2018 and is maintained in the [Faculty Handbook](#).

All faculty are expected to have office hours, defined as time set aside for interaction with students outside of class to promote students' academic achievement and provide academic guidance. To meet this expectation, each faculty member shall be available to students for at least one hour for each three credit hours taught per week (a credit hour involves 50-60 minutes of direct faculty instruction or its online equivalent). Office hours may be virtual or face-to-face and may be spread out over the semester. Faculty should be available at reasonable times and places for appointments as agreed upon with students. Faculty availability and contact information must be specified on syllabi.

Suggested locations for holding office are listed under the [Reserving and Using Workspaces](#) section of this document.

Procedure to Appeal a Final Grade

Repeat of Courses with Grade of F, D or C-

Syllabi

Each faculty member is responsible for preparing and distributing to students a clear and concise plan for learning within the first week of classes and for filing it with the faculty member's department chair and school/college office.

Disability Statement

It is recommended that all syllabi contain a statement regarding disabilities. Please see the [Disabilities Policy](#) for appropriate language.

Academic Integrity

Faculty members are responsible for including a statement consistent with this policy and the academic integrity expectations of the Quinnipiac community in the syllabus of every course they facilitate. An example of such a statement is provided here as default for all university courses:

QU is committed to integrity and honesty in the educational process. As a member of the campus community and a student enrolled in this course, you agree to know and observe the university's Academic Integrity (AI) Policy. Academic misconduct includes, but is not limited to, cheating, facilitation, fabrication, unauthorized collaboration and plagiarism. You must produce original work and know what constitutes plagiarism. You must also know what constitutes cheating. If you are not certain what sources you can rely on when completing an assignment or exam, including any online assessment, you should contact me for clarification. All assignments you submit in this class must be original work completed by you for this specific course. A failure to abide by the AI Policy could lead to a grade penalty on the assessment, failure in the course, an "FAI" notation on your transcript, AI probation, suspension or any other sanction outlined in the university's AI Policy. If you have questions about what constitutes academic misconduct, please contact the course instructor or the Office of Academic Integrity.

[Speaker Policy](#)

[Student Exposure Control Plan for Bloodborne and Airborne Pathogens](#)

[Student Incident Policy](#)

[Student Records](#)

[Title IX](#)

[Transfer Credit – Current Undergraduates](#)

[Transfer Credit Graduate Students](#)

[Tutorial Study](#)

[Use of Graduate Course Credits by Undergraduate Students](#)

[Variant Procedure](#)

[Withdrawal from a Course](#)

[Withdrawal from the University](#)

Academic Resources

Academic Issues Related to Serious Sanctions: Student Code of Conduct

Students who violate the Student Code of Conduct are subject to a variety of disciplinary sanctions. Please see the [Academic Issues Related to Serious Sanctions: Student Code of Conduct guide on MyQ](#). The most serious of these sanctions affect the ability of students to enroll or continue in classes on or off campus.

Calendar

Please see the [Academic Calendar](#) in the Academic Course Catalog.

Center for Excellence in Teaching and Service to Students

Contacts

Contact	Phone	Email
Joanna Wayton Talent Acquisition and HR Projects Specialist	(203) 582-4222	Joanna.wayton@qu.edu centerforexcellence@qu.edu

General Information

The Center for Excellence in Teaching and Service to Students recognizes the exemplary work of our faculty and staff at Quinnipiac University. Each year, six distinguished members of our community are honored for their dedication to students and their significant contributions to Quinnipiac's evolution as the University of the Future. The Center for Excellence in Teaching and Service to Students serves an important role in supporting President Judy Olian's strategic plan and its four pillars — to build an institution-wide mindset that prepares graduates for 21st-century careers and leadership; to create an inclusive, excellence-driven community; to nurture and positively impact internal, local and global communities; and to foster lifelong connections and success. To this end, the Excellence in Teaching Award and the Excellence in Service to Students Award reflect the highest professional standards at Quinnipiac. The university holds a formal celebration each fall to honor the recipients.

Center for Teaching and Learning

Blackboard Organization
Center for Teaching and Learning Blackboard Organization

Contacts

Contact	Phone	Email
JT Torres Director of the Center for Teaching and Learning	(203) 582-7514	jonathan.torres@qu.edu

General Information

The Center for Teaching and Learning (CTL) is a hub for faculty and staff working to improve the quality of student learning. Improvement develops from infusing the scholarly literature in educational research with creative, critical, and inclusive applications. As a hub, CTL encourages cross-pollination of innovative strategies across our three campuses and professional support systems.

Contact Jonathan.Torres@qu.edu to discuss consultations, events, digital badging, or other collaborations.

Visit CTL's Blackboard site to access current opportunities and resources for teaching and learning online, in person, on campus, or beyond.

Visit [CTL's public page](#) for more information.

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Quinnipiac University Writing and Critical Thinking (QUWACT)

MyQ Page
Writing Across the Curriculum MyQ Site (https://myq.quinnipiac.edu/Academics/QUWAC/Pages/default.aspx)

Quinnipiac University Writing and Critical Thinking (QUWACT) is a multidisciplinary faculty-run organization that supports the use of evidence-based writing practices to improve students' critical thinking. QUWACT also supports scholarly research on the intersection of writing and critical thinking. The organization works with faculty to promote the following pedagogical principles:

- Support critical thinking and writing as processes rather than products.
- Recognize the diversity of methodologies and goals of each discipline, and how this diversity influences critical thinking and writing practices.
- Use formal and informal writing as active, recursive and powerful processes that can generate and develop critical thinking within and across the disciplines.
- Improve students' critical thinking as a way to help them improve the content and form of their writing.

Course Evaluations

At the end of each semester an email is sent to all students asking them to complete a course evaluation for each class they took that semester. An automated system is used to collate the data from all students in a section. The results of the evaluations are emailed to the instructor of the course.

Course evaluations should be used by adjunct faculty to help in reflecting upon their teaching practice. Course evaluations may also be used as one of many measures by the department in which the course resides to analyze the performance of the instructor. Details about performance evaluations can be found in the [Faculty Handbook](#) in the Effective Teaching section.

Early Alert Referrals via Thrive

Thrive is Quinnipiac University's customer relationship management (CRM) platform. It allows for traditionally siloed campus units to share data in an effort to better serve students. One way that Thrive is utilized is to facilitate early academic intervention. Faculty should report concerns that they believe should be shared with a student's major advisor and student success team including information regarding absences, a decline in performance, poor grades, and/or other behavior that will impact a student's academic success.

Faculty leading 100-level courses are required to refer students who have excessive or consecutive absences as well as students who earn a D or an F on their first graded assignment.

On-demand training modules, best practice examples, and further resources are available on the [Thrive page on MyQ](#).

(<https://myq.quinnipiac.edu/Academics/LearningCommons/Pages/Thrive.aspx>)

Essential Learning Outcomes for the 21st Century

Quinnipiac graduates demonstrate a number of key outcomes essential to the life and practice of a responsible, educated citizen, consciously and decisively. Graduates acquire these Essential Learning Outcomes (ELOs) through a purposeful integration of the University Curriculum, requirements within one's major, and co-curricular experiences.

For detailed information about the ELOs, please see the Academic Course Catalog's section on [ELOs](https://catalog.qu.edu/academics/undergraduate-learning-outcomes/) (https://catalog.qu.edu/academics/undergraduate-learning-outcomes/).

Information Services

Contacts

Contact	Phone
Technology Help Request (http://computerhelpdesk.quinnipiac.edu/request/) (Preferred)	
MyQ Site (https://myq.quinnipiac.edu/IT_Libraries/Information_Technology/Academic_Technology/Pages/AT_Site_Redesign/MainIS.html)	
Technology Center	(203) 582-HELP (4357)

Account Information

Upon the submission of required documents and background check an account will be established for adjunct faculty in the University's information system. This will provide access to the QU network and most applications. To access these services, adjunct faculty will need their network username, set by the University, and their network password, set by them. The same username/password will be used for all applications.

The network username, also known as a "User ID," is available through WebAdvisor. Click on WebAdvisor's Faculty menu, and then on the "What's my User ID?" link. The employee number or social security number is required.

Questions about network usernames and passwords, as well as any other aspect of University network services, may be directed to the Computer Help Desk.

Frequently Used Applications

Application	Description	Link
Blackboard	Course management system. Access to Blackboard occurs when the department assigns an instructor to a course.	http://blackboard.quinnipiac.edu
Email	QU uses QU Outlook email as the official means of communication.	https://mail.quinnipiac.edu
MyQ	University's internal website containing links to a plethora of information.	https://myq.quinnipiac.edu

Application	Description	Link
Quinnipiac App	Available in the App Store or on Google Play, this app provides the latest information about QU and access to the following applications: Directory, Maps, Important Numbers, Blackboard Learn, WebAdvisor, Athletics Events, Qcard, LaundryView, Course Search, Password Reset, and more.	https://myq.quinnipiac.edu/IT%20%20Libraries/Information%20Technology/Academic%20Technology/Pages/AT_Site_Redesign/Mobile%20Home.html
WebAdvisor	Faculty submit final grades, view course schedule, and gather advisee information. Students register for classes and view final grades, financial aid information, transcripts, account status, and more. Staff can access pay advices and set up direct deposit.	https://wa.quinnipiac.edu

Academic Technology

As part of Information Services, Academic Technology (AT) strives to support, inspire and collaborate with faculty to integrate technology as a vital component of the teaching and learning process.

Partnerships include:

- Consulting with faculty about existing technologies and their implementation to solve pedagogical challenges
- Supporting faculty with their technology needs
- Conducting hands-on professional development workshops
- Communicating with faculty about technology tools and teaching/learning trends
- Exploring emerging technologies and considering how they might be used at Quinnipiac

Visit the [Information Services MyQ website](http://myq.quinnipiac.edu/information-services) (<http://myq.quinnipiac.edu/information-services>) for technology tutorials and information about upcoming initiatives.

To request a consultation with an AT staff member and/or to ask technology related questions, please complete a [Technology Help Request](http://helpdesk.quinnipiac.edu/request/) (<http://helpdesk.quinnipiac.edu/request/>)

Please refer to the list of [available Tools that Faculty can Leverage to Enhance the Teaching and Learning Process](http://myq.quinnipiac.edu/FacultyTechnologyToolbox) (<http://myq.quinnipiac.edu/FacultyTechnologyToolbox>).

QU Outlook Email is the Primary Means of Communication

Email is used as the primary means to communicate important operational information as well as announcements regarding professional workshops and community activities. Additionally, when a Quinnipiac email account is used to request services from, or submit information to, other offices on campus, the system authenticates the user's identity as a community member. All employees are expected to check their University email frequently to stay current with all communications.

Employees must not use their personal email accounts with an internet service provider (ISP) or any other third party (such as Gmail, Hotmail, etc.) for any of the University academic or business messages. To do so would circumvent authentication, logging, virus checking, malicious content screening, and automated backup controls that the University has established. Please see the University policy on [Email and Voicemail \(4.6\)](#) in the policy manual.

QU Outlook Email Will be Disabled if There is No Activity

Email accounts which lay dormant are easy prey for cyber criminals. Therefore, beginning this fall adjunct email accounts will be disabled when there is no activity for 100 days. Accounts which are disabled will be reenabled approximately two weeks before the start of the next term in which the adjunct is teaching. Should adjuncts have a need to use email outside of these parameters, they can call the Helpdesk at 203-582-HELP and authenticate with a driver's license and video over Zoom.

Texting and Social Media is Discouraged

Faculty are encouraged to use email and Blackboard as their primary means of communication with students. Texting students directly and the use of apps that text groups such as Remind and Group Me are discouraged because Information Services cannot guarantee they are FERPA compliant. Friending students, undergraduates especially, on social media is strongly discouraged. While faculty intentions may be good some students may feel uncomfortable but obligated to accept the friend request.

Help Desk / Media Services Support at the Technology Center

Technology Centers are located on the first floor of the Arnold Bernhard Library on the Mount Carmel campus and the third floor of the Medicine, Nursing, and Health Sciences building on the North Haven campus. The centers provide services to students, faculty, and staff including: computer configuration, computer repair, loaner laptops, digitizing, duplication, audio/visual event and classroom support, and loaner audio/visual equipment. Visit the [Information Services MyQ website](#).

Student Employees known as Technology Support Assistants (TSAs) augment the full-time staff and are staffed for the entirety of the times the area is open. They are trained to offer computer and audio/visual support.

The [hours of operation](#) for all the Mount Carmel and North Haven locations are located on the MyQ site on the Information Services Page.

Laptops Available for Use by Adjunct Faculty

The University makes available a limited number of laptops to adjunct faculty each academic year. A laptop is not guaranteed to adjunct faculty. Adjunct faculty who wish to receive a laptop must meet the following criteria:

- Teach at least seven (7) credit hours per semester
- Have used Blackboard in the past or plan to register and attend a Blackboard workshop at the start of the semester.
- Document and implement an advanced feature of Blackboard

- Document and implement at least one use of another teaching and learning tool

University-owned laptops will be checked out to adjunct faculty for one school year (August – May). At the end of each academic year (May), adjunct faculty using a University-owned laptop must either renew their laptop or return it to the Technology Center.

More details about the program including a link to request a laptop can be found on the [Laptop Initiative page on MyQ](#).

Computer Support for Personally Owned Computers Used for Teaching

Information Services will provide support for Blackboard, MyQ, email, wireless and other University applications to adjunct faculty who use their personally owned computer for teaching. Quinnipiac faculty and staff are eligible to purchase, for private use, laptops that are recommended to incoming students. Specifications, pricing, and ordering information is available on the [Student Laptops page](https://myq.quinnipiac.edu/IT_Libraries/Information_Technology/Academic_Technology/Pages/AT_Site_Redesign/StudentLaptops.html) (https://myq.quinnipiac.edu/IT Libraries/Information Technology/Academic Technology/Pages/AT_Site_Redesign/StudentLaptops.html) . Faculty and staff can purchase other Dell computers, accessories, and electronics at a discount through [Dell's Employee Purchase Plan](http://www.dell.com/us/eep/p/?scat=root&cs=04&link_number=126349588) (http://www.dell.com/us/eep/p/?scat=root&cs=04&link_number=126349588).

The Learning Commons

Contacts

Name/Title	Location	Phone
Learning Commons Main Line	ABL	(203) 582-8628
Learning Commons Main Line	School of Law and Education 340	(203) 582-5252

General Information

The Learning Commons provides academic support for students who may not be reaching their potential. Resources are grouped generally in three areas:

- Peer Education – nationally certified tutoring and study group programs
- Academic Development & Outreach – professional staff working directly with each school and college who are focused on student retention and academic success
- Office of Student Accessibility – support for students who choose to disclose a disability

The clients of the Learning Commons are not just under-prepared students. More than half of Quinnipiac’s student body uses services in a given school year. Additionally, many faculty make use of the data collected to provide student support. In addition to student support, the Learning Commons offers opportunities for faculty professional development. Academic Specialists attached to each school or college serve as primary points of contact.

Each undergraduate program has a Student Success Team. This team consists of an [Academic Specialist](#), working with sophomores, juniors, and seniors; an [Academic Coach](#), working with first-year students, and, when appropriate, a Coordinator of Learning Services from OSA.

The Office of Student Accessibility

The Office of Student Accessibility, located within the Learning Commons, provides services and support to students who choose to disclose a disability as protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. A partnership with the student is created through an interactive process, which involves an open discussion regarding disability-based functional limitations, a review of a student's disability documentation, history of use of accommodations as well as a thorough review of the student's program of study.

Integral to the discussion is focusing on the learning outcomes set forth by the program as well as any applicable technical standards needed to be upheld within a particular program.

Accommodations within academic, laboratory, fieldwork or clinical environments are determined on a semester-by-semester basis with the student. The student will receive an official accommodation letter which they then send to their professors within the courses that they wish to receive the accommodation. All disability- based information remains confidential with the Office of Student Accessibility.

The Office of Student Accessibility also functions as a source of information for faculty and staff throughout the University regarding best practices in supporting various types of learners- not just those who disclose a disability. For best delivery and execution of accommodations, the Office of Student Accessibility assists with guidance and suggestions, as well as curriculum design strategies deemed helpful for all students. For further information, visit the Learning Commons Office of Student Accessibility within MyQ.

The Office of Student Accessibility is located within the Learning Commons. If a student is seeking accommodations for a documented disability or discloses to faculty that they have a condition or disability, the student should be instructed to contact the Office of Student Accessibility. The Office of Student Accessibility will electronically send to each professor a letter of accommodation for each student who has provided the appropriate disability documentation eligible for accommodation. This letter identifies the student and lists the accommodation for which they are eligible. If faculty are approached by a student who has an accommodation letter verifying that they are a qualified individual with recommendations for accommodations, the adjunct should set up an appointment to discuss the accommodations that are required and how best to facilitate those. Quinnipiac works very hard to ensure equal access to University programs, curricular and co-curricular. Visit the [Learning Commons Disability Support page on MyQ](#) for more information.

Letters of Reference for Students

Adjunct faculty are often asked to write letters of reference for students. Students may request references from Quinnipiac University adjunct faculty if it is an application **requirement**.

Writing these references is vital to our students' success. The steps below outline the basic process for letters of recommendation. Individual school's processes may vary so it is recommended that adjunct faculty contact their department chair or the administrative assistant.

1. Before any reference can be provided, the student must receive permission from the adjunct faculty.
2. Once the adjunct agrees, the student must complete and submit the electronic [Quinnipiac University Student Reference Request Consent Form](https://myq.quinnipiac.edu/Academics/AcademicInnovationAndEffectiveness/Pages/FERPA_Release.aspx) (https://myq.quinnipiac.edu/Academics/AcademicInnovationAndEffectiveness/Pages/FERPA_Release.aspx) to the registrar to release specific information. The Family Educational Rights and Privacy Act (20 U.S. C. Â§ 1232(g)), or, FERPA is a federal law that protects the privacy of student education records created or maintained by a school that receives federal funds. Completion of this document authorizes the named person to access, disclose and use student educational records in the reference. The student authorizes the adjunct to disclose any academic information, including but not limited to, the names of courses taken, grades, GPA, class rank, scholarships, honors, awards, and comments from other instructors. This authorization will be retained in the student's file.
3. The adjunct will receive the electronic Quinnipiac University Student Reference Request Consent Form in their Quinnipiac email. This form is the student's consent for the adjunct to release specific information in the reference.
4. **The student must provide the part time faculty member with a specific contact, title of contact, institution and address for the letter.** No general letters may be written.
5. The student must submit proof to the adjunct that a formal letter is required for their application (ex. a screenshot of the application). The request should not be fulfilled unless the student provides evidence.
6. Once the adjunct receives **both** the consent and proof of letter requirement, a letter may be written.
7. Adjunct faculty should contact the school's administrative assistant to obtain a letter template if one is available.
8. Adjunct faculty must include their electronic signature. (The administrative assistants do not keep electronic signatures on file). *If the school has a template, letters that do not follow the template or do not include an electronic signature will not be processed by the administrative assistant.*
9. Adjunct faculty should ensure:
 - a. The student's name is spelled correctly and used consistently throughout the letter. Adjuncts should check WebAdvisor or Blackboard.
 - b. Correct pronouns are used
 - c. The letter reads well
 - d. Spelling and grammar are correct
10. Adjunct faculty should forward the Quinnipiac University Student Reference Request Consent Form with the completed letter as a word document to the administrative assistant. No letters will be processed without the consent attached.
11. Please keep in mind it may take up to a few days for the administrative assistant to process and email the letter to the student depending on work volume. **Student inquiries regarding the status of their letter, should be reminded that letters take at least three weeks to process and they will receive an email from the administrative assistant when it is ready.**

Libraries

Arnold Bernhard Library

Contacts

Contact	Phone
Circulation Desk	(203) 582-8634
Reference Desk	(203) 582-8633

General Information

The Arnold Bernhard Library is located on the Mount Carmel campus. The library staff welcomes the opportunity to provide the information and services needed to support teaching. Librarians are available to conduct course specific instructional sections and to work with adjunct faculty as they develop their syllabus. A large diversified menu of web-based resources is available to adjunct faculty and their students with access both on and off campus. Please consult the [Faculty Guide to Arnold Bernhard Library Services](https://myq.quinnipiac.edu/IT/Libraries/ABL/Documents/ABL_FacultyServices.aspx) (https://myq.quinnipiac.edu/IT/Libraries/ABL/Documents/ABL_FacultyServices.aspx) available from our [Library home page](https://myq.quinnipiac.edu/IT%20%20Libraries/ABL/Documents/search_ABL_oneseach.aspx) (https://myq.quinnipiac.edu/IT%20%20Libraries/ABL/Documents/search_ABL_oneseach.aspx).

The library will place copies of books, photocopies of journal articles, and any other library-owned or personally owned items on reserve. If a book or photocopy of an article is not available in the library the item(s) can be requested from ILLiad, the interlibrary loan service. There is no charge for this service. A QCard must be used to borrow books and other materials.

The librarians offer a variety of additional services including one-on-one research consultation and curriculum support through the Liaison Program. They work directly with the schools to develop a customized information literacy curriculum based on individual research needs. Librarians also provide library services to the QU Online faculty and students on site, by email, and phone, and work with faculty to provide online information literacy sessions for distance education. A variety of webinars are also offered for students and faculty.

The Arnold Bernhard Library is open “24/7” during the fall and spring academic semesters. Library services are available from 8AM to midnight Monday – Thursday; 8AM to 5PM Friday; 9AM. to 5PM Saturday; and noon to midnight Sunday. Hours change during the winter, spring, summer and intersession periods. For up to date hours of operation, please consult the [Library Hours](#) link on our web page.

Edward and Barbara Netter Library

Contacts

Contact	Phone
Information Desk	(203) 582-5266
Circulation Desk	(203) 582-5266

General Information

The Edward and Barbara Netter Library is located on the North Haven campus at the Center for Medicine, Nursing and Health Sciences. It is the primary library for the schools of medicine, nursing, and health sciences.

Faculty, staff, and students can access electronic resources both within the library and remotely. The collection includes databases, books, journals, and a variety of videos for patron use. All titles in the collection, including course reserves, are cataloged and searchable. If a book or photocopy of an article is not available in our library the item(s) can be requested from ILLiad, our interlibrary loan service. There is no charge for this service. A QCard must be used to borrow books and other materials.

The librarians offer a variety of additional services including one-on-one research consultation and curriculum support through our Liaison Program. They work directly with the schools to develop a customized information literacy curriculum based on the individual research needs. The Netter Library is open during the semester from 8 a.m. to 8 p.m. Monday – Thursday; 8 a.m. to 5 p.m. Friday; 12 p.m. to 5 p.m. Saturday and Sunday. Hours change during the winter, spring, summer and intersession periods. For current hours of operation, please consult the Library Hours link on the [Netter Library MyQ page](https://myq.quinnipiac.edu/IT%20%20Libraries/HealthSciencesLibrary/Pages/main.htm) (<https://myq.quinnipiac.edu/IT%20%20Libraries/HealthSciencesLibrary/Pages/main.htm>).

Lynne L. Pantalena Law Library

Contacts

Contact	Phone	Email
Circulation/Reserve	(203) 582-3303	
Research	(203) 582-3301	lawreference@qu.edu

General Information

The Lynne L. Pantalena Law Library is located on the North Haven campus in the School of Law. The law library staff primarily support the teaching, research, and services needs of the law school community. Law library staff also assist other faculty, students, and staff of the University in the use of the law library’s collections and services. Skilled librarians provide research services and assistance in accessing the hard copy collection and in using the wide array of electronic legal databases that include primary sources, practice-oriented and historical digital materials. All library materials in any format may be found using the [Library Catalog](http://qcat.quinnipiac.edu/search~S6) (<http://qcat.quinnipiac.edu/search~S6>) on or off campus.

The law library includes a variety of study and collaborative work spaces: reading rooms, team study rooms, individual study carrels, a computer lab, and the Library Commons for law school and professional group meetings. The library is open anytime to the University community. Assistance is available during weekday, evening, and weekend staffed hours. Please see the [Lynne L. Pantalena Law Library MyQ Page](https://myq.quinnipiac.edu/IT%20%20Libraries/Library-Law/Pages/default.aspx) (<https://myq.quinnipiac.edu/IT%20%20Libraries/Library-Law/Pages/default.aspx>).

Office of the Registrar

Contacts

Location	Email	Hours
Mount Carmel Arnold Bernhard Library	registrar@qu.edu	Monday to Thursday: 8 a.m. to 5 p.m. Friday: 8 a.m. to 4 p.m.

General Information

The Office of the Registrar is dedicated to providing service of the highest caliber to all of our constituents - current and former students, faculty, federal and state agencies, administrative staff and the general public.

The mission of the Office of the Registrar is to support the instructional activities of the University by providing essential enrollment, curricular, and student record services to the entire campus community with the highest degree of accuracy. We accomplish this by serving as custodian of all student records in accordance with University policies and government statutes as well as managing the student information system for all areas related to enrollment/registration, course information and scheduling, grading/transcript production, and ultimately degree clearance and certification. The Office of the Registrar strives to utilize technology-based solutions when possible to increase efficiencies and data integrity in these critical areas as well as support the overall needs of the academic community and the university's strategic initiatives.

All inquiries regarding classroom locations, student records, incomplete grades, course withdrawals and class roster discrepancies may be submitted to registrar@qu.edu.

All official email correspondence from the Office of the Registrar is sent to the faculty's QU email address. The Office of the Registrar adheres to all University [academic policies](#). Student or advisee specific information may be found within [Self-Service](#) (<http://selfservice.quinnipiac.edu>) or [WebAdvisor](#) (<https://wa.quinnipiac.edu>).

Rosters

Real-time class roster information is available to faculty through [WebAdvisor](#) (<https://wa.quinnipiac.edu>). Faculty may access their WebAdvisor account at any time and obtain student roster information. Faculty should verify their class rosters following the drop/add period and again before mid-semester. At the conclusion of the drop/add period, faculty are requested to reconcile their roster information with students in attendance and to notify the [Office of the Registrar](#) of any discrepancy.

Photo rosters may also be found by accessing the Roster tab in [Blackboard](#).

Scantron

A Scantron machine is available in the Teaching Commons, CCE 205E.

Schools and Departments

For School and Department contacts please refer to the Overview page for each school in the Academic Catalog.

[College of Arts & Sciences](#)
[Frank H. Netter MD School of Medicine](#)
[School of Business](#)
[School of Communications](#)
[School of Education](#)
[School of Computing and Engineering](#)
[School of Health Sciences](#)
[School of Law](#)
[School of Nursing](#)

For a full directory consult the directory link in the top left menu of the [Quinnipiac website](#).

Textbooks

Adjuncts who are looking to adopt a textbook for their courses should first contact their department chair about the recommended text for the specific classes they are teaching. For some courses there may be a course coordinator who makes the decisions on textbooks for the course and who will order the textbooks for all sections. For courses held on the Mount Carmel campus requests for textbooks can be submitted to 0571txt@follett.com or using the [adoption tool](#)

(https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=571&langId=en_US). Adjuncts teaching courses on the North Haven campus should contact that store using the [contact information in the Campus Store](#) section of this guide. The deadline for fall semester orders is April 15 and the spring deadline is October 15.

Campus Resources

Calendar

A [calendar of events](#) including both academic and co-curricular events such as student club and organization meetings, fitness classes, academic workshops, and lectures is available. (<https://calendar.quinnipiac.edu>)

Campus Store

Contacts

Campus	Phone	Email/Website
Mount Carmel Carl Hansen Student Center	(203) 582-8640	http://www.quinnipiacshop.com 0571mgr@follett.com
North Haven Law, Medicine, Nursing & Health Sciences	(203)582-3712	http://www.qunorthhaven-shop.com

Faculty are entitled to a 10% discount on clothing and gifts.
Please see [textbooks](#) for more information about adopting a textbook.

Community, Assessment, Response and Evaluation – CARE

Contacts

Contact	Phone	Email
CARE	(203) 582-CARE	CARE@qu.edu

Guided by University values of a student-oriented environment and a strong sense of community, the CARE (Community, Assessment, Response, and Evaluation) Team employs a caring, preventive, early intervention approach with students who exhibit concerning or disruptive behaviors. The multidisciplinary team meets weekly to review and discuss new referrals, ongoing cases, and the best course of action to support the student of concern. CARE Team members are trained through the National Behavioral Intervention Team Association (NaBITA) in both behavioral intervention and threat assessment. Objective risk rubrics are utilized for consistent and objective assessments of potential risks and emerging threats towards self or others. By partnering with members of the Quinnipiac community, the CARE Team works to promote student wellbeing and success in the context of community safety.

As members of the QU community, we are all responsible for identifying and assisting students who exhibit behavior that could threaten the well-being or safety of themselves or the greater community. Community members who observe students exhibiting physical, emotional, interpersonal or academic behaviors of concern are encouraged to consult with or make a referral to the CARE Team. For consultation during business hours, contact any team member or call 203-582-CARE or email CARE@qu.edu. More information and resources, including CARE Team membership and contact information can be found on MyQ under Student Life.

There are some situations, however, when calling Public Safety or 9-1-1 is more appropriate.

- Call Public Safety if a student expresses a direct threat to themselves or others but does not have immediate means to complete that threat, or acts in a bizarre, highly irrational or disruptive way. Public Safety can be reached 24/7 at 203-582-6200.

- Call 9-1-1 if any person is in immediate danger, a student is about to harm themselves or others, and/or if a student is found gravely disabled and cannot care for their health and safety.

See also [Recognizing and Responding to Students of Concern](#).

Counseling Services for Students

Contacts

Campus	Contact	Phone	Email
Mount Carmel	Kerry Patton	Appointments: (203) 582-8680 Other questions: (203) 582-3087	Kerry.Patton2@quinnipiac.edu

General Information

QU Counseling Services is designed to provide confidential, high quality mental health care to part-time and full-time undergraduate, graduate and medical students. Counselors are available to assist students struggling with any type of emotional or behavioral problem that is interfering with academic performance e.g. stress, anxiety, and depression. The center also offers help to students who are experiencing problems in relationships, substance abuse or personal crises. Services are provided to students at no cost. Counseling Services include: diagnostic evaluation; individual counseling; urgent visit services; psychiatric services and consultation services.

To schedule an appointment, please call Counseling Services at 203-582-8680 and/or complete the form (<https://forms.quinnipiac.edu/CounselingIntake/Form.html>) Appointments are then scheduled accordingly.

See also [Recognizing and Responding to Students of Concern](#).

Dining Facilities

Please see the [Chartwell's website](https://dineoncampus.com/Quinnipiac) (<https://dineoncampus.com/Quinnipiac>).

Duplication and Mail Services

Mail Services Center and Campus Post Office

Contacts

Campus	Location	Phone	Hours
Mount Carmel	First floor of the Carl Hansen Student Center, between the campus bookstore and dining services.	(203) 582-8772	Monday to Thursday: 11AM-4:45PM Friday: 11AM-4PM

General Information

The Mail Services Center is the central sortation and distribution point for **all** University mail and packages.

The campus Post Office offers many U.S. Postal Service products and services. However, it is a University department and not a federal USPS facility. Postage may be purchased for personal mail in the form of postage metering. Actual books of stamps are available for purchase through the campus bookstore. **Please note:** The campus Post Office only accepts payment via QCard.

Faculty Mail

All mail intended for QU, regardless of the campus location, should be addressed as follows:

Recipient's Name
Recipient's Department Mailstop
Quinnipiac University
275 Mount Carmel Avenue
Hamden, CT 06518

All members of the Quinnipiac community are assigned to a department mailstop. For faculty, both full and adjunct, the mailstop is typically the secretarial or dean's area of the faculty member's department, school or college.

The current list of department mailstops appears in the campus telephone directory and is posted on the [Mail Services Center's MyQ Webpage](https://myq.quinnipiac.edu/CampusOffices/MailServicesCenter/Pages/PostOfficeDeliveryPointDescriptorCodes.aspx) (https://myq.quinnipiac.edu/CampusOffices/MailServicesCenter/Pages/PostOfficeDeliveryPointDescriptorCodes.aspx). Additionally, please check the [Mail Services Center's MyQ Webpage](#) for current mail and package procedures or policies.

Self-Service Printing, Scanning and Copying

Contact	Phone	Email
Peter DiDomenico	(203) 582-5380	Peter.DiDomenico@quinnipiac.edu
Bob Rickert	(203) 582-5254	Robert.Rickert@quinnipiac.edu

Throughout the campus there are approximately 100 devices for students, faculty and staff to print, scan and copy. They are connected to the Quinnipiac network and require a QCard swipe to operate. Printing and copying is charged to the faculty's department or personal account.

Printing

All faculty are encouraged to minimize printing and distribute documents electronically through Blackboard.

There are two ways to print to the Canon devices:

1. By going to File > Print (in most applications) and selecting the correct printer. To use this method, the Printer may need to be installed and/or a small configuration change may be required to send files to the Canon devices. [Step-by-step instructions](#) can be found in MyQ.
-or-
2. Leveraging the new Print From Email option. Using a Quinnipiac Email Address, email an attachment to CampusPrinting@qu.edu from any device, including mobile devices, on or off campus. Upon sending the email, the attachment, as well as the body of the email, will be available to print at any of the new Canon Devices

Scanning

Scan files directly to OneDrive for Business and to Email (i.e. users of scan to email will receive scanned file(s) as an attachment)

Please review the [Frequently Asked Questions](#) for additional details.

The following is a list of locations where the Canon devices can be found.

Mount Carmel Campus
Faculty Office Building: hallway (main flr)
School of Communications/Engineering Copy Room: lower floor
School of Communications/Engineering Copy Room: main floor
School of Communications/Engineering Copy Room: upper floor
A.Bernhard Library: Public Services Alcove, room L135 (1st floor) (Printer)
A.Bernhard Library: Cyber Café, cyber-north (2nd floor) (Printer)
A.Bernhard Library: Cyber Café, cyber-south (2nd floor) (Printer)
Biomedical Sciences & Athletic Training: Echlin Center, room EC215 (upper floor)
A.Bernhard Library: Elevator Public-Services Area (2nd floor) (Color Printer)
A.Bernhard Library: Rotunda Public-Services Area (1st floor)
Buckman Center: first floor hallway, room BC132 (1st floor)
Tator Hall: first floor hallway (1st floor)
Tator Hall: third floor hallway (3rd floor)
Tator Hall: second floor hallway (2nd floor)

York Hill Campus
Rocky Top Student Center: Public Safety & Student Health Services, room RTSC-100 (1st floor)
Rocky Top Student Center: Vending Machine Alcove (3rd floor) (Color Printer)

North Haven Campus
Physical & Occupational Therapy: MNH-365 (3rd floor)
MNH Building Business Center: MNH-296D (2nd floor)
Edward & Barbara Netter Library Copy Room: MNH-339H (3rd floor) (Color Printer)
School of Law Public-Services Area: room SLE-329 (3rd floor, top of the stairs)

Print Services Center

General Information

The Print Services Center is the central duplication and print facility for the University. Its services are available to faculty for the printing and duplication of syllabi and exams. An online document submission system is the sole method of submission. Completed orders are delivered

to either the requestor's department mailstop or the campus Post Office located in the Carl Hansen Student Center.

Please check the [Print Services Center's MyQ Webpage](https://myq.quinnipiac.edu/CampusOffices/PrintServicesCenter/Pages/default.aspx) (https://myq.quinnipiac.edu/CampusOffices/PrintServicesCenter/Pages/default.aspx) for current instructions, procedures or policies.

Fitness Center

Locations

Campus	Location	Phone
Mount Carmel	Athletic & Recreation Center	(203) 582-8280
North Haven	MNH Fitness Center (near cafeteria) MNH 309 Yoga Room	(203) 582-7883
York Hill	Student Center Room 3 rd Floor	(203) 582-8446

Faculty members are welcome to use the Fitness and Recreation Centers. Prior to use, individuals are required to complete a waiver/consent form and to familiarize themselves with the rules and regulations of the facility. Forms are available on MyQ through [WebAdvisor](https://wa.quinnipiac.edu) (https://wa.quinnipiac.edu) or at the reception desk in each Recreation Center. Valid QCards are required for every visit. Given space constraints, spouses, partners, family members and guests are not permitted to use the Fitness Center, Recreation Center or track.

Detailed information including hours and remote fitness classes can found on the [Fitness and Recreation page on MyQ](https://myq.quinnipiac.edu/Student%20Life/CampusRecreation/Fitness%20and%20Recreation/Pages/default.aspx) (https://myq.quinnipiac.edu/Student%20Life/CampusRecreation/Fitness%20and%20Recreation/Pages/default.aspx).

Lost and Found

Bring items left in classrooms to the Information Booth located in the Carl Hansen Student Center. For items lost more than 24 hours, check with the Public Safety Office.

Map

[Directions, interactive and PDF map of the campus.](#)

QCard

General Information

The QCard is the official University identification. It is used for everything from using the University's networked print/copy system to checking out books at the library to using the Recreation Center. It can also be used as a form of payment at numerous locations, including the Dining Hall, vending machines and participating off-campus businesses.

To obtain a QCard, a new faculty member must first be established in the University payroll system. To initiate the process, all onboarding paperwork must be submitted to Human Resources. Once all requirements have been met, the card may be obtained at the Technology Center on either the Moun Carmel Campus or the North Haven Campus. [See hours and location.](#) Instructions on how to deposit funds, locations where QCard is accepted and other details can be found on the [QCard website](http://www.quinnipiac.edu/qcard) (www.quinnipiac.edu/qcard).

Public Safety

Contacts

Campus	Location	Phone	Hours
Public Safety		(203) 582-6200	
Parking and Transportation	York Hill Rocky Top Student Center, Department of Public Safety, Room RTSC 103	203-582-5381 parkinginformation@quinnipiac.edu	Walk-in Hours: Monday and Wednesday: 10AM-12PM and 2PM-3PM Tuesday and Thursday: 12:30PM-3PM

General Information

The Public Safety Department is responsible for all aspects of security on campus, including general security, parking enforcement and issuance of parking decals. For more information on Public Safety visit the [Department of Public Safety Page on MyQ](#) ([https://myq.quinnipiac.edu/Campus Offices/Security Safety/Pages/default.aspx](https://myq.quinnipiac.edu/Campus%20Offices/Security%20Safety/Pages/default.aspx)).

In case of emergency dial 911 from any phone on campus.

Please refer to the instructions in the [Important Safety Information](#) section of this guide.

Parking

Parking for faculty members is provided at no cost at QU. All motor vehicles and motorcycles parked on campus must be registered with the Department of Public Safety. Faculty may register up to three vehicles. To register, go to MyQ> Quick Links> My Parking and login with QU user ID and password.

After the successful input of vehicle information and acknowledgement of the parking rules and regulations, the decal request will be processed and mailed to the address of record associated with the QU ID.

Display the decal on the inside front windshield (lower left driver's side).

It is the mission of the Parking & Transportation Office to facilitate a paradigm shift with our parking culture through community awareness, education, and the continued creation of alternate transportation programs. Our main goal is to reduce the number of single occupant vehicle trips of the members of the Quinnipiac community make on a daily basis. The Parking &

Transportation Office encourages all members of the Quinnipiac community to think about their personal transportation use and consider trying an alternative to the use of a single occupant vehicle.

Parking for all students, staff, faculty and visitors is considered a privilege. Users are expected to know, understand and abide by all of the QU parking rules and regulations, as well as those enacted by the State of Connecticut regarding the safe operation of a motor vehicle. Vehicles found in violation of the parking rules and regulations are subject to the issuance of parking citations or towed at the owner's expense. Failure to have knowledge of the rules is not a valid defense in the appeal process. The accumulation of 5 parking citations will result in the loss of the parking privilege, the parking decal will be void, and the vehicle will be removed from campus.

All vehicles operated on any University owned property must be registered with the Parking & Transportation Office. All unregistered vehicles will be removed from campus at the owner's expense.

All parking rules and regulations are enforced 24 hours a day, seven days a week regardless of weekends or holidays.

The following lots may be used by adjunct faculty:

Mount Carmel

Buckman
Faculty Office Building
College of Arts & Sciences
Center for Communications and Engineering
South
Tator

North Haven

North Haven has a parking garage and several lots. Please refer to the signage for parking regulations.

Reserving and Using Workspace

Designated Rooms for Adjunct Faculty

Adjunct faculty may use the following locations for working individually or in groups or meeting with students without the need for a reservation.

Building	Room
Arnold Bernhard Library	ABL 201 requires a QCard. There is space for multiple faculty to work.
Center for Communications and Engineering	Open area on the second floor of the Center for Communications, Computing and

Building	Room
	Engineering outside of the faculty commons conference room.
College of Arts and Sciences	CAS1 Room 308 is available for any faculty who teach in that building. This space has approximately 4 workstations. Additionally, Room 102 in Modular Building 1 is available for use.
Medicine, Nursing and Health Sciences	Faculty in the School of Nursing may contact Patti Gettings for access to rooms
School of Business	Faculty in the School of Business may use the student collaboration spaces in SB 260 and SB 108.
School of Law and Education	Faculty in the School of Law may use SLE 154. This room is equipped with two desks and the law adjunct mailboxes
Theater Arts Center (515 Sherman Ave.)	One office on the second floor for use by Theater and Music adjunct faculty only.

Zoom

Virtual meetings can be held using Zoom. This tool allows faculty to set up virtual meetings that can use video, audio, screensharing and chat. Meetings can be a onetime occurrence or reoccurring. Zoom is a great tool for hosting virtual office hours or holding class in the case of inclement weather. More details are available on the <http://myq.quinnipiac.edu/zoom> page (<http://myq.quinnipiac.edu/zoom>) on MyQ.

Reserving a Room

Faculty, Students and Staff can reserve rooms on campus using the Reserve a Space application available through MyQ. Access this system by going to MyQ> Quick Links> Reserve a Space. Refer to the [Instructions for Using Reserve a Space](#).

Recognizing and Responding to Students of Concern

If faculty are concerned about a student, they should not let uncertainty stop them from taking action to help. The [Recognizing and Responding to Students of Concern guide on MyQ](#) will help faculty recognize, respond to, refer for consult and report concerns.

Resources Available to Students

It is important for faculty to be aware of the many resources available to students so that they can assist them as needed. In the [Resources Available to Students posted on MyQ](#) faculty will find one document with information about Public Safety, Counseling Services, Student Health Services, Learning Commons, Office of Student Accessibility, Cultural and Global Engagement and Religious Life that can be shared with students.

Weather-related Closings

Cancellation and closing information is carried by the following University-affiliated media and resources:

- [QU Mobile Wireless Emergency Text Message System](#)
- Quinnipiac News Emails
- www.qu.edu
- [MyQ](#)
- Quinnipiac's social media platforms, including Facebook, X and Instagram
- Quinnipiac Weather Phone, 203-582-8989

It is Quinnipiac's policy to remain open under adverse weather conditions such as snowstorms, so that the University may meet its responsibilities to all students, many of whom reside on campus. On rare occasions, classes may be canceled or postponed because of weather conditions. Even more rarely, the entire University may temporarily close. It is ultimately the responsibility of the individual to determine whether it is safe for them to travel to and from the University.

Staff members who are concerned for their safety or who have additional personal responsibilities resulting from a weather-related closing can use personal or vacation time when the University remains open. Staff members are always required to notify their supervisors if they plan to use personal or vacation time.

Faculty members are expected to hold classes when the University is open, and students are expected to attend them. If extreme conditions prevent a faculty member from meeting a scheduled class, they are asked to use email or Blackboard to communicate with their students in a timely manner. Faculty members are also expected to notify their chair and dean if a class is canceled. Please see [Faculty Absences and Cancellations](#).