



2017-2018 ADJUNCT FACULTY HANDBOOK

**Azusa Pacific University
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**Office of the Provost
Office of Human Resources
Revised: September 2017**

*This handbook is the property of Azusa Pacific University
and is intended for use by the university's adjunct faculty members.*



Dear Adjunct Faculty Member,

Welcome! We are pleased that you are a part of the Azusa Pacific University community. Your important contribution adds to the depth and breadth of our instructional offering. We are committed to making you feel an essential part of our community.

This *Adjunct Faculty Handbook* is intended to provide you with some vital information about APU's mission and values along with services available to you and your students, and important APU policies and procedures. Additional material will be provided through departments and orientation sessions on campus.

Adjunct faculty are expected to read and comply with all policies and procedures outlined in the handbook. We hope that this will be useful and helpful to you.

We pray that your experience with Azusa Pacific University is a positive one, and appreciate your contribution to our community. Any questions about the content in this handbook or other issues can be directed to your department chair, program director, or to the Office of Human Resources at employment@apu.edu or (626) 815-4526.

Sincerely,

A handwritten signature in black ink that reads 'Mark Stanton'.

Mark Stanton, PhD, ABPP
Provost

TOWARD EXCELLENCE IN TEACHING

“Institutions, large and small, old and young, famous and unknown, have a quality as institutions which have a profound influence on all who participate in their processes. Under the best conditions, all who are a part of the institution and especially, the faculty strive to create the atmosphere in which the process of higher learning can flourish a tolerant, kindly, persistent, exciting, and exacting search for truth. To become a part of such a living community of learners, as teacher and student is to take part in the fullest realization of one’s potential. No college teacher will achieve his optimum power that is not strengthened, supported, and inspired by an awareness of and, perhaps, humble pride in his institution as a whole.”

Earl V. Pullias and Aileene Lockhart,
Toward Excellence in College Teaching (pp. 24-25).



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1.0 INTRODUCTION

(Adapted from 2017-18 Faculty Handbook Section 1 • Purpose of the Handbook)

1.1 • Purpose of the *Adjunct Faculty Handbook*

Revised: August 2017

This handbook is designed as a guide for adjunct faculty and their department chairs and program directors, providing information which is essential to a better understanding of the role of an adjunct faculty member at Azusa Pacific University. This publication is intended for use in adjunct faculty orientation as well as to serve as a ready reference for institutional life and procedure, clarifying adjunct faculty responsibilities and privileges.

This handbook is not the sole document for adjunct faculty guidance. The [Faculty Handbook](#), [Employee Handbook](#), the University catalogs, the [What We Believe](#) booklet, and other official documents as they are issued, serve as a collective body of information to which adjunct faculty and administration look for information relative to institutional policy, procedure, and guidelines. This handbook and the information it contains are subject to review and/or revision by the administration or the Board of Trustees.

Web links are provided where available in hopes of providing direct access to the source of information and policies referenced herein. Adjunct faculty have access to these resources through their APU network accounts/APU Net ID#.

Adjunct faculty members who have questions regarding this handbook are encouraged to consult with their department chair, program director, or department mentor, or the Office of Human Resources at employment@apu.edu and (626) 815-4526.

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1.2 The University's Christian Worldview

(apu.edu/about/believe/; apu.edu/humanresources/handbook/)

The essential components of the university's identity are found in several sources, including at the links listed above as well as in university catalogs and other publications. This section explains the role of each of those sources.

The [Statement of Faith](#), [Mission Statement](#), [Essence Statement](#), [Cornerstones](#), and the [Motto](#) of Azusa Pacific University provide a solid foundation on which to build positional statements of the institution as an evangelical Christian university. These documents evidence a strong Christian commitment and form the core of the increasingly far-reaching nature and scope of the APU community. They give expression to a strong, clear, unswervingly evangelical Christian worldview that permeates the university and guides its activity. As its guiding center, the university is able to grow more effectively in the confidence that its Christian nature will flourish.

The documents that have been part of the growing history of APU serve as a cohesive core. Each evolves from the other, providing consistency and natural coordination that demonstrates the university's worldview as thoroughly Christian.

The *Statement of Faith* is the central statement of the university in matters of identity and nature. It provides an evangelical Christian declaration of the *theological underpinnings* on which the university is built. It contains a clear description of faith and living as a reflection of the institution's heritage of integration of right belief and right living.

Statement of Faith

~We believe the Bible to be the inspired, the only infallible, authoritative word of God.

~We believe that there is one God, creator of heaven and earth, eternally existent in three persons — Father, Son, and Holy Spirit.

~We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, and in His personal return to power and glory.

~We believe in the fall and consequent total moral depravity of humanity, resulting in our exceeding sinfulness and lost estate, and necessitating our regeneration by the Holy Spirit.

~We believe in the present and continuing ministry of sanctification by the Holy Spirit by whose infilling the believing Christian is cleansed and empowered for a life of holiness and service.

~We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.

~We believe in the spiritual unity of believers in our Lord Jesus Christ.

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The *Mission Statement* provides the direction and task to which the university applies its resources and effort, with the understanding that the integrative nature of faith cannot be fulfilled apart from a mission of transformation consistent with a Christian commitment.

Mission Statement:

Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life.

The *Essence Statement* describes the nature of the university in living out core values in the pursuit of its mission.

Essence Statement:

The essence statement of Azusa Pacific University is a philosophical description of the institution and its people--students, staff, faculty, trustees, administration, and alumni--who we are and who we are becoming. We are an institution of higher education with a tradition of Wesleyan evangelical Christianity. While acknowledging that as individuals we are at different points along the way, we are all nevertheless journeying toward the ideals described in the four perspectives that follow: Christian, Academic, Developmental, and Service.

CHRISTIAN:

We are Christians who...

Believe that God is the origin of all things and the source of values made known to us in His creation, in human experience, and finally and fully in Jesus Christ.

Hold the Bible as the Word of God, the basis of our faith, and the primary record by which these values are made known.

Rely on the Holy Spirit to help us discover these values, to understand them, and to live a life consistent with them.

Live as citizens of the kingdom of God, who model its values and thereby call into question the values of the world.

Confess Jesus Christ as Lord of our lives, our university, and our world and as the final authority for our faith and life.

Recognize that redemption by Jesus Christ and personal acceptance of His forgiveness are necessary for human wholeness.

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Show love toward God (holiness of heart) and a love toward each other (holiness of life) which express themselves in worship, self-denial, and a special concern for the oppressed and which encourage us to abandon those distinctions that divide us.

Practice community among ourselves as members of the one body of Christ and maintain a non-sectarian openness toward all Christians.

ACADEMIC:

We are scholars who...

Believe that all truth is of God; therefore, we recognize the importance of each field of study both for its own significance and for its interrelationship with other areas of knowledge.

Believe that God desires that we pursue excellence according to the standard of His will for us.

Exhibit intellectual curiosity, flexibility, and critical open-mindedness; are able to deal with complexity and ambiguity, to communicate effectively, weigh evidence, and make decisions.

Recognize that knowledge of history is a key to understanding our world, our future, and ourselves.

Have a basic understanding of Christianity, the humanities, the social sciences, and the natural sciences.

Know the language, art and customs of at least one other culture or know the cross-cultural issues within one's own discipline in order to develop understanding of, respect for, and cooperation with those of all other cultures.

Promote and expand the body of knowledge related to our profession or discipline.

Have a thorough command of the primary sources, methodology and research skills, major issues, vocabulary, and facts in at least one academic field of study and understand how the skills acquired in this way may be adapted to other fields of endeavor.

Encourage and make provision for any person to learn at any period of life.

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DEVELOPMENTAL:

We are persons who:

Seek to develop a creative Christian style of life whose purpose flows from a commitment to God through Jesus Christ.

Honor our commitments and take responsibilities for our personal behavior, decisions, and continuing growth.

Know from experience that self-discipline, struggle, risk, and confrontation are necessary for growth, and recognize that because of the grace of God we grow even through our failures.

Have experiences in self-assessment in every dimension of our lives, in values clarification based on biblical truths, and in planning for continuous individual growth and renewal.

Understand the capabilities of our physical bodies and are committed to the lifelong nurture of our physical selves.

SERVICE:

We are servants who...

Are able to follow joyfully Jesus' example of service in the world and to pour out our individual and corporate lives for others because of God's love in Christ for us.

Share our faith unashamedly, disciple other Christians, participate in missionary endeavors, and minister to the needs of all persons regardless of their agreement with our beliefs; affirm the unique worth of every individual as one created by God, as one for whom Christ died, and as one who has been given individual gifts and talents to be discovered, elevated, and directed toward service.

Are faithful stewards of our time, talents, and resources; welcome and seek opportunities for service as a means to clarify and practice our faith and knowledge.

The Cornerstones – Christ, Scholarship, Community, Service -- serve as a strategic guide to focus the efforts needed to fulfill the university's mission. They reflect the strategic emphasis of implementation.

Christ

Belief in Christ is central to all that we think and do, and who we are. It is this understanding of God's love that informs all our pursuits: academic, service, and community.

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“He is the image of the invisible God, the firstborn over all creation. For by him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by him and for him. He is before all things, and in him all things hold together. And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have supremacy.” (Colossians 1:15-18)

Scholarship

We are called to scholarship permeated by our Christian faith. We are committed to teaching excellence. The liberal arts are central in the curriculum, for we are dedicated to the education of the whole person. At the same time, we value the role of professional offerings that prepare students for specific careers.

“Get wisdom, get understanding; do not forget my words or swerve from them. Do not forsake wisdom, and she will protect you; love her, and she will watch over you. Wisdom is supreme; therefore get wisdom. Though it cost all you have, get understanding. Esteem her, and she will exalt you; embrace her, and she will honor you. She will set a garland of grace on your head and present you with a crown of splendor.” (Proverbs 4:5-9)

Community

We believe in community. We are a richly diverse people who value the worth of each individual. Our mission is to encourage, equip, and enable each student to fulfill his or her great potential, and in turn, encourage, equip, and enable others.

“May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ. Accept one another, then, just as Christ accepted you, in order to bring praise to God.” (Romans 5:15-17)

Service

Service is at the heart of our local and international outreach, missions, and service-learning endeavors. Our students often find these experiences to be among the greatest of their lives.

“Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, and faithful in prayer. Share with God’s people who are in need. Practice hospitality.” (Romans 12:9-13)

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The *Motto* expresses the foundational commitment on which the university statements and policies rest.

The earliest declaration of the university motto, “God First”, was originally adopted in the early part of the twentieth century to reflect the desire and commitment that this institution remains spiritually alive and vitally Christian. An early publication stated, “It is the foremost thought of our every activity, the principal lesson of every class and the utmost desire of every soul.” The foundational proclamation, “God First”, continues to be central to sustaining the identity, mission, and purpose of Azusa Pacific University.

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2.0 ACADEMIC ADMINISTRATION

(Adapted from *2017-18 Faculty Handbook* Section 2 • Administrative and Academic Organization)
Revised: March 2015

The Role of the Provost

As the individual responsible for all activities related to the academic enterprise of the university, the provost oversees and monitors all academic programs, teaching, and research. This overall review and supervision is carried out through a) interaction with (and periodic review of) the deans of each college or school; b) working with faculty directly through various committees and groups; and c) representing the university to the external community of interest in matters relating to the academic enterprise.

The provost provides strategic academic vision for the university, as well as oversees all academic matters including hiring new faculty, working with Academic Cabinet and faculty to develop new programs, and setting academic policy.

The Role of the Academic Cabinet

The Academic Cabinet (AC), chaired by the provost, is comprised of the deans of the schools and colleges, the vice provosts, the vice president for graduate and professional enrollment and student services, the vice president for enrollment management, the associate provost for the Center for Teaching, Learning and Assessment, and the accreditation liaison officer. The AC engages in strategic planning concerning the academic issues of the university. This includes planning for new programs and coordination of the academic elements of the university vision. The AC is the academic governing body that reviews and approves all new academic initiatives and new program proposals, moving a program to a new site, creating a new international site or regional center, name changes to a program, converting a face-to-face program to a new distance education program or correspondence education program, and developing new dual or joint degree programs.

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3.0 ACADEMIC STRUCTURE OF COLLEGES/SCHOOLS

(Adapted from 2017-18 Faculty Handbook Section 2.2 • Academic Structure)
Revised March 2017

Azusa Pacific University is a multi-faceted organization comprised of colleges/schools that house departments and programs. As such it is divided along functional lines in both the administrative and instructional areas of service. The academic structure of the University results in colleges and schools, each headed by a dean.

Regularly updated organizational charts can be found in APU's Google docs/ Organizational Listing, accessed from the adjunct faculty member's home.apu.edu account with your APU Net ID#.

1. [College of Liberal Arts and Sciences \(CLAS\)](#)
 - a. Department of Biology and Chemistry
 - b. Department of Communication Studies
 - c. Department of Engineering and Computer Science
 - d. Department of English
 - e. Department of Global Studies/Sociology/and TESOL
 - f. Department of History and Political Science
 - g. Department of Mathematics and Physics
 - h. Department of Modern Languages
 - i. American Language and Culture Institute
 - j. Ethnic Studies Program
 - k. Humanities Program
 - l. Liberal Studies/Undergraduate Education K-8 Program
2. [College of Music and the Arts \(CMA\)](#)
 - 1) School of Music
 - 1) Department of Commercial Music
 - 2) Department of Musical Studies
 - 3) Department of Performing Arts
 - 2) School of Visual and Performing Arts
 - 1) Department of Art and Design
 - 2) Department of Cinematic Arts
 - 3) Department of Theater Arts
3. [Honors College](#)
4. [School of Behavioral and Applied Sciences \(BAS\)](#)
 - a. Department of Criminal Justice
 - b. Department of Higher Education
 - c. Department of Leadership and Organizational Psychology
 - d. Department of Kinesiology
 - e. Department of Clinical Psychology (effective July 1, 2017)
 - f. Department of Marriage and Family Therapy (effective July 1, 2017)
 - g. Department of Physical Therapy
 - h. Department of Psychology
 - i. Department of Social Work

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5. [School of Business and Management \(SBM\)](#)
 - a. Department of Undergraduate Studies in Business
 - b. Department of Graduate Studies in Business
 - c. School of Accounting

6. [School of Education \(SOE\)](#)
 - a. Department of Teacher Education
 - b. Department of School Counseling and School Psychology
 - c. Department of Educational Leadership

7. [School of Nursing \(SON\)](#)
 - a. Department of Undergraduate Nursing Studies
 - b. Department of Undergraduate Professional Programs
 - c. Department of Entry Level Master's Program
 - d. Department of Masters in Nursing Education and Healthcare Administration
 - e. Department of Masters in Advanced Practice Nursing
 - f. Department of Doctoral Programs

8. [School of Theology \(SOT\)](#)
 - a. Undergraduate Departments
 - 1) Department of Biblical and Religious Studies
 - 2) Department of Practical Theology
 - 3) Department of Theology
 - 4) Department of Philosophy
 - b. Azusa Pacific Seminary
 - 1) Department of Biblical Studies
 - 2) Department of Ministry
 - 3) Department of Theology and Ethics

9. [University Libraries](#)
 - a. Department of Library and Information Studies

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4.0 ADJUNCT FACULTY MEMBER DUTIES AND RESPONSIBILITIES

(Adapted from the *2017-18 Faculty Handbook* Section 2.7 • Faculty Member Duties and Responsibilities; elements pertaining to adjunct faculty have been included below)
Revised: March 2017

1. Definition

Adjunct faculty are individuals employed by the university to provide a limited number of units of instruction to students and are temporary employees but are not members of the faculty as noted in the *2017-18 Faculty Handbook*, Section 8.2. (See *Employee Handbook* Section 3.5 and the *Adjunct Faculty Handbook* for details related to adjuncts.)

2. Appointment

- a. Faculty are appointed as full-time, part-time or adjunct.
- b. The appointment of a faculty member is subject to the following
 - 1) Compliance with all policies and regulations of the university and/or the Board of Trustees;
 - 2) Compliance with all standards and expectations for members of the faculty as outlined in the university's *Faculty Handbook* and *Employee Handbook* or otherwise set forth by the university and the respective school/college;
 - 3) Loyalty to the University and its mission;
 - 4) Efficient performance of duties;
 - 5) Worthy and exemplary conduct.

Faculty Expectations and Responsibilities

(Adapted from the *2017-18 Faculty Handbook* Section 2 • Faculty Member Duties & Responsibilities)
Revised: March 2017

A. Expectations

1. All adjunct faculty of Azusa Pacific University are expected to maintain the highest level of professional and personal standards. It is expected that adjunct faculty will approach their responsibilities with purpose, commitment, and a Christ-like attitude of service and care.
2. Faculty must adhere to all academic policies posted in the undergraduate catalog and the graduate and professional catalog. Examples of policies in the catalogs that directly impact classroom management include, but are not limited to:
 - Attendance regulations
 - Add/Drop policy
 - Withdrawal policy

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3. Faith Integration in Adjunct Teaching Assignments

Integrating the Christian faith into the academic and professional disciplines is foundational to the mission of Azusa Pacific University. As a result, all adjunct faculty are expected to integrate that faith into each course they are assigned to teach. While APU recognizes that faith integration has many expressions, the University believes that the Christian faith can and should be integrated into the professional activities of all faculty within their area of study and/or practice.

An integrative process is understood as one that brings two or more things together at the level where each informs the others. APU defines academic faith integration as "the informed reflection on and discovery of the relationship(s) between Christian faith and the academic disciplines, professional programs and lived practice, resulting in the articulation of Christian perspectives on truth and life in order to advance the work of God in the world." Genuine integration of faith and any academic discipline is ultimately an ongoing process where we search for and apply the unity of God's truth found in our faith and our disciplines.

Course-specific faith integration approaches should be discussed with department chairs. Consult the APU Office of Faith Integration website for additional resources related to APU's definition of faith integration, including the *Faith Integration Faculty Guidebook* (apu.edu/faithintegration/).

4. The following are general expectations of all employees regardless of classification:
 - a. Uphold the university's vision, policies and enhance its educational purpose and ministry.
 - b. Protect university property.
 - c. Strive to be healthy in mind, body, and spirit.
 - d. Obey the law and practice good citizenship both on and off campus.
 - e. Promote economy and prevent waste.
 - f. Abstain from the use of illegal drugs, alcohol, and tobacco on campus and any university properties.
 - g. Exhibit efficient performance of duties.
 - h. Engage in service to the university and the community.

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B. Mutual Respect and Collegiality

- a. Mutual respect and collegiality are essential to the functioning of institutions of higher learning. They ensure students' ability to learn in an environment free from judgment and coercion, and are central to the spirit of academic inquiry. Faculty are expected to model and encourage mutual respect and collegiality.
- b. Statements made as an official representative of the university should affirm, support, and sustain the university's mission, identity, vision, and policies.
- c. Differences of opinion are a healthy part of the academic process. However, where there are disagreements among colleagues, or between faculty and the administration, the university expects faculty to handle such difference professionally and civilly, to avoid harassment, threats or intimidation and to refrain from involving students in such disagreements.
- d. Care should be exercised to respect the privacy of faculty and students.
- e. Faculty must refrain from disseminating information that the speaker knows to be false or with reckless disregard to the truth of the information disseminated. Each faculty member should be careful to maintain a professional stance necessary for contributing to a spirit of unity within the institution.

C. Spiritual Life

1. Emphasis is given to the spiritual life of the individual faculty members of Azusa Pacific University. It is expected that the faculty will be role models of mature, Christian character.
2. Faculty members are expected to be actively involved in a church community.

D. Faculty Absences/Canceling Class

Except in the case of a sudden emergency or illness, classes should never be completely canceled. If such an event should occur, an immediate attempt to contact the department chair and/or assistant and/or the site coordinator should be made.

Simply posting a "class canceled" notice on the door is not acceptable. Whenever possible, roll should be taken and an assignment given before dismissing the class.

If circumstances are identified ahead of time necessitating a class to be missed, the department chair must be notified and the absence must be approved before it occurs. It is usually the responsibility of the absentee faculty member to arrange for attendance to be taken, material to be assigned, a test to be given, arrange for a guest lecturer, or a movie or video to be shown.

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If adjunct faculty must be absent and do not know ahead of time, contact the department assistant and he or she will post a note on the classroom door. If it is an early morning class (7:30 a.m.), contact the Department of Campus Safety (626) 815-6000, x3898, to request that a note be posted on the classroom door.

E. Office Hours

While no university policy exists regarding the number of office hours required of an adjunct faculty member, it is usually beneficial to students to have some way of contacting adjunct faculty outside of class. How adjunct faculty wish to do that should be conveyed to students in the course syllabus and to the department administrative assistant.

- Adjunct faculty may wish to designate the half-hour before or after class as being the time when they will be available to talk with students.
- **Please use the apu.edu email account for university communication with students.**
- While many adjunct faculty give out home phone numbers, this is strictly optional.

Assessment of Teaching Effectiveness

(Adapted from the *2017-18 Faculty Handbook* Section 7.2 • Assessment of Faculty Roles in FES/
Teaching Effectiveness)
Revised: March 2014

IDEA System for Assessing Teaching Effectiveness

Azusa Pacific University utilizes the IDEA (Individual Development and Educational Assessment) system to make judgments about teaching effectiveness. IDEA is a standardized, nationally normed instrument that measures students' perceived learning gains, as well as students' perceptions of the overall excellence of the teacher, in a given course. Knowing that instructors can encounter student groups and classroom characteristics that may inadvertently disadvantage or advantage the evaluations students produce, IDEA statistically adjusts for known influences beyond an instructor's control and calculates an adjusted score to more accurately reflect the real learning likely to have taken place. IDEA also provides a comparison to other students in the same faculty-selected discipline.

Adjunct faculty are required to evaluate 100% of courses taught, using the diagnostic form.

Administering IDEA Evaluations

IDEA evaluations may be administered in class using a mobile delivery mechanism (e.g. iPhone, tablet) or outside of class via a URL made available to students by email. For courses that are scheduled for eight (8) weeks or longer, the last two (2) weeks of class, prior to final exams, will be used for administration; for courses that are scheduled for fewer than eight (8) weeks, the last week of class (prior to final exams) will be used for administration. Students and faculty will be notified when the evaluation window is open. Prior to administration, faculty must complete the Objectives Selection Form, which identifies the educational objectives on which

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students should have made progress. Guidelines for selecting objectives and for classroom administration can be found on the IDEA website. On the day of classroom administration, the faculty member should introduce the instrument and its importance and then leave the classroom. Completed IDEA forms are automatically sent to an outside publisher for scoring and IDEA summary reports are returned electronically directly to the faculty.

Adjunct Faculty Participation in Program Assessment

As part of program assessment – both internal program review and external accreditation review – faculty will be asked to participate in program-based assessments. All full-time and adjunct faculty are expected to support the program by timely completion of these requests.

Relationships with Students

(Adapted from the *2017-18 Faculty Handbook* Section 5 • Faculty Expectations & Responsibilities)
Revised: March 2013

1. Interactions With Students

- A. The faculty-student relationship is foundational to the mission of the University. Faculty responsibilities with respect to students may include but are not limited to the following:
- 1) Nurture students' holistic development.
 - 2) Be available to students through the maintenance of regularly scheduled office hours that accommodate the majority of the students in the classes the faculty teach.
 - 3) Maintain professional discretion.
 - a. Information intercepted in advising students, officially or unofficially, is confidential in nature and must not be discussed with other students or those outside the University community. If information is disclosed that indicates the student is a potential danger to him/herself or others, it must be reported to the appropriate office (e.g., Department of Campus Safety or the University Counseling Center). Any necessary discussion must be conducted with the greatest of consideration for the welfare of the student as well as the student's personal rights.
 - b. Faculty members should avoid criticism of fellow faculty to students. (Justifiable criticism should be taken up with the colleague directly or proper authorities of the University.)
 - c. Borrowing or loaning money, cars, equipment, or other property with, from, or for students is discouraged. This policy will avoid potential problems.
 - d. Involvement in student spiritual mentoring activities, where students receive ministry credit, should be cleared with the Campus Pastor.
 - e. Formation of a student club requires approval by the Director of the Office of Communiversity. Formation of an academic honor society or academic club requires approval by the Office of the Provost.

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B. Interactions With Student Athletes

- 1) General Rule (NCAA Bylaw 16.02.3): An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation.
- 2) As a faculty member, your role in protecting institutional control over Athletics is vital. Student athletes, based on their NCAA participation are required to follow a stricter set of guidelines than other students. Below are some tips on how a faculty member can be a positive force in APU's mission of compliance. Questions on the information stated herein can be directed to the Compliance Office in the APU Athletics Department.
- 3) Impermissible Benefits for NCAA Student Athletes:
 - a) Cash, gift cards, gifts, or services that have a monetary value.
 - b) Free housing by university employee.
 - c) Jobs or higher pay rate due to status as an NCAA Student Athlete.
 - d) Any athletic achievement award, no matter the value.
 - e) Tickets to an event or admission to an event that otherwise is not free.
 - f) Assistance in paying of bills.
 - g) Use of an automobile or transportation not generally available to student body.
 - h) Birthday gifts.
- 4) Prospective Student Athletes Information:
 - a) Free tickets to APU events or transportation to APU events are prohibited.
 - b) Notifying APU Athletics of potential recruits is encouraged, and Athletics will conduct the follow up.
- 5) Permissible Benefits to NCAA Student Athletes:
 - a) Necessary academic support services.
 - b) Tutoring services.
 - c) Course supplies, academic planning tools, costs of field trips.
 - d) "Occasional" meals from institutional staff member.
 - e) Help finding an established internship or job.
 - f) Class-wide benefits (snacks, coffee, etc.)
- 6) If there are ever any questions regarding the content of this section, please contact the Compliance Office in the APU Athletics Department.

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Employee Relations

Please refer to the *Azusa Pacific University Employee Handbook* at apu.edu/humanresources/handbook/ for complete APU employee information. The following are provided here for ready access.

Respect and Esteem Training

Respect and Esteem sexual harassment prevention training is required of all APU employees including adjunct faculty members. This program meets the California standards set forth in AB1825 and is administered by the Organizational Development section of the Office of Human Resources. Respect and Esteem training is to be completed within the first 30 days of employment as well as during each of the designated APU training years, which are every two calendar years.

To register for the training, please access the Human Resources web page at apu.edu/humanresources/workplacelearning/training/ and follow the instructions. Or email learning@apu.edu and indicate that you wish to complete the Respect and Esteem training.

Failure to comply with this training requirement may result in disciplinary action up to and including termination of employment.

FERPA Training

The Family Educational Rights and Privacy Act (FERPA) and the university's Privacy of Education Records Policy guide the confidentiality of student records. Because maintaining students' privacy is vitally important, FERPA training is required of all APU employees, including adjunct faculty members. This training is to be completed within the first 30 days of employment as well as during each of the designated APU training years (2018, 2020, etc.). Human Resources will send you a link to the online training, and you can follow the instructions from there. More information is available on the APU FERPA website and from the Registrar's Offices.

Confidential Information (*Employee Handbook, Section 8.11*)

Since the university deals with personal information, each employee holds a position of trust. All records, reports, memoranda, and correspondence must be kept confidential and must not be used or taken from the university premises except by written consent of the supervisor. Home telephones and addresses of employees should not be used except by other employees or faculty for personal reasons and should not be given to others or used for university or other business, except by permission of the employee. Unauthorized disclosure or use of any information or activities which may be detrimental to the interests of the university may be justification for termination from employment.

Harassment Based on Discrimination (*Employee Handbook, Section 8.12*)

The university is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the university maintains a strict policy prohibiting unlawful harassment based on sexual harassment and conduct that denigrates or shows hostility or aversion toward an individual based upon an individual's race, color, sex, national origin, age, disability, or any other basis protected by federal or state laws. This policy prohibits unlawful harassment in any form, including conduct that is oral, physical, written, graphic, or visual. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, threatened or actual abuse, or harm based on discrimination toward others' attributes as stated above.

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All university officials and supervisors should take appropriate steps to disseminate this policy statement and to inform employees of procedures for lodging complaints. All employees are expected to assist in implementing this policy.

If an adjunct faculty member has any questions regarding either this policy statement, a specific fact situation, or would like more information, s/he may contact Human Resources at a suitable time.

Sexual Harassment (*Employee Handbook*, Section 8.13)

Sexual harassment is unlawful under both federal and state law. Sexual harassment is defined in the *Guidelines on Discrimination Because of Sex* under Title VII as “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment (even if it does not lead to tangible or economic job consequences).”

It is the policy of Azusa Pacific University to provide an environment for study and work for staff, faculty, and students that is free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that the university will not tolerate any conduct that constitutes sexual harassment. All complaints of sexual harassment will be promptly and thoroughly investigated, and appropriate corrective action, including disciplinary measure, will be taken when warranted. Further, all employees of the university, regardless of status are required to take the Respect and Esteem Sexual Harassment Prevention Training during each of the designated training years, which are every two calendar years. This program meets the California standards set forth in AB 1825 and is administered by the Organizational Development section of the Office of Human Resources. All new employees of the university are required to take the training within the first 30 days of employment. Failure to comply with this may result in disciplinary actions up to and including termination of employment.

All employees, at all levels, are responsible for maintaining an appropriate environment for study and work. This includes taking appropriate corrective action to prevent and eliminate harassment.

Some examples that may constitute unlawful sexual harassment:

- Unwanted sexual advances or the offering of employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct
- Making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, posters, calendars.

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- Verbal conduct
- Making or using derogatory comments, epithets, slurs, or jokes of a sexual nature.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Unwelcome intentional or repeated touching of a sexual nature.

An employee or student has the legal right at any time to raise the issue of sexual harassment without fear of reprisal or retaliation. Any employee or student who feels that s/he has been sexually harassed should immediately bring the matter to the attention of his/her supervisor or any of the professionals listed below, either verbally or in writing, providing documentation of the facts of the incident(s) and the name(s) of the individual(s) involved.

Supervisors will report all complaints to the area's Human Resources Business Partner or the Executive Director of Human Resources, who will inform the Senior Vice President of Student Life where a student is involved or the Provost where a faculty member is involved, and begin the investigation process as designed for each section of the university community. Where multiple processes are involved, the Executive Director of Human Resources will serve as coordinator.

In such cases where a faculty member is the respondent, the Provost shall identify a committee made up of two faculty members, along with designated HR representative(s), to investigate the matter. The committee shall interview the complainant and others involved and determine the veracity of the allegations and recommend the remedy, if any, to the Provost.

PRIMARY CONTACTS FOR ALL COMPLAINTS:

Human Resources Business Partners
The Executive Director of Human Resources
The Senior Vice President

The supervisors and professionals listed below are also available to members of the Azusa Pacific University community who seek information and counseling about the university's formal and informal mechanisms for resolving complaints. They will handle matters brought to their attention with sensitivity and discretion.

Academic Deans, Vice Provost for Graduate and Adult Programs, Vice Provost for Undergraduate Programs, Provost, Senior Vice President of Student Life, Associate Deans of Students, Executive Director of Residence Life, Associate Vice President of Student Life, Director of Communiversity, and Department of Campus Safety

The university also offers members of the Azusa Pacific University community the choice of seeking confidential personal counseling outside the university mechanism for resolving harassment complaints. These confidential counseling services are intended for the personal benefit of the individual and offer a setting where various courses of action can be explored. Those seeking this type of assistance should check with the office listed below, which has its own mandate and guidelines for providing services.

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Employees

APU Community Counseling Center, or personal counseling through the APU employee assistance program.

Students

APU University Counseling Center, Office of Campus Pastors

Title IX

Sexual harassment is also considered a form of discrimination on the basis of sex under Title IX of the Education Amendments of 1972, as described in the university's Sexual Harassment, Stalking, and Sexual Violence Policy, available on the university website. When there is a complaint against an employee that pertains to Title IX, the complaint will be referred to the Title IX Coordinator, who will initiate the appropriate process. The process can be found at <http://www.apu.edu/stopabuse/investigation/>.

Child Abuse Prevention and Reporting Policy

It is the policy of the University that **all University employees** must report suspected child abuse and neglect, when such suspicion arises from or in relation to their performance or work duties for the University, whether or not the employee is a mandated reporter under state law. Individuals who are designated as "mandated reporters" under state law are personally responsible for complying with the law and reporting to the appropriate authorities (see Reporting Procedures for Mandated Reporters below). Employees who do not fall within the definition of a "mandated reporter" are still required by this policy to report such matters to the Office of General Counsel immediately or as soon as practically possible.

Mandated Reporters. California Penal Code section 11166 requires that any person designated as a mandated reporter must make a child abuse report to specified authorities if the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. Pursuant to state law "mandated reporters" include but are not limited to teachers; instructional aides; teachers' assistants; an administrator or employee of a public or private organization whose duties require direct contact and supervision of children; administrators of youth organizations, camps, recreation centers or programs; clergy members including ministers, priests, religious practitioners, or a similar functionary of a church or recognized denomination or organization; and a physician, psychiatrist, psychologist, resident, intern, licensed nurse, marriage and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code. (Penal Code § 11165.7.) For more details please refer to the Child Abuse Prevention and Reporting Policy.2013

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Conflict of Interest (*Employee Handbook, Section 8.10*)

The university desires to avoid situations where there is actual or potential conflict of interest or the appearance of such conflict.

Employees must not use their university position for private gain for themselves or for persons with whom they have personal, business, or financial ties. Employees must avoid any activity that could reasonably be expected to adversely affect or give the appearance of adversely affecting the independence and objectivity of their judgment, or to interfere with the timely and effective performance of their duties and responsibilities, or to discredit the university.

Every Azusa Pacific University employee has an obligation to act in the best interests of the university when performing his or her job. Outside financial interests and legal commitments should not be permitted to create conflicts of interest that interfere with that primary obligation. Such a conflict of interest exists if an employee has an external financial interest or fiduciary or other legal obligation that reasonably could be seen as creating an incentive for the individual to modify the conduct of his or her university activities or to influence the conduct of others. Conflicts of interest can arise from stock ownership, board memberships, consulting relationships, and any activity from which the individual derives legal obligations or expects to receive remuneration from an entity outside the university. Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrongdoing on anyone's part. But when conflicts do arise, they must be recognized and disclosed and then eliminated or appropriately managed. Some relationships may create an appearance of conflict; those too are important to eliminate or manage so that others may maintain confidence in the integrity of our activities.

Participation in situations that create the appearance of, or are an actual conflict of interest, may result in involuntary termination of employment.

Employees may find a complete copy of the University Conflict of Interest Policy on the APU General Counsel website.

Work Apparel (*Employee Handbook, Section 8.14*)

An employee's personal appearance is very important because it reflects the image of the university. Therefore, all employees are expected to be well groomed and conservative in their clothing, hairstyle, make-up, and accessories. Dress should be modest, conservative business attire, and consistent with work requirements.

An employee's dress should be appropriate to the job performed, and individual departments have the ability to establish standards based upon the work performed.

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5.0 Contracts, Workload, Salary Scale, Payroll, and Benefits

A. Adjunct Faculty Contract

The college/school within which an adjunct faculty member is working issues that adjunct faculty member's contract(s) upon recommendation to hire from the department chair and the dean or associate dean.

The adjunct faculty member should receive a contract within 7-10 days of APU's offer of employment, sign, and return it to the department that issued it. Adjunct faculty should check with the department chair if they have any questions about the contract.

The signed contract is forwarded to Human Resources not later than 48 business hours after receipt of the signed contract by the academic department to authorize employment and pay for the contract's workload for a given term.

B. Adjunct Teaching Loads and Workload Maximums

An adjunct faculty member's workload is typically stated in unit values for a course taught within a specific term.

Units are traditionally assigned to classroom teaching activities, but may also be assigned to duties that do not fit into the traditional classroom teaching situation. Equivalencies are established for certain kinds of teaching and non-teaching assignments that do not fit into the normal classroom situation, including private lessons, coaching, laboratory assignments, student teaching supervision, clinical supervision, dissertation and thesis editing, MFA mentors, directing musical groups, etc.

An adjunct faculty member's workload is cumulative, by term(s) and within a 12-month period. All APU-related work becomes part of calculating the adjunct faculty member's workload, including class preparation and grading, as well as if an adjunct is teaching for more than one department or program. Adjunct faculty are permitted to teach no more than 9 units (or unit equivalent) in a single term and no more than 24 units in a 12-month academic year.

In order to maintain compliance with federal and state wage and hour laws, adjunct faculty must not work more than eight hours per day, or more than 29 hours per week on APU-related work during any term, including work performed outside of their role as an adjunct faculty member.

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C. Non-Exempt APU Staff Members as Adjunct Faculty

Regular and part-time APU staff members are permitted to teach as adjuncts, subject to the prior approval of the dean and/or department chair, as well as the staff member's supervisor. If the APU staff member is a non-exempt employee, it is understood that non-exempt staff must be paid at an hourly rate of pay for classroom teaching, grading, preparation time and other duties related to their adjunct teaching and not on a per course or unit basis.

Non-exempt staff will be entitled to overtime when their total hours worked on university business (including work performed in their staff positions) exceeds 8 in a day or 40 in a week.

Non-exempt staff teaching as adjuncts will be required to record time worked related to their adjunct duties on a separate time card or electronically. Because all hours worked by non-exempt staff teaching as adjuncts must be recorded and reported in accordance with the established payroll submission schedule, it is essential that adjunct contracts for non-exempt staff be signed and submitted to Human Resources as early as possible prior to commencement of the non-exempt adjunct's services, but no later than the first day of classes. However, it is important to recognize that the adjunct is entitled to be paid for preparation time that precedes the first of classes, if applicable, and that all such preparation time must be recorded on time cards or electronically, and paid for by the academic department. All overtime incurred as a result of adjunct duties will be the responsibility of the school, college, or academic department.

The school or college may limit the amount of preparation time approved both preceding the start of classes and during the term, both orally and in the written contract. However, all time worked must be compensated, even if not approved in advance.

In order to maintain consistency in compensating non-exempt staff for adjunct work, and to maintain efficiency in calculating overtime pay, a standard, straight time hourly rate will apply for adjunct teaching performed by non-exempt staff employees. For the 2017-18 academic year, that standard straight time rate is \$15.70 per hour.

It is a violation of APU policy to work overtime hours without obtaining prior authorization in advance.

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D. Adjunct/Overload Salary Scale for FY 2017-18

(2017-18 Faculty Handbook Section 3.9 • Adjunct/Overload Salary Scale)

Revised: March 2017

With Prorated Salaries for traditional undergraduate summer school classes based on class size:

ADJUNCT AND OVERLOAD RATES BEGINNING JANUARY 1, 2017

DEGREE	PER UNIT RATE	Traditional Undergraduate Prorated by Class Size of 5 (20% Decrease)	Traditional Undergraduate Prorated by Class Size of 4 (40% Decrease)
Doctorate/Terminal Degree	\$ 1,205	\$ 964	\$ 723
Masters/Bachelors	\$ 1,117	\$ 894	\$ 670

SENIOR ADJUNCT RATES BEGINNING JANUARY 1, 2017*

DEGREE	PER UNIT RATE	Traditional Undergraduate Prorated by Class Size of 5 (20% Decrease)	Traditional Undergraduate Prorated by Class Size of 4 (40% Decrease)
Doctorate/Terminal Degree	\$ 1,265	\$ 1,012	\$ 761
Masters/Bachelors	\$ 1,173	\$ 938	\$ 704

**Since spring 2016, each of APU's departments have had the ability to designate up to 25% of their adjuncts as Senior Adjuncts. Senior Adjunct appointments are awarded for a distinct period (i.e., the 2017-2018 academic year) and may be renewed.*

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E. Paychecks

Paychecks are issued on the 15th and the last day of the month for adjuncts who are paid on a per unit or per course basis. Should either of those days fall on a weekend or a holiday, paychecks will be distributed the workday prior to the normal time. Paychecks for non-exempt staff who also work as adjuncts will be paid on a bi-weekly schedule in accordance with APU's standard payroll procedures for those on a bi-weekly payroll schedule. Unless arrangements are made otherwise, checks will be placed in the adjunct faculty member's mailbox. If for some reason a check does not arrive, the department assistant should be notified immediately.

Direct deposit is available for adjunct faculty and strongly encouraged. The authorization for direct deposit form can be found at apu.edu/live_data/files/184/authorization_direct_deposit.pdf or obtained from department assistants and the APU Business Office.

Contracts need to be received in Human Resources by the 5th of the month for payment to be issued on the 15th, and by the 20th of the month for payment to be issued on the end of month payday for those on a semi-monthly payroll schedule. For non-exempt staff who also work as adjuncts, contracts need to be received in Human Resources no later than the term's first day of classes. If the contract is received after these due dates, payment will be issued in accordance with standard payroll procedures.

It is the responsibility of the adjunct faculty member to return the signed contract on time in order to be paid on time.

Adjunct Faculty Payroll contact: 626/815-6000, Ext. 4722; APU Payroll@apu.edu

F. Benefits

Adjunct faculty are employees of the University and may be eligible for certain University benefit plans provided that they meet the requirements of such plans and make any required employee contributions. Such benefit plans include those described below. If you have any questions regarding employee benefit plans, please contact the Office of Human Resources.

1. Sick Leave

Beginning July 1, 2015, part-time employees (those working fewer than an average of 30 hours per week), temporary employees (whether working fewer or more than 30 hours per week during their temporary assignment), adjunct faculty, and student employees will be entitled to 24 (twenty-four) hours of paid sick leave per year of employment after the employee has worked for the university for 30 (thirty) actual days. Employment commencing prior to July 1, 2015 will not be counted toward paid sick leave entitlement. For example, if a part-time, adjunct, temporary or student employee commences his/her work for the university on June 1, 2015, that employee will not be entitled to receive 24 (twenty-four) hours of paid sick leave on July 1, 2015. That employee will be entitled to

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receive 24 (twenty-four) hours of paid sick leave after having worked 30 actual days from commencement of the date on which the new entitlement to paid sick time went into effect.

For part-time, temporary, adjunct or student employees whose employment commences after July 1, 2015, paid sick leave allowance will be credited to the employee's sick leave account after 30 (thirty) actual days worked (not 30 calendar days of employment).

Part-time, temporary, adjunct or student employees granted paid sick leave allowance under this paragraph, shall not be eligible to use the paid sick leave until they have completed 90 (ninety) calendar days of employment, counting from July 1, 2015, or from their actual date of employment if later. Employees who work fewer than 90 calendar days or fewer than 30 actual days for the university, will not be entitled to any paid sick leave.

Paid sick leave for part-time, temporary, adjunct or student employees will be capped at twenty-four hours and will not roll over from year to year. However, 24 (twenty-four) hours of paid sick leave allowance will be granted at the beginning of the next 12 (twelve) month period, so that the employee will have a maximum of 24 (twenty-four) hours of paid sick time per 12 (twelve) month period.

Adjuncts and part-time faculty will be paid for sick time based on the university's standard formula for units taught. Each hour of class time will be treated as 3 (three) hours of work time, taking into account class-related activities such as preparation time and grading. Adjuncts and part-time faculty will be entitled to 24 (twenty-four) hours of paid sick leave per 12 (twelve) month period. If an adjunct or part-time faculty member misses 1 (one) or more classes in a day for any purpose permitted under this policy, the number of class hours missed will be multiplied by 3 (three) and the total shall be treated as paid sick time and deducted from their paid sick leave balance. For example, if an adjunct or part-time faculty member misses a 2 (two) hour class, then 6 (six) hours will be treated as paid sick time and deducted from their paid sick leave balance, whether or not any other classes are actually taught on the same day.

Paid sick time will not increase the total compensation to which the adjunct or part-time faculty member is entitled based on the applicable adjunct or part-time faculty contract. However, if the adjunct or part-time faculty member exhausts his/her sick pay entitlement and is absent beyond the 24 (twenty-four) hour allotment, then the total compensation due pursuant to the applicable contract will be reduced accordingly.

2. Bereavement

As temporary employees, adjunct faculty may request up to three days off without pay for bereavement leave following the death of an immediate family member. Immediate family includes the adjunct faculty's parents, brothers, sisters, spouse, children, stepchildren, or spouse's parents.

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3. Leave of Absence

Contact Human Resources at 626-815-4526

4. Medical & Dental

Azusa Pacific University sponsors medical and dental insurance coverage for eligible employees and their dependents. In order to become eligible to receive medical, dental, vision and pharmaceutical insurance coverage under the university's plans, adjunct faculty must (i) work thirty hours or more per week on a regular basis, (ii) pay the applicable employee portion of the premiums required for the benefits they select and (iii) be a resident of the State of California.

New employees who meet the aforementioned eligibility requirements, may be covered as of their first day of employment, and should complete benefit enrollment forms on their first day of regular employment. Employees who have been employed by the university for more than thirty-one days and who meet the eligibility requirements, may enroll during Open Enrollment.

This brief summary cannot substitute for a review of the applicable benefits plans. If adjunct faculty would like to learn more about APU medical, dental, vision and pharmaceutical benefits coverage, they should contact the Office of Human Resources at 626-815-4526.

5. Retirement

Azusa Pacific University sponsors a defined contribution retirement plan for the benefit of its employees. Among other things, the voluntary plan provides for matching contributions for eligible employees who contribute at least 3% of their compensation to the plan.

All employees other than student employees are immediately eligible upon hire to defer a portion of their pay as either a pre-tax deferral or a Roth deferral into the plan. In order to become eligible to receive matching contributions from APU, an employee must (i) complete one year of service at APU (a year in which the employee completed at least 1,000 hours of service); (ii) attain age 18; (iii) contribute 3% of their compensation to the plan. *Please see the Adjunct Teaching Load section for calculation of hours.*

This brief summary cannot substitute for a review of the terms of the plan. If you would like to learn more about the APU Retirement Plan, please contact the Office of Human Resources at 626-815-4526.

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6.0 INSTRUCTIONAL POLICIES

(Adapted from the 2017-18 Faculty Handbook Section 5.1 • Instructional Policies)

Syllabus

Revised: March 2017

- A. For each class taught, the faculty member must prepare a course instruction plan (syllabus) following the university syllabus guidelines. These guidelines are available from the Office of Curricular Support at apu.edu/ocs/syllabi/. Faculty are required to update their syllabi annually to ensure compliance with current policies and/or new syllabus requirements.
- B. Faculty must submit their syllabi to the department chair at the beginning of each semester. The department chair and/or their designee is responsible for reviewing syllabi for courses offered in the department to ensure they are consistent with departmental expectations and that course outcomes are aligned with the overall program outcomes. The syllabus is entered into the department's TaskStream account.
- C. Student learning outcomes (SLOs) are established for each course by individual departments and approved through faculty governance. Each department has the responsibility of maintaining the integrity of core SLOs across all sections of a specific course offering. Instructors may add up to two (2) additional learning outcomes; however, they are required to consult with their program director and/or department chair prior to doing so, and must still meet and maintain all course learning outcomes. Departments may not change more than fifty percent (50%) of the number of original core SLOs without curriculum committee review.
- D. In keeping with our Christian commitment, faculty are expected to actively engage in faith integration in each course taught at APU where appropriate. Faculty are also highly encouraged to begin their classes with prayer and/or a devotion.

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Standard Syllabus Language for Credit Hour Assignment

Revised: March 2017

Standard Syllabus Language:

Following the APU Credit Hour policy apu.edu/provost/resources/credit, to meet the identified student learning outcomes of this course, the expectations are that this ___ unit course, delivered over a ___ week term will approximate:

- ___ hours/week classroom or direct faculty instruction
- ___ hours/week laboratory work
- ___ hours/week internship
- ___ hours/week practica
- ___ hours/week studio work
- ___ hours/week online work
- ___ hours/week research
- ___ hours/week guided study
- ___ hours/week study abroad
- ___ hours/week other academic work

In addition, out of class student work will approximate a minimum of ___ hours (undergraduate) or ___ hours (graduate) per course unit each week.

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Section 6.4 • Academic Service-Learning

Revised: March 2013

Academic Service-Learning is an important pedagogy at APU, connecting all four (4) of the University's Cornerstones: Christ, Scholarship, Community and Service. It is an experientially based teaching methodology, which intentionally combines classroom pedagogy with relevant community service as an integrated aspect of the course. The Center for Academic Service-Learning and Research works directly with academic courses across disciplines, to provide faculty with resources for curriculum development, partner faculty with a variety of community service agencies, provide in-classroom support as well as end-of-project evaluation reports. The Center provides students with hands-on learning experiences, which prepare students to become civically engaged professionals in their field of study. These service-learning projects, which qualify for fulfilling the required APU Service Credits, link their classroom instruction to activities which meet tangible needs in the community.

The Center for Academic Service-Learning and Research must be notified in advance in order to accommodate each course. Proper service-learning designation of courses with the Registrar's Office requires significant lead time for the academic department and for the Center. Both should be consulted by the end of the previous semester in order for the Department Chair to create the PeopleSoft notation and for the Center to prepare for adequate program support.

For more information, please visit apu.edu/casl/ or contact the Center for Academic Service-Learning and Research at 626.815.6000 extension 2823.

Copyright Policy

Revised: March 2017

All faculty members are expected to comply with copyright laws in teaching at APU and when providing written materials for their syllabus or other materials distributed in the course as handouts, electronic files, or electronically posted files. Resource materials on copyright laws are available in the University Libraries. The Copyright Compliance Policy can be found in APU's University Policies Database on the General Counsel Website apu.edu/generalcounsel/policies, as well as additional policies related to copyright ownership on the University Libraries Library Use Policies apu.edu/library/about/policies/.

Early, Late or Make-up Exams

Revised: March 2017

A faculty member should develop a policy on late or make-up examinations and include it in the syllabus/course instruction plan.

Undergraduate Finals

As finals week is calculated into the credit hour assignment as part of the fifteen (15) week semester, finals cannot be administered prior to the designated week. In extreme cases, the faculty member should consult with the department chair and dean for finals accommodations when students are required to participate in other university events or activities.

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Grading, Incomplete, and Grade Change

Revised: March 2017

1. Grading Standards
 - a. APU is on a four (4) point grading system. Specific grade notations used in calculating the grade point average are found in the Undergraduate Catalog and in the Graduate and Professional Catalog.
 - b. Per the syllabus templates, every course syllabus must include the criteria for grading in that course and a grading scale.
 - c. Faculty are expected to give all students regular and timely feedback about their progress in the course throughout the term.
2. Grade Submission
 - a. See the Undergraduate or Graduate Academic Calendar for grade submission deadline dates.
 - b. All grades are submitted via Online Grade Entry through home.apu.edu.
 - c. Instructors should retain grade records for a minimum of four (4) years.
 - d. Faculty who fail to submit grades by the deadline date will be notified of their noncompliance with notices copied to the department chair and the dean. Repeat offenses will be noted in the faculty member's department records.
3. Incomplete Policy
 - a. The grade "incomplete" is to be given only under special circumstances upon recommendation of the professor with the permission of the appropriate Registrar. An incomplete may be granted for up to twelve (12) weeks from the date of issue. Extension beyond the twelve (12) weeks requires a petition and is subject to review by the faculty member and the appropriate Registrar.
 - b. Upon completion of the work, a Grade Change form must be completed and signed by the faculty member and sent to the appropriate Registrar for signature. Only then will it be recorded. See relevant Academic Catalogs for specific procedural guidelines.
4. Grade Change Policy
 - a. Grades reported to the Registrar are considered official and final except for "I" (incomplete grades), IN (incomplete, no paperwork), and FN (failure, non-attending). Faculty should not change grades except in the rare case of proven mathematical or recording error or in the case of a grade appeal in which the faculty member acknowledges an error or has a considered change of professional judgment. Work completed after the close of the grading period does not justify a grade change.
 - b. When it is necessary to change a grade, the faculty member should complete the Grade Change Report form and submit it to the appropriate dean for approval and signature. The grade will be changed on the official grade report in the appropriate registrar's office and on the student's transcript on receipt of the completed Grade Change Report form sent to that office by the dean.
 - c. To appeal grades, students must follow the grade appeals process described in the relevant Academic Catalog.
 - d. The faculty of record has the responsibility and right to determine students' grades based on professional judgment. In rare circumstances (e.g. as the result of a successful student appeal), a dean may change a student's grade administratively.

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An administrative grade change may also result from a grievance procedure and would be communicated to the Office of the Registrar by the vice provost.

5. Grade Check Policy

- a. APU student athletes are required to complete periodic grade checks each semester to validate academic eligibility to participate in athletic activities. Periodically student athletes will present a Grade Check Form to the faculty for each course in which they are enrolled. The completed form is returned to the head coach by the student.
- b. The student's signature on the Grade Check Form provides consent under FERPA to release grade information to the Athletics Department. Course faculty are expected to complete the Grade Check Form in a timely manner to assist the Athletics Department in ensuring all student athletes are academically eligible to participate in athletics per NCAA compliance regulations.

Learning Enrichment Center (Accommodations for Students with Disabilities)

Revised: March 2017

Established in 1978, the Learning Enrichment Center (LEC) seeks to serve the APU community by providing a variety of academic support services to students. Specifically, the LEC, located on east campus, offers our undergraduate population placement testing for incoming first-year and transfer students, tutoring in a variety of subjects, Supplemental Instruction (SI), and test proctoring services that include the administration of CLEP, DSST, and FLATS.

Additionally, the LEC facilitates accommodations for all students with disabilities, whether graduate or undergraduate, whether at the Azusa campus or at any of the regional campuses. The LEC director or associate director are designated to facilitate all disability-related requests for services for APU students, including those at clinical facilities.

Information regarding students with disabilities may be found on the LEC website in the university Academic Catalogs, and below.

1. Background

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance from the U.S. Department of Education. APU receives federal financial assistance from the U.S. Department of Education and is, therefore, subject to the requirements of that law and its implementing regulations. As a religious organization, APU is exempt from the requirements of Title III of the Americans with Disabilities Act of 1990; still, APU endeavors to provide its disabled students with equal opportunity to participate in its programs and activities.

2. Role of the Learning Enrichment Center

The Learning Enrichment Center (LEC) facilitates academic accommodations for students with disabilities. Students seeking an accommodation for a disability must forward documentation of the disability to the LEC director or associate director. If previous records do not exist, the student is required to obtain an assessment or other documentation to

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verify his/her status as a student with a disability. The LEC director or associate director will determine whether a student is entitled to accommodations based on careful review of the student's application, documentation from a qualified professional, and the interactive interview with the student. Once the application for accommodations is complete and approved, the student will sign a semester request for accommodations which authorizes the LEC to send an accommodation memo to faculty. Each student with an approved accommodation, and each faculty member with a student who needs accommodation, must interact with each other to discuss the approved accommodations and to finalize mutually agreeable plans for implementing the approved accommodations.

3. Faculty Responsibility

For students who require academic accommodations, faculty sensitivity in recognizing individual needs and subsequent responsiveness in working with them is critical. It is also important to note that every student with a disability may not need or want consideration beyond what might be granted any other student in class. To help ensure all students with disabilities have received notice of how to obtain needed accommodations, faculty are required to use the following statement in their syllabi:

Students in this course who have a disability that might prevent them from fully demonstrating their abilities should meet with the director or associate director in the Learning Enrichment Center (LEC) as soon as possible to initiate disability verification and discuss reasonable accommodations that will allow the opportunity for full participation and for successful completion of course requirements. For more information, please visit apu.edu/lec/ or contact the LEC by phone at (626) 815-3849 or via email at LEC@apu.edu.

Use of this statement accomplishes three things:

- a. It gives students the responsibility of contacting the LEC for disability verification and making arrangements for any academic accommodations.
- b. It encourages timely communication and mutual understanding of the APU disability documentation process to facilitate academic accommodations.
- c. It indicates that the faculty is willing to support student success by ensuring that appropriate accommodations are provided.

Faculty are also responsible for working with students to implement accommodations authorized by the LEC and communicated to the faculty member. Faculty are responsible for keeping confidential all information they may learn about students' disabilities and their accommodations, whether communicated to them by the student or by the LEC.

If a student has a patent disability (e.g., wheelchair, visual impairment, service animal) that the faculty member reasonably should know could negatively impact the student's ability to complete a course requirement without an accommodation, the faculty is responsible for raising that matter, either confidentially with the student if the faculty member is comfortable doing so, or with the LEC who can then follow up with the student.

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Although students are responsible for seeking accommodations from the LEC, sometimes a student will ask a faculty or staff member for an accommodation. Faculty and staff members who become aware of a student's request for an accommodation must forward that request to the LEC and should let the requesting student know that they are forwarding it to the LEC.

The documentation process is designed to identify and accommodate students with legally recognized disabilities. To ensure fairness, academic accommodations should be provided to a student based on written verification from the LEC director or associate director. The university may be legally compromised if accommodations are provided without written verification from the LEC.

Faculty are responsible for reporting to the university's Section 504 Compliance Officer (the Executive Director of Human Resources) any observed disability-related harassment or discrimination.

3. Academic Standards and Reasonable Accommodations

Compliance with the applicable law does not guarantee that an individual with a disability will achieve an identical result or level of achievement as persons without disabilities. An accommodation may not lower academic standards or fundamentally change the nature and purpose of a class or program. Examples of accommodations include extended time on exams, exams taken in the least distracting environment, oral exams, or readers for students with visual disabilities, a sign-language interpreter or captionist in classes for a student who is deaf, or permitting a lab assistant to perform an assignment at the direction of the student with poor physical dexterity.

4. Grievance Process

In the event a student believes that the academic practices and policies or the provision of services, activities, programs or benefits by APU is discriminatory based on disability, or that he or she has been harassed or denied access to services or accommodations required by law, he or she should utilize the Disability Grievance Policy for Students which is published in the undergraduate and graduate catalogs, and available on the LEC website.

Questions regarding disability verification and reasonable accommodations should be forwarded to the director of the LEC. In addition, the LEC maintains information on referral sources for obtaining a learning disability assessment, the nature of a student's ability, individual student needs, kinds of accommodations commonly made on this and other college campuses, and applicable laws.

Textbooks

Revised: March 2017

All departments will use APU's online requisition system to submit textbook requisitions. Accessing the site requires a login and password assigned by the bookstore. Once you log in, you can add requisitions based on past course history, search the textbook database to adopt

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books from that, or manually enter book information if desired books are not already in the database. Faculty can also edit or delete existing requisitions, as long as they have not yet posted to the bookstore. Once online requisitions are submitted and approved, they download into the bookstore ordering system for review and adjustments if necessary.

Faculty members may use this system to submit requisitions if the department chair allows individual faculty submission. Please contact the bookstore (bookstore@apu.edu) to request a login and password. The bookstore will confirm faculty login requests with the department before adding new users.

Faculty, departments, and schools need to submit textbook orders in a timely manner in accordance with the deadlines shared by the bookstore. The deadlines are early due to the Higher Education Opportunity Act (HEOA) that requires that the textbooks needed for classes, with their prices, are to be available to students when they register for classes.

Academic Freedom

Revised: March 2017

At APU, academic freedom is applied to both the individual faculty member and the institution of higher learning. Academic freedom for faculty at APU is the freedom of the academician to contribute to the intellectual vitality and scholarship of the university and his or her discipline through the exercise of creative, expository, and investigative liberties in his or her teaching, discussion, research, extramural speaking and publishing without fear of losing his or her position. Academic freedom also applies to an institution. The Christian college and university offer the freedom to pursue spiritual and religious truths in an academic environment that Christian academics may not normally enjoy in an officially secular academic environment.

During the deliberations of the original task force members, it was the conviction that a new academic freedom policy must explicitly recognize and protect the fact that academic freedom at APU means something different from what it would mean in a non-confessional institution. Making this explicit in a new policy was paramount to protect the mission and character of the institution. Moreover, the new policy protects the right of the faculty to have their work and careers judged on the basis of two explicit (non-arbitrary) standards: 1) the standard of legitimate academic inquiry and expression, and 2) the standard of scholarly work that contributes to the disciplines and to society from the perspective of the faith tradition.

It is the conviction of the Academic Freedom (AF) Task Force that confessional institutions offer a richness to the academy. The American Association of University Professors' (AAUP) approach to academic freedom has historically seen confessional institutions as offering a limited form of academic freedom. This should not cloud the university's vision from seeing that there are other alternatives for confessional institutions. The new policy celebrates and protects the ability of a voluntary association of scholars to work from within a faith tradition, and to offer the world scholarly work drawn from the rich storehouses of knowledge, experience, reason, and revelation of that faith tradition. The AF Task Force therefore proposes this new Academic Freedom Policy; an academic freedom policy that celebrates, articulates, and protects the ability of faculty and the institution to pursue scholarship and promote the mission of the university.

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Academic Freedom Policy

At APU, we believe that all truth is God's truth. Furthermore, God has made it possible for humankind to access, discover, and understand truth. We also affirm that the knowledge of truth will always be incomplete and that people, including those with educational credentials, are fallible and may interpret data and ideas imperfectly. Academic freedom, therefore, from a Christ-centered perspective, must be carried out with civility, mature judgment, and the awareness of the broad representation of Christian faith that exists within this institution. Accordingly, APU affirms its commitment to freedom of inquiry and expression in academic endeavors.

The university recognizes that academic freedom has historically been defined both by broadly accepted academic standards, and by the mission and character of the institution in which it is practiced.

APU seeks to maintain an academic community in which faculty are free to engage in rigorous scholarly inquiry and expression within an intellectual context shaped by the evangelical Christian tradition. In addition to this freedom, APU seeks to pursue scholarly inquiry and expression in a way that extends and enriches the academic disciplines out of the unique resources provided by our institution's identity.

Thus, at APU, academic freedom is defined both by the commonly accepted standards of the academy and by those commitments articulated in the documents that are central to the university's identity as a Christian university. These documents articulate the central commitments which shape the academic community, and thus the practice of academic freedom, at APU: a belief in God as the creator of all things, in Jesus Christ as Savior and Lord, in the Holy Spirit as teacher and guide, in Scripture as God's authoritative and infallible revelation, and in the Christian community as an expression and vehicle of God's redemptive work in this world.

The University follows these principles in its practice of academic freedom:

- Faculty are entitled to the rights and privileges, and bear the obligations, of academic freedom in the performance of their duties. Specifically, faculty are free to pursue truth and knowledge within their disciplines in the classroom, in their research and writings, and in other public statements in their field of professional competence. At all times faculty should strive for accuracy, exercise appropriate restraint, and show respect for the opinions of others.
- Faculty are entitled to freedom in the classroom in discussing their subject. Faculty should be careful not to introduce into their teaching controversial matter which has no relation to the subject.
- While faculty are members of the global community, as scholars and members of the APU community, faculty should remain cognizant that the public will form perceptions of their profession and their institution by their utterances.

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In the practice of the academic vocation, complaints against faculty may be generated. Faculty shall be protected from any request to retract or modify their research, publication, or teaching merely because a complaint has been received. Only complaints alleging faculty violations of professional standards of the discipline or of advocating positions incompatible with those commitments articulated in the documents that are central to the university's identity as a Christian university, and then only when the evidence supporting the allegation is more substantial than rumor, inference, or hearsay.

Alleged violations of the academic freedom policy should be referred to the dean of the school in which the faculty member teaches. The dean may recommend a sanction appropriate for the case at hand including counseling, disciplinary action, or termination of employment.

In the event that a faculty member believes his or her academic freedom has been unduly restricted, he or she may pursue resolution of this issue through the existing faculty grievance procedure as articulated in the *Faculty Handbook*, through the Professional Affairs Review Board (PARB).

Academic Integrity

Revised: March 2014

Expectations of academic integrity of APU students must be predicated on the academic integrity of APU faculty members. Faculty members are expected to model the rules of scholarship giving credit to ideas taken from other sources, having data collection involving human or animal subjects approved by the appropriate board, conducting data collection carefully, calculating statistics appropriately, and reporting findings in a manner consistent with their significance. Established academic dishonesty on the part of a faculty member is grounds for termination. Allegations of such may be filed with the Office of the Provost. A procedure for investigating such allegations has been established by the Academic Cabinet.

APU desires to cultivate in each student not only the academic skills that are required for their particular degrees, but also the characteristics of academic integrity that are integral to a sound Christian education. It is therefore part of the mission of the university to nurture in each student a sense of moral responsibility consistent with the biblical teachings of honesty and accountability. A breach of academic integrity is viewed not merely as a private matter between the student and the professor, but rather as an act which is fundamentally inconsistent with the purpose and mission of the entire university.

A specific academic integrity policy exists for traditional undergraduate students and for graduate students. These can be found on the web for traditional undergraduate students at apu.edu/registrar/undergraduate/policies/integrity/, and in the graduate catalog and/or the school's student handbook for graduate students. For syllabus requirements regarding academic integrity for traditional undergraduate students, see also the undergraduate syllabus guidelines. Per the policy for traditional undergraduate students, academic integrity infractions must be reported by faculty to the Vice Provost for Undergraduate Programs.

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Process to Review Faculty Academic Integrity Allegations/Concerns:

Concerns or allegations that fall within the description of 'research misconduct' as defined by the Policy on Integrity in Research should be referred to the Research Integrity Officer or reported through the anonymous Whistleblower Policy mechanisms.

Other concerns about faculty academic integrity will be handled per the steps noted in section 5.8 of the Faculty Handbook.

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7.0 CAMPUS RESOURCES FOR ADJUNCT FACULTY

The Center for Teaching, Learning, and Assessment (CTLA)

The Center for Teaching, Learning, and Assessment promotes the development of faculty in the areas of teaching, scholarship, service, and faith integration. CTLA professionals provide resources, services, educational opportunities, and support to faculty in order to help them thrive in their professional roles. All faculty are encouraged to use the support offered by CTLA professionals to assist in their further development.

Faith Integration

Adjunct faculty may contact APU's Office of Faith Integration regarding participation in Faith Integration training opportunities. Visit apu.edu/faithintegration for a calendar of events. As space allows, adjunct faculty are encouraged to attend.

Online faith integration faculty workshops are being piloted this academic year. Please contact the Office of Faith Integration at faithintegration@apu.edu if interested in participating.

Please download the *Faith Integration Faculty Guidebook* as a teaching resource at apu.edu/faithintegration/resources.

ITT Teaching and Technology Resources

The Office of Innovative Teaching and Technology (ITT) exists to engage, enable, and encourage all APU faculty to fulfill their God-given potential as educators and scholars, offering a wide range of services, resources, and opportunities—all aimed at promoting signature pedagogies, innovative practices, and appropriate instructional technologies.

The 'Teaching Resources' and 'Technology Resources' listed at apu.edu/itt/ provide internally created and externally available resources, ideas, and best practices about the most common teaching topics and methods, as well as common technologies used at APU.

Departmental Support

The department administrative assistant is one of the adjunct faculty member's best resources within the APU community! It is expected that each adjunct faculty member will treat the department administrative assistants with consideration and respect. Adjunct faculty should not distribute work to faculty office student workers without first checking with the administrative assistant.

Duplicating

Print orders exceeding 20 copies per page should routinely be sent out for duplication. The department administrative assistant will have the order process available for adjunct faculty. Adjunct faculty need to include their department's budget number for processing. A 24-hour turn-around is expected on all standard copying jobs.

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Office Supplies

Department administrative assistants have office and classroom supplies for use by adjunct faculty. If specific supplies are required that are not normally kept, the assistants can usually locate them with sufficient notice. While policies vary from department to department, adjunct faculty *may* be able to obtain items directly from the bookstore by charging them to the departmental account. See the department administrative assistant for information.

Textbook Requests

Required dates for completion of textbook requests are listed on the requisition forms, which are to be returned to the department administrative assistant.

Personal Information

Adjunct faculty are expected to give the department administrative assistant their address, phone number, APU email address, and emergency contact information. When contact information changes, adjunct faculty are expected to update the information to Human Resources and the department administrative assistant.

Parking Permits

Parking permits are required for all vehicles parked on Azusa campuses. Permits expire in August of each year and must be renewed at that time. The registration process is completed online at apu.thepermitstore.com. There is also a help page on that website that explains the process.

Please indicate the department you work for when completing the parking permit registration, as the permit will be mailed to the department (not to your home address).

Parking Permits are stickers intended to be affixed to the bottom left corner of the vehicle's front windshield. Please refer to the [APU Vehicle Code](http://apu.edu/campusafety/services/vehiclecode/) on the Campus Safety website (apu.edu/campusafety/services/vehiclecode/) for additional parking regulations. Regional campuses and sites can be contacted for additional parking policies and directions.

Identification Cards (*Employee Handbook*, Section 8.15)

Employees will be provided with an Azusa Pacific University Identification Card when hired. This card permits the employee to utilize such services as cashing checks, library services, bookstore discounts, dining services and free admission to most university athletic events. As deemed necessary, cards also provide access to buildings. Upon separation, the employee must return the card to Human Resources. A charge will be made for replacements.

The One Card Office (apu.edu/campusauxiliary/onecardoffice/) creates, issues, and manages APU student, faculty, and staff identification (ID) cards. The office is open from 8:30 a.m. to 6 p.m. on Monday through Thursday, and 8:30 a.m. to 4:30 p.m. on Friday, and is located on West Campus in the University Bookstore. Questions related to APU ID cards should be directed to (626) 812-3038 or onecard@apu.edu.

The One Card includes the APU ID number and a photo. These cards are the means by which adjunct faculty status is recognized on campus, and grants the adjunct faculty member access

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to campus services such as cashing checks, library services, bookstore discounts, cafeteria services, and free admission to most university athletic events. Cougar Bucks are paid for in advance at the One Card Office, Cashier's Office, and the University Bookstore on West Campus.

ID cards and key procedures (below) apply only to Azusa Campus adjunct faculty, and not regional center and online adjunct faculty. Regional center adjuncts and online adjuncts can contact the One Card office, with their APU ID number, for information on receiving an ID card.

Upon separation from the university, the card must be returned to the Office of Human Resources. A charge will be made for replacement cards.

University Keys

The employee's direct supervisor must authorize the distribution of any university key. Key Request forms and policy can be found under Facilities Management Key Request Form: apu.edu/facilities/pdfs/key_request_form.pdf. The form must be complete with the building and the room number. These forms must then be signed by the department chair and sent to the Department of Campus Safety where typically the keys can be picked up 5 to 10 business days after receipt of the request.

Adjunct faculty will receive an email notifying them when the keys are ready to be picked up. Keys must be signed for in person and a photo ID is required at the time of pick up. In an emergency, the Department of Campus Safety can open a room or building if the adjunct faculty member has the proper identification.

The privilege of carrying a university key is not transferable. A lost key must be reported at once to the supervisor and to the Department of Campus Safety. A charge will be made for replacement including any resulting actions taken to ensure university security. Upon separation from the university, any key assigned to the employee by the university must be returned to the Department of Campus Safety. Lost keys may result in disciplinary action or involuntary termination, depending on the severity of the situation.

Expense Reports (Employee Handbook Section 10.3)

The university reimburses employees for necessary expenditures*, including automobile mileage*, incurred in connection with university business. These reimbursements are subject to Internal Revenue Service guidelines, which require documentation of the date of the transaction, the business purpose of the transaction, and the names of the other parties involved (in the case of a business meeting). All receipts must be submitted with the expense reimbursement form. Completed expense reimbursement forms must be approved in writing by the employee's supervisor and be submitted to the Business Office within sixty days of the expense. Approval of the reimbursement is subject to availability of budget in the appropriate department. Further details on the policy and procedures are available in the Travel and Business Expense Policy located on the Business Office website. Falsification or misrepresentation on expense reports is grounds for termination.

**Any expected expenses should be approved by the department chair or program director beforehand whenever possible. Adjunct faculty should check with the program director, department chair, or dean's office to determine if a mileage reimbursement is appropriate.*

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Transportation for Off-Campus Activities

If an adjunct faculty member wishes to schedule an off-campus event or field trip requiring transportation, the university requires the use of university vans and approved drivers. Vehicle requests must be arranged well in advance and, while the university will provide a list of approved drivers, it is the adjunct faculty member's responsibility to arrange for a driver. Both the cost for the vehicle and for the driver will be charged to the department for approved trips. For further information or to reserve a van, contact Transportation Services.

The University Bookstore

Adjunct faculty receive a 20% discount on all purchases except textbooks and food items.

bookstore.apu.edu/

Phone: 626-815-5044

Textbook Info: 800-933-1950

Special Order Books: 800-933-1950

Meals / Food Services on Azusa Campuses

Adjunct faculty members are entitled to meals at the APU eating venues at a faculty/staff special rate, and are available with an APU ID card. Cougar Bucks can be loaded on the APU ID card online through CASHNet as well as in person at the One Card Office (apu.edu/hospitalityservices/onecardoffice/) in the 1899 Dining Hall on east campus, or the cashier offices in the Business Office or on east campus. Hours of operation and menus for each venue are available online at www.apu.edu/hospitalityservices/menus/.

- Cornerstone Coffeehouse (east campus/Azusa)
- Cougar Walk Café (east campus/Azusa)
- Cougars' Den Café (east campus/Azusa)
- 1899 Dining Hall (east campus/Azusa)
- Mexicali Grill (east campus/Azusa)
- Paws N Go Convenience Store (east campus/Azusa)
- Canyon Grill (west campus/Azusa)
- APU's Quikimart (west campus/Azusa)
- Sam's Subs (west campus/Azusa)
- Umai Sushi (west campus/Azusa)

Ministry Resources

Undergraduate Student Ministry Resources

1. Office of Chapel Programs

The Office of Chapel Programs exists to create a consistent rhythm of intentional worship experiences *for undergraduates* that advance the university's Christian transformational convictions by means of a diverse, relevant, and challenging curriculum that utilizes creative arts, speakers, and spiritual practices.

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2. Center for Student Action (CSA)

The Center for Student Action at Azusa Pacific mobilizes and educates students toward responsible and transformational service locally and globally through a collaborative network of offices and programs. As a foundational component of the APU undergraduate experience, each full-time student must fulfill 120 CSA service credits along with their academic requirements.

3. Office of the Campus Pastors

The Office of the Campus Pastors is responsible for providing direction and structure to the spiritual development of undergraduate students on the Azusa Campus, through preaching, pastoral care, and campus-wide spiritual formation programming. The pastoral staff is available for individual spiritual direction, pastoral care, and confidential pastoral counseling. The campus pastors also coordinate discipleship opportunities for undergraduate students through spiritual mentoring programs (Heart-to-Heart for women, Blueprints for men), and small groups, many of which are led by faculty. Please contact the Office of Campus Pastors if interested in meeting one-one-one with undergraduate students for spiritual mentoring, leading a discipleship group, or joining the Faculty/Staff Spiritual Care or Prayer Teams.
apu.edu/campuspastors/about/staff/.

Graduate and Professional Student Ministry Resource

SoulQuest is the spiritual care ministry of Azusa Pacific University's graduate and professional students. Recognizing that their academic and spiritual journeys are woven together, the goal of SoulQuest is to keep the university's Christ-centered heritage alive as a vital part of their APU experience. This ministry is overseen by the Office of the Chaplain.

Faculty and Staff Resources

1. Spiritual Refocus Day

In January, prior to the start of classes, the Office of the Chaplain plans a day for staff and faculty to reaffirm their Christian commitment and for a special time of spiritual growth and fellowship. Adjunct faculty are welcome to attend.

2. Faculty and Staff Chaplain

The Office of the Chaplain is available to all faculty and staff as a resource, providing pastoral care and spiritual guidance as needed for crisis or personal growth. Adjunct faculty may contact the faculty chaplain at the Azusa campus or any of the regional chaplains at a regional campus where they teach.

Kevin Mannoia, Faculty and Staff Chaplain
apu.edu/provost/faculty/kmannoia/; 626-815-6000, ext. 3243

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Department of Campus Safety

apu.edu/campussafety/; 626-815-3898

The Department of Campus Safety

- is located in the lobby of Adams Hall on East Campus.
- assists with any problems encountered on campus such as thefts, accidents, or threats.
- files on- and off-campus incident reports.
- should be notified first of all problem incidents.
- notifies the proper emergency aid agency for assistance.
- enforces traffic and parking regulations. All vehicles driven on campus must be registered and display an APU vehicle registration decal.
- can unlock buildings, classrooms and laboratories after normal office hours should arrangements be made for students to access them for class assignments.
- provides escorts late at night.
- assists with minor vehicle problems, like dead batteries.

Center for Career and Calling

The Center for Career and Calling exists to equip students to discern their calling and empower them to steward their strengths and abilities in order to advance the work of Christ in the world.

Services include:

- Career Counseling: individual career guidance counseling
- Career and Life Planning Class: open to all students every semester
- Calling, Major, & Career Exploration: open to all students every semester
- Nursing Job Fair: held annually in the fall, this day allows nursing students and other students interested in healthcare careers to obtain information from over 40 hospitals and allows for personal contact with potential employers
- Career Fair: held annually in the spring, this day allows for information gathering and personal contact with potential employers
- Summer Camp Recruitment Fair: held in early spring, allows students to learn and apply to summer camps
- Graduate School Fair: held every year, this fair allows for information gathering on various graduate schools and seminaries
- Workshops: offered on a regular basis or by special request in a classroom setting on topics such as resume writing, interviewing, job searching and interviewing
- Employment Listings: Career Services uses an online Internet-based part and full time, summer and internship employment listing service
- Resource Library: most materials may be checked out to students and staff/faculty
- Computers: two computers are available on a drop-in basis for editing résumés, utilizing Internet career resources, and major and career planning programs

University Counseling Center

Accredited by the [International Association of Counseling Services](#), the Azusa Pacific University Counseling Center (UCC) exists to empower students to realize their personal and academic potential by promoting psychological, social, and spiritual wellness through Christian counseling and outreach services.

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Students visit the University Counseling Center for a variety of reasons. Some seek help coping with the pressures associated with a challenging academic environment or adjustment to college life. Others want to learn how to be more effective in developing and maintaining relationships with others. Counseling can be beneficial for students who are feeling depressed or anxious, as well as those who want to examine their beliefs or explore their current life situation. The UCC offers students the opportunity to look at themselves and their environment and to change the way they think, feel, and behave so that they can make the most of their time at APU.

The University Counseling Center is firmly committed to maintaining the confidentiality of all who visit the center. Sessions with the University Counseling Center are free for all students.

Adjunct faculty familiar with students needing assistance in these areas are encouraged to refer students to the University Counseling Center.

Information & Media Technology (IMT)

IMT offers an array of campus technology services. The services most relevant to adjunct faculty are detailed in the following sections. Although IMT is comprised of several specialized departments, the IMT Support Desk is the point of contact for all services (with the exception of the APU Computer Store).

IMT Support Desk
Phone: (626) 815-5050
Email: support@apu.edu

IMT services include:

- APU Network Accounts (required to access home.apu.edu, many library services, dial-up internet access, public file storage, and more)
- On-campus wireless and wired network access
- On-campus telephone service
- General-use computer clusters located in libraries and other locations
- Discipline-specific computer clusters (such as the Music/MIDI Lab and the Graphics Lab)
- Training (available to all APU employees)

Equipment/Set-up Requests for Classrooms

Reservations for classroom audio/visual equipment should be made through IMT. They request a 24-hour notice by e-mail. Requests should include equipment needed, room, date, and time (including set-up). Phone requests are not accepted. The department administrative assistant will be able to assist you in ordering equipment in advance.

APU Network Accounts

All faculty members are required to activate an APU Network Account in order to perform essential class management functions such as checking class rosters and posting grades. An APU Network Account consists of a username—referred to as an APU NetID—and password. Aside from class management, APU Network Accounts enable faculty to access the following resources:

- Home (class management utilities are accessed through this portal, which is located at home.apu.edu)

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- Email (username@apu.edu) and the APU
Website: apu.edu/imt/policiesandprocedures/forms/network_account_application.pdf
- Online library resources and LINK+
- Public file storage (when uploaded, files are located at <http://home.apu.edu/~username>; detailed instructions for uploading files are located on the APU
Website: apu.edu/imt/policiesandprocedures/retention/
- Wireless internet access
- Computer clusters (computers in libraries and other locations)
- Online grading

Network Services and Internet Acceptable Use Policy

APU offers two types of network access to all faculty: wireless and wired. Wireless access is available in all campus locations; wired access is available only in select campus locations, such as libraries and selected classrooms.

Please also read APU's [Internet Acceptable Use Policy](http://apu.edu/imt/policiesandprocedures/) at apu.edu/imt/policiesandprocedures/.

The Computer Store

The APU Computer Store offers educational discounts on computer systems, software, and accessories for students, faculty, and staff. In addition to computer systems, a wide variety of accessories and peripherals, including digital music players, PDAs, and digital cameras, are in stock and available for purchase. The APU Computer Store is located in the back of Heritage Café on West Campus.

Phone: ext. 5096 or (626) 815-6000, ext. 5096

Email: computerstore@apu.edu

Virtual Library Services/Resources Overview

The University Libraries provide access to well over 120 licensed online information resources. These include indexing and abstracting services as well as access to full text periodicals, electronic books and other information sources. A full listing of online resources is available by clicking the "All Databases" link on the University Libraries' website: apu.edu/library. Access is available via computers and the wireless network located on the Azusa campus and on computers at each Regional Center.

Mail Services (Azusa campuses only)

All campus mail is processed through the campus Mail Room located on the west campus. Adjunct Faculty can purchase stamps and mail items for the U.S. Post Office, United Parcel Service or other delivery services. The Student Post Office is located on east campus, next to the Student Government Association Office. apu.edu/campusauxiliary/mailexpress/

University Cashiering Services (Azusa campuses only)

The university's offers check cashing to faculty, staff, and students. Check cashing services (\$100 maximum) are offered Monday–Friday during normal business hours. Students, faculty, and staff must present a valid APU ID card to cash checks.

apu.edu/businessoffice/departments/cashiering/

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8.0 SAFETY AND SECURITY (*Employee Handbook Section 9.0*)

A. General Emergency Procedures

Office of Campus Safety: apu.edu/campussafety/

626-815-6000; 24-hour number 626-815-3898

Also, see APU webpage: apu.edu/response/

The university is committed to making every reasonable effort to insure a safe and healthful working environment for all adjunct faculty. A safety officer is responsible for administering the safety program and for assuring that the university complies with applicable federal, state, and local laws and regulations.

It is a condition of employment that each adjunct faculty member will conduct his or her work in a safe and healthful manner and follow all policies and procedures. To assist in this process, each adjunct faculty member should read about the university's Safety Policy and the Injury and Illness prevention program, which is in accordance with federal and state law. These documents are located in the Employee Handbook and in the Human Resources office. Adjunct faculty are required to abide by the provision to promptly correct hazardous conditions or to inform the person in charge of the injury and illness prevention program (Facilities Management Office) of any hazards.

The adjunct faculty member is responsible to use all safety equipment designated for the job and for assisting in maintaining a safe and secure work environment.

It is important for all adjunct faculty members to be on the alert for hazardous conditions. If the adjunct faculty member notices unsafe acts or conditions either on the job or elsewhere on campus, he or she should report them immediately to the department representative or Facilities Management at 626-815-6000, Ext. 3002.

For emergency help on the Azusa Campus, adjunct faculty should call 8-1-1 for assistance from Campus Safety or use the emergency phones located on the campus. In case of fire, sudden illness, or an accident of a serious nature where paramedic treatment is needed, they should call 9-1-1 for emergency assistance from the City of Azusa, which will also notify Campus Safety. It is essential that the adjunct faculty member notify Campus Safety of the proper location, so they can save time by meeting the emergency vehicles at the entrances to APU to direct them to the proper location.

B. Emergency Illness / Injury on Campus (*Employee Handbook, Section 9.2*)

The federal government mandated on October 1, 1990 that there be no unlawful possession, use, or distribution of illicit substances and alcohol by students, staff, or faculty on college campuses anywhere in the United States.

The university absolutely prohibits the manufacture, sale, purchase, offer to purchase, distribution, dispensation, possession, or transfer of any illegal controlled substance or alcohol on university grounds by its employees at any time.

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Legal or legally prescribed medications only are excluded from this rule and are permitted to the extent that the use of such medications do not adversely affect the employee's work ability, job performance or the safety of that individual or others. For health and safety considerations, the university prohibits smoking. Smoking is not permitted anywhere on campus.

C. Other Emergencies (*Employee Handbook*, Section 9.3)

In an emergency, first dial 811 from an on-campus phone (911 from off campus) or 1-626-815-3898 to report the event to Campus Safety. See APU Website for specific responses: apu.edu/response/.

D. Violence Prevention (*Employee Handbook*, Section 9.4)

Given the increasing violence in society in general, and in compliance with state law, Azusa Pacific University is committed to dealing with any violence that may occur on its premises and to adopting measures to ensure the safety of its adjunct faculty members. Adjunct faculty members are urged to report all threats of violence, including suspicious individuals or activities, as soon as possible to his or her supervisor or to another supervisor. Be as specific as possible.

In cases of immediate perceived danger, such as a violent commotion nearby, the employee should dial 8-1-1, Campus Safety, immediately or use the emergency phones located throughout campus. If a violent act toward an adjunct faculty member is considered imminent, call 9-1-1 for outside assistance, as well and inform Campus Safety so that they can direct and assist the emergency vehicles. For those adjunct faculty members who work at night, whistles are available in the Campus Safety Office. In addition, Campus Safety will provide a secure presence while walking to the Adjunct faculty member's automobile, if requested.

"Indirect" violence should also be reported to Campus Safety. Examples of indirect violence can include, but are not limited to extreme shouting, abusive or threatening gestures, throwing items toward another person, statements or general written or verbal threats or "hate" mail, including through electronic means, postal service or other means.

Campus Safety will investigate all claims immediately. In cases of dispute if an adjunct faculty member is involved, or if campus-wide action needs to be taken, Campus Safety will inform other offices including the Human Resources Office, Student Life, Counseling Center, and the Office of the Provost. A team from these offices will continue to investigate and decide appropriate action to be taken, including obtaining restricting orders or other actions. In some cases, outside authorities may be called in. Adjunct faculty members are encouraged to cooperate fully with any university security, law enforcement, and medical personnel that respond to a call for help. The university will not allow any retaliatory acts against any faculty who use this procedure.

If an adjunct faculty member is found to have exhibited violent behavior of any kind toward another person, there will be disciplinary action or immediate termination.

Adjunct faculty members who lodge false or frivolous complaints may be subject to discipline or termination.

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A complete policy and procedure is part of the university Illness and Injury Prevention Program and addresses all three major types of workplace violence. Copies are available for adjunct faculty members in the Human Resources office.

E. Illicit Substances, Alcohol and Smoking (*Employee Handbook, Section 9.5*)

In adopting the following policy on the use of alcohol in the APU community, we have considered our desire to conduct all of our affairs with God-honoring excellence, the need to be sensitive to the guidance of the university's spiritual heritage and the convictions of other Christians, the alarming consequences of heavy drinking on college campuses¹, and the need for administrators, faculty and staff to serve as role models for our students.

Policy²

Alcoholic beverages may not be consumed at a university facility or at a university sponsored event at any time. In addition, the cost of alcoholic beverages may not be charged to the university either directly or through a request for reimbursement. All members of the administration, faculty, and staff (the members) are to be mindful of the dangers of underage drinking and serve as role models for Azusa Pacific University students with respect to the consumption of alcohol. Accordingly, members are prohibited from consuming alcoholic beverages where they are aware that university students are present (other than students who are part of the member's family). Exceptions to this policy may be made by the Office of the President upon written request in advance of any purchase or consumption of alcoholic beverages.

There may be times when members must exercise sound judgment under the leadership of the Holy Spirit in the application of this policy. In all situations where the consumption of alcoholic beverages is permitted, the members must choose either abstinence or moderation and avoid drunkenness.

The federal government mandated on October 1, 1990 that there be no unlawful possession, use, or distribution of illicit substances and alcohol by students, staff faculty, or adjunct faculty on college campuses anywhere in the United States.

The university absolutely prohibits the manufacture, sale, purchase, offer to purchase, distribution, dispensation, possession, or transfer, of any illegal controlled substance or alcohol by its employees at any time.

Legal or legally prescribed medications are only excluded from this rule and permitted, to the extent that the use of such medications do not adversely affect the adjunct faculty member's work ability, job performance, or the safety of that individual or others.

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¹ See, for example, the report of the Task Force of the National Institute on Alcohol Abuse and Alcoholism titled *A Call to Action: Changing the Culture of Drinking at U.S. Colleges* (NIAAA, 2002).

² The policy set forth above applies to administrators, faculty, and staff. Policies relating to students are found in the Student Standards of Conduct.



For health and safety considerations, the university prohibits smoking. Smoking is not permitted anywhere on campus.

Adjunct faculty members who violate this policy may be subject to disciplinary action, including immediate termination.

F. Inspections of Employees and Property (*Employee Handbook*, Section 9.6)

In order to promote a safe, productive, and efficient workplace, the university reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials and in furtherance of the legitimate business needs of the university. The university also reserves the right to inspect personal or university furniture and items that are on university property, including but not limited to lockers, desks, toolboxes, university vehicles, personal vehicles, and purses and other personal bags and carriers that might conceal alcohol, illegal drugs, explosives, weapons or other inappropriate, illegal or unauthorized APU materials.

All memos, letters, reports, email, and other information created or contained in APU files, desks, or other locations on campus are also deemed university property and are subject to inspection for inappropriate items and in furtherance of the legitimate business needs of the university.

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