**Specific Guidelines for School of Teacher Education Faculty (STE)**

**University of Northern Colorado Adjunct Information**

<http://www.unco.edu/cetl/for-faculty/adjunct-faculty-resources/>

**STE Website**

<http://www.unco.edu/teach/>

**Contact information**

* Director of STE: Dr. Ginny Huang [jingzi.huang@unco.edu](mailto:jingzi.huang@unco.edu)
* Program Coordinators:

<http://www.unco.edu/cebs/teacher-education/about-us/program-coordinators.aspx>

* All teacher education faculty contact information:

<http://www.unco.edu/cebs/teacher-education/about-us/faculty-staff/>

* STE Main Office: 970- 351-2908 (Greeley)
  + Loveland: 970-351-1693
  + Denver: 303-637-4335
  + Colorado Springs: 719-661-7947

**Materials/mail/copies**

* McKee 216
* There is a bin in the copy room where you can request copies. Please allow 24-hour turnaround time. You will be assigned a copy code from UNC.

**How to log in to URSA, CANVAS, EMAIL, & DIGITAL MEASURES**

When you are hired at UNC, you will be given an email address ([firstname.lastname@unco.edu](mailto:firstname.lastname@unco.edu)). You will create a password when you log into URSA for the first time. The username will always be firstname.lastname. for anything you log into for UNC. Your password will need to be updated every 6 months; the system will warn you before it expires. Call 970-351-4357 for problems logging in.

**Important links**

1. **URSA** - Main dashboard where you access your class roster, room assignments, and employee information (pay stubs, etc.) Use the “faculty and advisor tools” section for all course-related and student information (you enter final grades in URSA); use the “Employee tab” for all personal information (pay information, tax information, etc.). <https://cas.unco.edu/cas/login?service=https%3a%2f%2fursa.unco.edu%2fdefault>
2. **Canvas -** Canvas is UNC’s learning management system. Use Canvas to access student roster, post assignments, and keep track of grades in grade book through the semester (end of semester grades are entered on URSA). There are numerous tutorials and helpful links of Canvas. CETL (Center for the Enhancement of Teaching and Learning) is available for training sessions or one-on-one tutorial on how to use Canvas.

<http://www.unco.edu/canvas/>

1. **CETL -** <http://www.unco.edu/cetl/>
2. **Digital measures –** Sign into your URSA account to access Digital Measures (Employee – Employee Important Links – Digital Measures). Your courses will be listed, but you must fill in your Personal and Contact Information.

Digital measures is an online vitae of sorts; any classes you teach should be listed, and at the end of the semester, please add your course evaluation scores. If you engage in scholarship (publications, presentations) or service (university or otherwise), you may enter that information.

1. **UNCO bookstore** (located in the University Center) <https://www.bkstr.com/northerncoloradostore/home/en/>
2. **UNC Technical help** – 970-351-HELP (4357) – answers questions about login problems, classroom support, and account access (URSA, CANVAS)
3. **UNC Parking services -** <http://www.unco.edu/parking/>

**Paperwork to complete for UNC**

You will need to fill out a series of forms before you are officially in the system. These forms can be sent to you by Cheryl Sparks (Cheryl.sparks@unco.edu):

* W4 Form
* Disclosure and Consent Form for Background Release
* Automatic Deposit Agreement
* Acceptable ID document
* I-9 Form
* PERA Enrollment Form
* PERA Membership Disclosure
* Personal Data Form
* Retirement Plan Election Form
* Social Security Statement Form

Once the paperwork is completed, Cheryl Sparks can also issue you a PDID, which will enable you to access Bearmail (email) and all UNC logins.

**For Adjuncts Teaching Graduate Level Courses**

All adjunct teaching graduate level classes need to obtain Graduate Lecturer Status. Please complete the form on the link below. The completed form must be signed by the School Director, College Dean, and Graduate Dean.

[**http://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx**](http://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx)

Submit the signed form and a vitae/resume to [Cheryl.sparks@unco.edu](mailto:Cheryl.sparks@unco.edu)

**Lead instructor for each course:**

Each course has one faculty member who is the lead instructor. The lead instructor is your contact person for questions or issues related to the course content. The program coordinator will share the lead instructor’s information.

**Guidelines for teaching:**

* TEXTBOOKS:
  + Please do not change the text assigned to the course unless discussed with lead faculty member. The lead instructor will let you know if the text has already been ordered for your section.
  + You may obtain a copy of the textbook (free of cost) by contacting the publisher and requesting an “exam copy.” If you are having trouble obtaining an exam copy, please contact Denise Connell ([denise.connell@unco.edu](mailto:denise.connell@unco.edu)) for assistance.
* COMMUNICATION WITH LEAD INSTRUCTOR:
  + Meet with the lead instructor prior to the start of the semester to discuss any questions.
  + Please check in (via email, phone, or in person) at least once a month to update the status of the course and discuss problems or questions.
  + Some of the course assignments are required in all sections of the course, and thus, cannot be changed or eliminated. Please contact lead instructor to determine what assignments cannot be changed.
  + During the first semester an adjunct teaches, either the program coordinator or the lead faculty member may schedule an observation to observe the instruction.
* CLASS CANCELLATIONS:
  + If you must cancel class (illness, emergency snow day), please 1) alert students via Canvas announcements and 2) Alert the teacher education office on campus so they can post a sign on the door. You should provide alternative instructions/assignments to students via Canvas or email.
* STUDENT CONCERNS:
  + Any student concerns (attendance, plagiarism, etc.) should be reported to the lead professor and program coordinator.
  + If a student displays behavior that is inappropriate, unprofessional, or disrespectful to the instructor or colleagues, please complete a “Professional Dispositions” rubric. Click the link below

and select “professional dispositions link. <http://www.unco.edu/cebs/teacher-education/about-us/faculty-resources.aspx>

* + Complete a concern form and submit to the program coordinator.

<http://www.unco.edu/cebs/teacher-education/about-us/faculty-resources.aspx> Click on the “concern form” link.

* ENTERING FINAL GRADES:
  + Log in to URSA.
  + Click on the “employee” tab.
  + On the left side, click “final grades.” Enter students’ grades. Click submit.
* CONNECTING WITH FACULTY IN STE
  + Adjuncts are welcome (but not required) to attend monthly STE faculty meetings, program meetings, or other university events. Please contact the program coordinator for dates and times.

**Contact information for Room Assignments and Equipment Access**

**Greeley –** Jon Shaw (jon.shaw@unco.edu) or Cheryl Sparks (cheryl.sparks@unco.edu) for room assignments. For equipment access or to schedule a conference room in STE: McKee 216 Diadree Koseczappanti (“Dee”) [diadree.koseczappanti@unco.edu](mailto:diadree.koseczappanti@unco.edu)

**\*Extended Campus Personnel:** [**http://extended.unco.edu/about/staff.asp**](http://extended.unco.edu/about/staff.asp)

**Loveland –** Shae Courrejou ([teri.courrejou@unco.edu](mailto:teri.courrejou@unco.edu)) or Patti Schwindt ([patricia.schwindt@unco.edu](mailto:patricia.schwindt@unco.edu)) – (p) 970 – 351-1693

**Denver –** Kellsie Moore - [kellsie.moore@unco.edu](mailto:kellsie.moore@unco.edu) OR Laurie Schmaus - [laurie.schmaus@unco.edu](mailto:laurie.schmaus@unco.edu) (p) 303-637-4332 or 303-637-4335

**Colorado Springs** – Cynthia Swift - [cynthia.swift@unco.edu](mailto:cynthia.swift@unco.edu) (p) 719 -661-7947

**University Policies:**

Retention of documents:

<https://www.colorado.gov/pacific/sites/default/files/State_Sched8_0.pdf>

Board Policy regarding students’ documents and class materials:

<http://www.unco.edu/trustees/pdf/policy_manual.pdf>

**2-3-408 Records.**

Faculty will maintain student records for at least one semester from the date the class ended. Faculty who resign/retire, conclude a term contract, or otherwise terminate their employment with the University will leave all student records with the department chair/school director or his or her designee in the program area prior to leaving the University. Such records include grade books or other documentation for assigning grades; and include exams, papers, projects, etc., which have not been returned to students. The department chair/school director or his or her designee in the program area is responsible for collecting this material and having it available upon request. Records need to be collected and retained only to cover the period of time in which an academic appeal could still be filed. [See also Part 2 – Academic Appeal Procedure.]