



English Department Memorandum Information for Part-Time Faculty

Welcome – or welcome back – to the English Department. Please review the information below, especially if you are new to our department, and refer any questions or requests to our Academic Department Assistant, Patti Whitman (760-744-1150, ext. 2392, or pwhitman@palomar.edu) or the English Department Chair, Sue Zolliker (760-744-1150, ext. 2562, or szolliker@palomar.edu). Once classes get underway, please do not hesitate to contact us if situations arise that are not addressed here.

Important Information for the Current Semester

Please refer to a separate memorandum with the above title for information about syllabi, adding students, placement, photocopying, Blackboard, field trips, missing class/reporting absences, professional development, student privacy and student conduct. If you have not received a copy, please let Patti know right away.

Your Contact Information

You must provide your students with current email and phone/voicemail information for contacting you. A Palomar email account will automatically be set up for you; however, if you prefer not to use it, you must provide your students – and Patti – with an alternate email address and phone contact. **Do not** give Patti's extension to students as the phone number for contacting you. **Do** let Patti know if you would like a virtual voicemail set up for this purpose; voice messages will appear in your Palomar email account, eliminating the need to check voicemail by phone.

Mail

A mailbox has been set up for you on the campus where your class meets (or campuses where your classes meet if you are teaching at more than one location). **Please collect your mail weekly.** Main campus mailboxes are located in the English Department in P-2; other campuses have one mailbox location for instructors in all disciplines. If you are teaching on the main campus after 4:00 pm, you will need a key to P-2 since it may be locked after Patti leaves for the day; ask Patti to request one for you.

Faculty eServices

All enrollment matters (checking enrollments, printing rosters, accessing permission codes for adding students, dropping students, posting grades, submitting electronic forms for Incomplete grades or grade changes, and submitting your Professional Development Contract) are handled online through Faculty eServices at <https://eservices.palomar.edu/psp/pals9prdfaculty/?cmd=login>. You can also email students, individually or collectively, through Faculty eServices by clicking on the green and purple “people” icon to the left of each class listing. To log in, use your employee ID number and password; if you have forgotten or do not know these, click on the appropriate link provided under “Instructions.”

Part-Time Faculty Workroom

In addition to the computer in P-2A, you may use the facilities for Part-Time Faculty in NS-153 (in the new Natural Sciences building). These include computers (MACs and PCs), wireless connections for laptops, printers, telephones, a fax machine, comfortable desks and chairs, and a few small conference rooms. The hours are Monday through Thursday from 7:00 am to 7:00 pm and Fridays from 8:00 am to 12:00 noon. Call Shirley Owen at ext. 3987 or go to <http://www.palomar.edu/instruction/Other/part-time-workroom.pdf> for more information.

Keys

In most cases, you will not need classroom keys, but if you do find your classroom locked, call Campus Police at extension 2289 to have it unlocked. As noted above, if you are teaching on the main campus after 4:00 pm, you will need a key to the English Department in P-2 so that you can collect your mail and, if you are teaching ENG 10 or ENG 50, access the filing cabinets with materials for those courses (see below).

ENG 10 and ENG 50

If you are teaching one of these courses, you will receive a memo from the ENG 10/50 Coordinator, currently Pam McDonough (ext. 2700, pmcdonough@palomar.edu), informing you of policies and procedures. Please refer questions you may have about teaching these courses to her.

Parking Permits

You will need a permit to park in the Staff/Faculty lots (or, if those are full, the Student lots). You can obtain your free permit at the Part-time Plenary Session, at the Human Resources office, at the Escondido Center, or by downloading the form at <http://www.palomar.edu/police/forms.htm> and then having it signed off at Human Resources. No parking citations are issued during the first two weeks of the semester, but after that you will be cited for failing to properly display your permit. Only one violation per year will be dismissed.

Textbooks

Your textbooks must satisfy the guidelines set forth in the official Course Outline of Record for the course(s) you are teaching (available under Faculty Resources at www.palomar.edu/english). The English Department does not require instructors to use particular texts for any course, but if you are teaching ENG 10 for the first time, we strongly recommend using *Inside English* since the required final exam is based on it. Please feel free to consult the English 10/50 Coordinator regarding textbook choices for those courses or the English Department Chair regarding textbook choices for other courses.

Disability Resource Center (DRC)

The DRC offers counseling, instruction, and services (from adaptive accommodations to alternative test-taking arrangements) for students with physical, learning, vision, hearing, communication, and psychological disabilities. Before students can use DRC services in relation to your class, they must bring a Test Accommodation Form for you to sign (be sure to keep the Instructor copy of the form).

For more information, call extension 2375 or visit the DRC website at <http://www.palomar.edu/dsps/>.

Underage Students

The official college policy is that students under eighteen years old may enroll in classes at Palomar providing that they have permission of the local high school district and a parent or guardian. Students under fifteen years old are restricted to courses designed for children. ***Permission to enroll in other classes rests with the instructor.***

Although this is your decision, we in the English Department would strongly caution you against allowing students under fifteen to enroll in your class since (no matter what their parents may argue) they lack the maturity and experience to participate fully in discussions and activities and to address writing assignments appropriately.

Grades

On the electronic form for reporting final course grades (in Faculty eServices), you have the following choices for each student: A, B, C, D, F, FW, or I.

The **FW grade**, or “failing for unofficial withdrawal,” is “for a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade” (Governing Board Policy 411.1).

The **Incomplete grade** is for inability to complete all the academic work “for unforeseeable, emergency and justifiable reasons at the end of the term”; it is *not* intended for students who fail to complete the work for any other reason. In order to give a student a grade of “I” (or Incomplete), you must submit a *Record of Incomplete (“I”) Grade* form (available on Faculty eServices), filling in the condition for the removal of the “I” grade. Students have one year to finish the work specified; they may petition the Vice President of Instruction for more time under extenuating circumstances (Governing Board Policy 411.2).

If a student has enrolled in your class on a Credit/No Credit basis, you will have different grading options: **CR** for satisfactory performance (C or higher) and **NC** for less than satisfactory performance (D or F).

Evaluations

All faculty are evaluated regularly according to a schedule designated by the Tenure and Evaluations Review Board (TERB). If you are curious about the process, you can access information about procedures, forms, and timelines on the TERB site at <http://www.palomar.edu/tenureandevaluations/>. In general, part-time faculty are evaluated during their first semester of service and subsequently every sixth semester of service. The evaluation process includes a classroom observation and student evaluations (scheduled during the 7th to 11th weeks of the semester) and a follow-up meeting once the student evaluations have been processed and returned to the evaluator (early in the Spring semester for Fall evaluations, and late in the Spring semester for Spring evaluations).

Since the English Department employs such a large number of part-time faculty, the Chair must delegate many of their evaluations to full-time faculty members. We appreciate your cooperation

with and timely responses to the full-time faculty member assigned to conduct your evaluation. Please direct any further questions about the process to the Department Chair.