

ADJUNCT FACULTY HANDBOOK

IMPORTANT LAW SCHOOL TEACHING POLICIES AND PRACTICES

We recommend that you add this information to your syllabi and discuss these procedures with your class, as appropriate.

Academic Calendar. The academic calendar is posted here:
http://www.law.northwestern.edu/academics/acad_calendar/.

Guest Speakers. You must conduct all 13 sessions of your class. You are welcome to invite guest speakers (and are encouraged to do so!), but you must also be in class while the guest speaker is presenting.

Syllabi. Every class should have a syllabus that includes: (1) the course description, (2) weekly readings and a schedule of assignments, (3) class policies and expectations, and (4) method of evaluation.

Attendance Policy. Class attendance is mandatory under the law school rules. The ABA standards also require that students attend class regularly. Beyond a minor illness, any student who is unable to attend class for an extended period of time must contact the dean of students.

Notice of Evaluation Method and Scheduling. Law school rules require that students receive notice of the class assessment method at the start of the semester. Faculty teaching courses in which the method of evaluation is a final paper or project have discretion as to when the final paper or project is due, though all work required for a course must be submitted by the last day of the self-scheduled exam period. Absent notice to students and the Registrar's Office to the contrary, all upper level exams are administered during the 13-day self-scheduled exam period at the end of the term. Changes to the scheduling of your final exam are prohibited after the end of the add drop period.

Seminar Credits/Writing Requirement. By default, students are enrolled in all seminar courses for 2 credits, which accounts for a 1-draft of the final research paper. With professor permission, students may earn 3 credits for writing either a 2-draft or 3-draft paper in satisfaction of the writing requirement. Professors have discretion over the requirements and due dates for single or multiple drafts of seminar papers.

ADA Accommodations. Any student who believes that s/he is entitled to an accommodation under the Americans with Disabilities Act (ADA) must contact the University Office of Services for Students with Disabilities (SSD). That office reviews all documentation supporting the request and determines whether and what accommodations are appropriate and communicate that information to the Dean of Students to implement. As necessary, the Dean of Students will communicate the accommodation to the professor to implement. Law students should not be presenting any ADA accommodations to law faculty prior to consulting with the Dean of Students, nor should faculty be granting an ADA accommodation absent verification from the Dean of Students. Few, if any, accommodations apply to written assignments that have

sufficient lead time that allows students to manage the time appropriately. Students receiving an ADA accommodation must reapply annually. Questions regarding ADA accommodations should be directed to the Dean of Students, Cliff Zimmerman.

Language Accommodations. Under law school rules, LLM students may apply for a language accommodation if English is not their first language. Applications are solicited and reviewed by the Director of International Programs, who considers the full range of the student's English language experiences. If granted, a language accommodation entitles the student to one-third extra time on exams. Any student who took a standardized test (LSAT, GMAT) to be admitted to the law school is not entitled to extra exam time due to language. Thus, JD students for whom English is not their first language are not entitled to language accommodations on their exams.

Grades. The Northwestern Law Grading Policy is posted here:

<http://www.law.northwestern.edu/registrar/gradingpolicy/>.

All courses with more than 40 students are curved. All grades given at the law school are available in curved classes. All grades of B minus (B-) *or* below satisfy the number of grades required in the B minus (B-) category.

Grades are due 25 days after the last day of the self-scheduled exam period.

Grades are entered in CAESAR. The following link has helpful tips on how to enter your grades in CAESAR: http://www.registrar.northwestern.edu/fac-staff_resources/entering_student_grades.html

Incomplete work. If a student does not complete all work for a course during the term in which it is offered, then you have the discretion to grade the student based on what work was completed, or to give the student an incomplete until the work is completed. We have two incomplete grades. The IP, incomplete work in progress, denotes that the missing work is in progress and has no impact on a student's GPA. The I, Incomplete, denotes that the work is missing and impacts the student's GPA as an F. Both the IP and the I can be changed to a letter grade when the professor has received and reviewed the missing work.

Exams. All 1L exams and exams administered by the Registrar's Office are due to the Registrar in advance of the exam period so that the staff can be properly prepared for delivery during the exam period. Eyeballing, uploading, and, if necessary, printing exams takes time. Any corrections needed take time as well. Please check and double-check your exams for typographical errors, consistency in parties, and clarity in the ultimate question. Faculty are responsible for exam content; the Registrar's Office is not equipped or knowledgeable such that they can review a faculty member's exam for accuracy.

We strongly encourage all faculty to create new exam questions for every new exam period. We have had and know of many instances where faculty have either reused past exams (their own or those of another professor), slightly modified past exams (few, but significant, word changes), or

attempted to modify past exams and failed to change outdated information. In this technological age and with students knowing many students at other law schools, the use of past exams in any form creates the risk that some portion of the class might have seen the exam questions, which can lead to issues of fairness in the assessment.

We instruct students to delete past exams from their computers. We instruct students to delete past exam answers once they receive the grade in the course (there are instances where we have to check the integrity of the exam file during the time between when the exam is taken and when the grade is recorded). Students who violate these instructions will be subject to an Honor Code investigation.

We also encourage faculty to provide sample exam questions to students and be clear if those are the only exam questions that you want students to see prior to the final examination. The Library can post prior exam or sample exam questions to their website.

Clarity in exam instructions is crucial to fair assessment of the students, as well as to any investigation of inappropriate conduct during the exam. To address these concerns, we will distribute a sample exam coversheet closer to the administration of final exams. We strongly recommend circulating the instructions to the students in advance so that they can ask questions about any matters that remain unclear.

Honor Code. A copy of the Honor Code of the Students of Northwestern University School of Law can be accessed here: <http://www.law.northwestern.edu/law-school-life/student-services/policies/honorcode/>. Questions about compliance with the Honor Code should be directed to the dean of students.

Copyright Policy. The Law School recognizes the importance of and follows the applicable copyright laws of the United States including the right of faculty to make “fair use” of copyrighted materials for all educational purposes, including the use of supplementary course material through the Canvas course management software, through electronic course reserves and in printed supplementary materials, known as “course packs.”

To avoid potential liability for copyright infringement in the duplication and distribution of faculty prepared supplementary material, the Law School recommends the following best practices:

The following items are not copyrighted and clearance is therefore unnecessary:

- Items which were authored more than 95 years ago
- Items which are publications of the Federal Government. This includes
 - Official statutes
 - Reports of cases (not including West editorial matters such as headnotes)
 - Rules, Regulations, reports and other Federal Agency resources
 - Legislative materials
- Items in which the author explicitly disclaims copyright

- The availability of a resource through an open access or “free” Internet source should NOT be presumed to have been explicitly disclaimed from copyright.

Materials which are available through an exclusive license with the Pritzker Legal Research Center and/or the Northwestern University Libraries may be provided to students as links to the Canvas course management page:

- These include resources from Westlaw, Lexis, Bloomberg Law, Hein Online, JSTOR, selected e-books, non-legal resources, and other databases.
- The best practice for providing these materials to students is by posting them as links to the Canvas course management page. Faculty wishing to provide links to any of the materials available to the students can do so under the terms of these license, as the students access the materials directly through the link.
- For assistance in identifying and using licensed library resources, please contact the Pritzker Legal Research Center’s Virtual Reference Desk at law-reference@law.northwestern.edu; or the Pritzker staffed Reference Desk at 312-503-8450.
- For assistance in using the Canvas Course Management software, please contact the Canvas support line at law-canvas@law.northwestern.edu.

Materials which are not available through exclusive licenses, including chapters from books, individual articles from journals or magazines, charts or graphs, photographs, etc., may be scanned and uploaded to the Canvas course management software in *limited* quantities.

- While the issue is not completely settled, the following guidelines have emerged:
 - One chapter of a book, not to exceed 10% of the book total;
 - One article per issue of a journal or magazine;
 - Similar limited amounts of photographs, charts, graphs, etc.
- These materials must be scanned and uploaded to the Canvas course management software in order for these guidelines to apply. Any other use, such as posted to an open access course webpage or blog, or used in printed supplementary materials, may be considered copyright infringement.
- It is permissible to make one photocopy of each item and place the copy on reserve in the Pritzker Legal Research Center. Contact the Virtual Reference Desk at law-reference@law.northwestern.edu for assistance in putting materials on reserve

SCHEDULING MAKE-UP CLASSES

Make-up Class Requests. All make-up class requests are accepted on a first come, first serve basis. Make-up class requests should be entered into our Event Management System (EMS) by faculty assistants and clearly marked as make-up class requests. If a faculty assistant has any questions about how to enter a make-up class request in EMS, he or she should contact Charlene Pineda (Charlene.pineda@law.northwestern.edu) for assistance.

Our office reserves the noon slot (12-1:20pm) on Monday, Tuesday, and Thursday for make-up classes; if you request a make-up class during one of these times, we will check for class conflicts on your behalf to ensure that students are not obligated to be in more than one “curricular place” at a time (please see Curricular Conflict Policy, below).

If you would like to schedule a make-up class at a time not reserved by our office for make-up classes, you can pick a time that works for all of your students. If a room is available at the requested time, we will honor your room request but cannot confirm that your request does not create a curricular conflict for your students.

Please note that make-up classes cannot be scheduled and room requests cannot be approved during the Wednesday administrative time slot (12-1:20 pm). Furthermore, please remember that our Event Management System will not accept room reservation requests submitted less than 24 hours prior to the event start time. Thus, please submit all make-up requests at least 2 business days in advance of your desired make-up class date.

Curricular Conflicts Policy. As noted above, make-up class requests are confirmed on a first-come, first-serve basis. If a make-up class has already been approved in the time slot you request, we will check for conflicts created by approving your make-up class.

If your make-up class request creates a conflict for less than 10% of the students in your class, we will confirm the make-up class and enter an A/V request for audio recording to ensure that all students have access to the make-up class content.

If more than 10% of your students encounter a curricular conflict we will deny your request and assist you in choosing a different date.

Other Class Schedule and Location Changes. If you make any other changes to your class schedule or location, please take into account that we schedule classes from 8:45am to 9 pm, with only 10 minutes between the end of one time slot and the beginning of the next. Thus, holding class off campus or extending the time for a class session may create curricular conflicts for students. Please make arrangements to ensure that students are not skipping other classes or asking to leave other classes early to accommodate changes to your class time or location.

CAMPUS SERVICES

Adjunct Mailboxes: We will provide a mailbox for you during the semester that you teach. Adjunct professor mailboxes are located in Rubloff 232.

Campus Maps. Various Chicago and Evanston campus maps are available on the Northwestern website at <http://www.northwestern.edu/campus-life/visiting-campus/maps.html>

WildCARD. As a faculty member, you will need an active Northwestern WildCARD. The campus ID card is generally needed to:

- Gain entrance to University facilities and events;
- Gain access to Chicago campus parking lots/garages
- Ride the intercampus shuttle
- Gain admittance to the Evanston library during restricted hours
- Check out library materials
- Cash checks at the Bursar or in Norris University Center
- Use the Academic Technologies computer labs
- Obtain discounts from local merchants (WildCARD Advantage Program)

How to Obtain a WildCARD. Before you obtain a WildCARD, you must have a record established in the Human Resources Information System (HRIS—the payroll system). To be entered into HRIS, you must have completed: 1) a Personal Data Form with your demographic information; In addition, your department must have completed a Position/Appointment Form and submitted the payroll forms to the Payroll Department. This information is reviewed by Payroll and entered into the HRIS system. Once you are in the system you will receive an email with your NetID activation information as well as information on how to access oncampus email. Once you receive this email please allow anywhere from 24 to 48 hours before visiting a WildCARD office to ensure your information is in the WildCard system. Until these steps have been completed, the WildCARD Office cannot issue a WildCARD.

Once your HRIS record is established, you may obtain a WildCARD at the WildCARD office located in Abbott Hall, Room 100 on the Chicago Campus. For a current schedule of hours, call the Chicago WildCARD office at (312) 503-0548.

More information about the WildCARD may be obtained at:

<http://www.northwestern.edu/userservices/wildcard/>

Building Access. For safety reasons, all Law School building entrances are locked according to the following schedule:

Rubloff	375 East Chicago	Mon-Fri: 7:30am-6:30pm Sat: 9am-5pm, Sun: locked
McCormick	350 East Superior	Mon-Fri: 7:30am-6:30pm Sat-Sun: locked all day
Levy Mayer	357 East Chicago	Mon-Fri: 7:30am-6:30pm Sat-Sun: locked all day

Please note: You will need to use your WILDCARD to enter the building after hours, and you should not lend your WILDCARD to another party for access. These policies have been designed for your safety. Please help us by following them. Questions should be directed to Administrative Services, Levy Mayer Mezzanine 88, or x3-8463.

Parking: is available at no cost for our adjunct professors. If you would like parking during the Semester and have not yet contacted Charlene Pineda: Charlene.pineda@law.northwestern.edu, please do so.

Intercampus Shuttle. University Services provides a shuttle that runs from early morning into late evening between the Chicago and Evanston campuses Monday through Friday (except for University holidays). The shuttle schedule and pick up/drop off locations are listed at <http://www.northwestern.edu/userservices/transportation/shuttles/>

There is no charge for the shuttle service; anyone with a WildCARD can use it. Travel time between campuses varies upon time of day. Please present your WildCARD when boarding the shuttle. Contact University Services at (312) 503-8129 with any questions or for further information.

ADJUNCT SUPPORT RESOURCES

Teaching Support

General Law Program Adjuncts. Your administrative assistant is **Heather Reitsma**. Heather is available to assist you with any of the following tasks:

- Post documents to your online course site (Canvas) and/or train you or your assistant in the use of Canvas.
 - Assist you with canceling and rescheduling a class or adding a review session.
 - Request Audio/Visual Support.
 - Prepare course materials for class.
 - All other class related requests.
- You can reach Heather by email at heather.reitsma@law.northwestern.edu as well as by phone, 312-503-1774.

Tax Program Adjuncts: Your administrative assistant is **Sarah Bopp**. Sarah is available to assist you with any of the following tasks:

- Post documents to your online course site (Canvas) and/or train you or your assistant in the use of Canvas.
 - Assist you with canceling and rescheduling a class or adding a review session.
 - Request Audio/Visual Support
 - Prepare course materials for class.
 - All other class related requests.
- You can reach Sarah by email at as well as by phone, sarah.bopp@law.northwestern.edu 312-503-0841.

Adjunct Appointment Support: **Charlene Pineda**, Manager of Curriculum Implementation, works closely with the Assistant Dean for Academic Affairs, Christopher M. Martin and the Senior Associate Dean for Academic Affairs, James B. Speta, in curriculum planning support and implementation and onboarding of new and returning adjunct faculty. Charlene can assist you with the following:

- Questions related to your Adjunct Appointment
- Parking Permit requests
- Payroll/HR forms
- Contact information updates for Listserv and adjunct webpage

Audio-Visual. All classrooms are equipped with a chalkboard or whiteboard and a helpline phone. Dial ext. 3-7001 from any helpline phone or dial 312-503-7001 from any other type of phone in case of an emergency for assistance.

If you are requesting audio-visual assistance, or additional equipment please contact your

Faculty assistant to place the request at least 24-48 hours in advance of your scheduled class.

Information Technology, Technical Support. By building and maintaining a strong technological infrastructure, the Northwestern Law Information Technology Department sets a standard among Law Schools in quality service. The department provides responsive, service-oriented technology to support the Northwestern Law community and aid in the delivery of scholarship and learning through the use of technology.

For general IT questions and concerns, please e-mail: law-admins@law.northwestern.edu

McCormick B71- 312-503-7000 (on campus dial 3-7000)

Office Hours- Monday-Friday 8:30am-5:00pm

IMPORTANT UNIVERSITY POLICIES

DCFS (Department of Children & Family Services): Report Suspected Child Abuse and Neglect Policy. The protection of minors (any person under the age of 18 years), especially from physical or sexual abuse, is a core value of Northwestern University. Every member of the community has an obligation to comply with our policy. This policy, and the Illinois Abused and Neglected Child Reporting Act, states that all University employees are mandated reporters of suspected cases of child abuse and/or neglect. Students are also obligated to report.

Please note all new and returning Adjuncts are required to acknowledge and attest as a mandated reporter in FASIS.

To acknowledge your status as a mandated reporter, please access the appropriate link below to complete the form: [Acknowledgement of Mandated Reporter Status form](#) (English: FASIS Self-Service Portal). Please use your NetID and password to access FASIS.

Reporting Suspected Child Abuse and Neglect (See Details in [Full Policy](#))

University policy requires reporting parties to follow these steps:

1. In an emergency situation, in addition to contacting DCFS, immediately contact the Northwestern University Police Department (847-491-3456 in Evanston) or (312-503-3456 in Chicago), or the local police at 911.
2. In all cases, any University community member having reasonable cause to believe that a child may be abused or neglected shall immediately make a report to the DCFS by calling their hotline at 1-800-25ABUSE (1-800-252-2873). The role of a reporting party is not to investigate the matter, it is to report what is known.
3. After contacting DCFS (and police if necessary), the individual making the report shall also immediately notify:
 - a. his/her supervisor, in the case of faculty, staff or student employees
or
 - b. the Dean of Students, in the case of a report made by a student
 - c. if the reporting party learns of suspected abuse or neglect in connection with a privileged relationship and is uncertain about their ability to report internally within the University, the reporting party should contact the Office of General Counsel (847-491-5605) for advice.
4. The DCFS telephone report must be verified in writing within 48 hours by completing the [Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters](#)  DCFS form.
5. Individuals who make a report shall cooperate with the investigating agency and/or police. University personnel must verify each investigator's identification before providing information regarding the alleged case of child abuse and/or neglect.

Any University employee or student who fails to report suspected child abuse and/or neglect or who fails to cooperate with the investigating agency and/or police in accordance with the policy shall be subject to discipline up to and including discharge or exclusion from the University. Knowingly transmitting a false report or, in the case of mandated reporters, knowing and willful failure to report can also result in criminal sanctions.

Standards for Business Conduct. Northwestern University has a strong commitment to ethics and compliance. The University's "Standards for Business Conduct" provides a framework for administering University resources and establishes guidelines for acceptable standards of behavior. It can be found at:

<http://policies.northwestern.edu/standards/>

Ethics and Compliance. A Northwestern website provides links to various offices where advice on acceptable conduct can be obtained and infractions can be reported. That site is: <http://www.northwestern.edu/ethics/>

In addition to these resources, Northwestern has selected an external agency, EthicsPoint, to provide members of the community with a simple way to report activities that may involve misconduct or violations of University policy. Reports may be filed by dialing 866 294 3545 or by filing an online report at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7325

This service is not a substitute for, nor does it supersede, other methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, the EthicsPoint system provides an additional means of reporting such issues. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the Faculty, Staff, or Student Handbooks. Northwestern policy prohibits the taking of retaliatory action against anyone for reporting or inquiring about potential breaches of University policy or for seeking guidance on how to handle suspected breaches.

Policy on Discrimination and Harassment. Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a

reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

<http://www.northwestern.edu/hr/equopp-access/equal-employment-opportunity/nondiscrimination.html>

Advice and help is available at the following University offices:

Office of Equal Opportunity and Access
(discrimination and harassment complaints)
720 University Place, Evanston
847-491-7458
eeo@northwestern.edu

University Sexual Harassment Prevention Office
(sexual harassment complaints)
Joan E. Slavin, Director & Interim Title IX Coordinator
633 Clark Street, Room 2-636, Evanston
847-491-3745
sexual-harassment@northwestern.edu

IMPORTANT CONTACT LIST

For General Law School information: <http://www.law.northwestern.edu/>

The full telephone extension should be used when dialing from off campus (312-503-xxxx)

Academic Affairs and International Initiatives (RB 231)
3-8470 (James Speta, Senior Associate Dean)
j-speta@law.northwestern.edu

Academic Affairs: Curriculum (MC 278)
3-0290 (Christopher M. Martin, Assistant Dean)
christopher.martin1@law.northwestern.edu

Registrar's Office (MC 126)
3-8464 (Becky McAlister, Registrar)
law-registrar@law.northwestern.edu

Registrar's Office (MC 130)
3-2869 (Charlene Pineda, Manager of Curriculum Implementation)
Charlene.pineda@law.northwestern.edu

Student Affairs (McCormick 134)
3-0785 (Clifford Zimmerman, Associate Dean of Students)
c-zimmerman@law.northwestern.edu
3-3365 (Susie Spies Roth, Assistant Dean)
susan-roth@law.northwestern.edu

Pritzker Legal Research Center (Law Library)

3-8450 Reference Desk

3-8451 Circulation Desk

law-reference@law.northwestern.edu

Information Technology/Services (McCormick Basement 71)

3-7000

law-admins@law.northwestern.edu

Bookstore (Abbott, 1st floor)

3-8486 (**Kareem Dixon**, Book Store Manager)

bksnorthwestern@bncollege.com

University Police/Security (211 E. Superior)

3-3416 Information and Service

456 Emergency (from on-campus phone)

Wildcard/Parking Office (Abbott, Rm 100)

3-0548

wildcard@northwestern.edu