



# School of Education, Social Work and Psychological Sciences

## Adjunct Faculty Handbook

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## Administration

### Dean's Office

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Carolyn Barber	Associate Dean (Graduate Affairs, Curriculum, and Assessment)	<a href="mailto:barberce@umkc.edu">barberce@umkc.edu</a>	(816) 235-6151
Jacob Marszalek	Associate Dean (Faculty Affairs and Research)	<a href="mailto:marszalekj@umkc.edu">marszalekj@umkc.edu</a>	(816) 235-2683

### Department of Educational Leadership, Policy and Foundations (ELPF)

Location: 328 Education Building

S. Marie McCarther	Chair	<a href="mailto:mccarthers@umkc.edu">mccarthers@umkc.edu</a>	(816) 235-2451
Nancy White	Administrative Assistant	<a href="mailto:njwhite@umkc.edu">njwhite@umkc.edu</a>	(816) 235-2716

### Department of Psychology and Counseling (P&C)

Location: 324 Cherry Hall

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Kathleen Chartrand	Administrative Assistant	<a href="mailto:kec24c@umsystem.com">kec24c@umsystem.com</a>	(816) 235-1318

### Department of Social Work (SW)

Location: 227 Cherry Hall

Steve Onken	Chair	<a href="mailto:onkens@umkc.edu">onkens@umkc.edu</a>	(816) 235-5791
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### Department of Teacher Education and Curriculum Studies (TECS)

Location: 309 Education Building

Candace Schlein	Chair	<a href="mailto:schleinc@umkc.edu">schleinc@umkc.edu</a>	(816) 235-5754
Jennifer Waddell	Director, Teacher Education	<a href="mailto:waddell@umkc.edu">waddell@umkc.edu</a>	(816) 235-2443
Gina Paese	Asst. Director, Teacher Education	<a href="mailto:paeseg@umkc.edu">paeseg@umkc.edu</a>	(816) 235-2492
Connie Fischer	Administrative Assistant	<a href="mailto:fischerci@umkc.edu">fischerci@umkc.edu</a>	(816) 235-2241

## Faculty/Staff Directories

Available on the [UMKC School of Education, Social Work, and Psychological Sciences website](#)

## Getting Started

Welcome to the University of Missouri Kansas City School of Education, Social Work, and Psychological Sciences! We are an urban-serving institution committed to excellent teaching, world-class research, and meaningful and deep engagement in and with the community. This handbook is designed to provide you with an understanding of the philosophy, policies, and procedures that are in place to assist us in meeting that goal.

We begin by providing you an overview of the mission and vision guiding our work, followed by specific information regarding the entities that accredit our certification programs.

### Mission

The School of Education, Social Work, and Psychological Sciences (SESWPS) prepares educators, educational leaders, behavioral/mental health and human service professionals, and researchers that engage in critical thinking, promote an environment of inclusive opportunity and excellence, uphold ethical standards, empower marginalized and underrepresented communities, and embrace continuous learning and growth.

**SESWPS graduates are critical thinkers.** They engage in critical thinking, questioning, and constructive discourse about various issues. They analyze and apply research to solve problems and foster resiliency.

**SESWPS graduates promote an environment of inclusive opportunity and excellence.** They advocate for justice for marginalized and underrepresented groups and having all voices heard. They work to address structural and systemic inequalities and to advance human rights.

**SESWPS graduates engage in and promote professional, ethical practices.** They maintain ethical standards, practice ethically, competently, and compassionately, and reflect on their professional practice for continuous improvement.

**SESWPS graduates engage with and empower their community.** They are inspired to serve their communities in culturally competent, empowering, and well-informed ways. Their work involves collaborating with community resources, creating opportunities, and prioritizing the best interests of those served.

**SESWPS graduates are lifelong learners.** They value collaborative and individual practices that engage them in reflection for the purposes of continuous growth and professional development. They see struggle, difficulty, and mistakes as opportunities for growth and are open to and responsive to new ideas, refining practices, and adapting to changes in the field.

### Vision

Through excellent teaching, world-class research, and meaningful and deep engagement in and with the community, the School of Education, Social Work, and Psychological Sciences will change the educational, behavioral health, and well-being landscape of Kansas City and beyond.

## Licensure and Specialized Accrediting Bodies

Beyond the general accreditations and approvals sought by the University, certification programs in education must be approved (i.e., accredited) by the state. In addition, education, social work, psychology, and counseling programs and may be awarded national accreditation. UMKC recognizes these national groups as Specialized Accrediting Bodies. The following is a brief description of the state entities and specialized accreditation bodies in education, social work, psychology, and counseling to which we are responsible:

### DESE: Missouri Department of Elementary and Secondary Education

The Missouri Standards for the Preparation of Educators (MoSPE) outline the expectations for educator programs in Missouri. DESE established the Annual Performance for Educator Preparation Program (APR-EPP) to measure performance of programs. The APR-EPP is the way the state reviews and approves EPPs. Information about educator preparation in Missouri is located at <https://dese.mo.gov/educator-quality/educator-preparation>

### CAEP: Council for the Accreditation of Educator Preparation

In 2018, the initial teacher preparation programs in the School were granted accreditation by the [Council for the Accreditation of Educator Preparation](#) after completing a review process including both a self-study and a site visit. The former UMKC School of Education had previously been accredited under the National Council for the Accreditation of Teacher Education (NCATE). Accreditation by CAEP is voluntary; it is sought by education programs because CAEP approval is generally accepted as an indication of high standards. At the heart of CAEP's standards are two core principles: Evidence that provider graduates are competent and caring educators; and that the program's staff have the capacity to create a culture of evidence and use it to maintain and enhance the quality of the professional programs offered. To support this work, our School must show that we have a system in place not only to assess our candidates and graduates, but also to use the data to improve our practices as a School.

CAEP also has a set of advanced standards that guide programs preparing students for certification in PK-12 educational administration (principal). Both Initial and Advanced programs were included in the self-study in August 2024. A site review is scheduled for April 2025 for a Fall 2025 accreditation decision.

### APA: American Psychological Association Commission on Accreditation

The doctoral programs in Clinical Psychology and Counseling Psychology are accredited by the [Commission on Accreditation of the American Psychological Association \(APA\)](#). The Clinical Psychology program received initial APA accreditation in 2004, and in 2018 it was re-accredited for the full ten years. The Counseling Psychology program received has been continuously accredited since 1985, most recently receiving a ten-year renewal of its status in 2017.

### MPCAC: Master's in Psychology and Counseling Accreditation Council

The M.A. degree in Counseling has been fully accredited by the Master's in Psychology and Counseling Accreditation Council ([MPCAC](#)) since 2018 and was recently re-accredited through 2034. Among its objectives, the MPCAC promotes high standards in training programs that integrate science and practice, promote continuous improvement of programs, and encourage innovation with the goal of enhancing the fields of psychology and counseling.

## CSWE: Council of Social Work Education

The Master of Social Work program has been continuously accredited as an Advanced Generalist program by the [Council of Social Work Education \(CSWE\)](#) since 1999 and was re-accredited in 2024. It is also a member of the [National Association of Social Workers](#) and the [National Association of Social Workers MO Chapter](#).

## The UMKC Quality Assurance Process

### Overview of the UMKC Quality Assurance Process

The UMKC quality assurance process (<https://www.umkc.edu/provost/academics/assessment.html>) has been designed to promote continuous program improvement. As reflective practitioners, the faculty, staff, and students of the School recognize that program improvement can come in many forms, but that without taking time to examine and critically reflect on programmatic and internal operations, there will be little chance of making meaningful or significant changes. The quality assurance process is guided by the Criteria for Accreditation of the Higher Learning Commission (HLC), the Missouri Department of Education, and the University of Missouri System.

All university degree programs must undergo annual (<https://www.umkc.edu/provost/academics/annual-program-review.html>) and five-year (<https://www.umkc.edu/provost/academics/five-year-academic-program-review.html>) reviews. The annual program review promotes ongoing improvement in academic programs and student support services by:

- Requiring all programs to identify the outcomes desired for students/graduates, and the methods by which achievement of those outcomes might be supported and measured. Typically, five to seven Student Learning Outcomes (SLOs) have been identified by the faculty of each program.
- Collecting and evaluating reliable data upon which to measure whether our students are achieving those SLOs or whether our methods are contributing to or detracting from that achievement. Additionally, metrics of year 1 to 2 student persistence, graduation rates, and course DFW rates are reviewed to provide greater understanding.
- Establishing annual program action plans to achieve and maintain high-quality teaching and student support services.
- Providing assessment process feedback to improve program-level work. Annual Student Learning Assessments submitted by each program are reviewed by the University Assessment Committee (UAC) made up of faculty and staff from across the University with expertise in assessment. UAC feedback focuses on the assessment process for nine components of quality Annual Program Assessment. UAC feedback for each component and the overall submission (including comments and ratings of Accomplished, Developing or Emerging for each component) reinforces strong assessment protocols in place and provides support for improved assessment strategies when appropriate.
- Quality assessment components include: 1) Status of Action Plan(s) from previous reporting cycles; 2) Response to University Assessment Committee Review from previous cycle; 3) Mission Statement; 4) Goals; 5) Student Learning Outcomes; 6) Measures; 7) Results/Findings; 8) Discussion; and 9) Plans for the Next Assessment Cycle. II. Academic Program Review, cyclical reviews (five-year) of programs provide the opportunity to develop a comprehensive understanding of the quality of the program and opportunities for improvement and innovation.

### The Role of the Course Instructor

As a course instructor, you must inform your students about the learning objectives for the course and how they map onto the program SLO's (as well as accreditation standards where appropriate). In addition, you may be asked to assist with program assessment. Program assessments, or key assessments, are tailored based on credentialing and professional standards. They have been designed to determine the extent to which our candidates have mastered necessary knowledge, skills, and dispositions (i.e., met program SLO's). Key assessments are situated in specific courses and are considered non-negotiable, meaning that if you are teaching a course with an embedded key assessment, your students *are required*



to complete the assessment. Please consult with our department chair about whether your course has a key assessment, and if so, how to implement it.

### Student Learning & Licensure™

In the case of certain courses offered in the departments of Teacher Education and Curriculum Studies, Educational Leadership, Policy, and Foundations, and Psychology and Counseling, key assessments and their corresponding assignment artifacts are stored in an online software called Watermark Student Learning & Licensure™. This assists the departments with the collection of data for accreditation purposes and allows us to generate assessment reports that measure program success.

If you are teaching a course with a key assessment, the Assessment Coordinator (Dr. Jack Healy) will notify you that your course has a Key Assessment that will involve Watermark Student Learning & Licensure. As part of the process of submitting work to Watermark, your students will upload their key assessment assignment to Student Learning & Licensure™ where you will assess their efforts using a rubric within the Student Learning & Licensure™ software. The scoring rubric for the assignment is pre-loaded onto the Student Learning & Licensure™ site where you will score each student's submission. Please note – Student Learning & Licensure™ is not associated with and does not communicate with Pathway. You will still need to enter grades into Pathway at the end of the semester.

If your course has a key assessment, you will receive an email from Dr. Healy shortly after the start of the semester. This email contains instructions for accessing your Watermark account. Similarly, students who are enrolled in a course that has a key assessment will receive an email from Dr. Healy with instructions for accessing their Watermark account. You can contact Dr. Healy ([healyjf@umkc.edu](mailto:healyjf@umkc.edu)) if you have any questions regarding the Student Learning & Licensure™ process.

Who Needs to Access a Watermark Student Learning & Licensure™ Account?

- Every student enrolled in an education course that has a key assessment.
- Every faculty member teaching an education course that includes a key assessment.

## UMKC Policies & Procedures

All faculty members are responsible for the implementation of UMKC Policies and Procedures. Important policies and procedures can be found in the [UMKC Course Catalog](#), [the University of Missouri System Collected Rules and Regulations](#), and the [UMKC Policy Library](#). Specific policies relevant to the work of adjunct faculty are highlighted throughout this document.

### Campus Safety

Inclement weather, mass notification, and emergency response guide can be found on the [UMKC Alert page](#).

### UMKC Attendance Policy

Students are expected to attend and participate in classes as indicated by the course modality (Classroom based, Online, etc. available on Pathway). To get additional information, please visit the page describing [course modalities](#) on the UMKC Registrar's site.

In order to comply with federal regulations associated with eligibility rules for federal financial aid, students not attending/participating a course during the first three weeks of the term will be administratively dropped from the specific course. Advance notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing. Students should notify instructors of excused absences in advance, where possible. Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible. Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor. Attendance policies shall be applied in a non-discriminatory manner. Enrollment as a student is required to attend any class unless otherwise pre-approved by the instructor. Instructors are responsible for verifying student attendance and participation within the first three weeks (16 week course) through the Attendance Verification Survey (administered through UMKC Connect\*), as well as maintain records of participation throughout the term so that the last date of attendance for students with recorded "F" or "W" final grades may be submitted.

\*[UMKC Connect](#) is the name of our university's EAB/Starfish retention software module. It gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help. UMKC Connect will automatically display all students that you have been assigned or are enrolled in your courses.

### UMKC Guiding Principles for Free Expression

The University of Missouri-Kansas City is committed to being a model of respectful interaction and fostering a culture of equity and inclusion in the peaceful pursuit of our mission of discovery, learning and engagement. The core of the UMKC experience is to offer people the opportunity to explore an array of values, ideas and perspectives; to help them expand their appreciation for people and cultures beyond the familiar; and to help us all to better understand, and appreciate, the diverse world in which we live.

Thus, UMKC has established these [Guiding Principles for Free Expression](#) to provide advice to University offices and officials responsible for implementing [UM System Collected Rules and](#)

[Regulations Chapter 110: Use of Facilities and Equipment](#) and other policies relating to free expression at UMKC, and for evaluating proposed or actual behaviors that occur in connection with events or activities within the scope of these policies.

### Related Resources

[UMKC Campus Free Expression Act Guidelines \(PDF\)](#)

[Use of Facilities Policy \(PDF\)](#)

[Sound Amplification Policy \(PDF\)](#)

[Chalking Policy \(PDF\)](#)

[Student Handbook](#)

[Intellectual Pluralism](#)

### Engaging With Elected Officials

Faculty and staff may engage with elected officials or participate in the political process as private citizens. There may also be times when UMKC faculty and staff engage with elected officials or engage in political processes as part of their roles at the university. There are protocols in place for both, and guidance for engagement can be found [here](#).

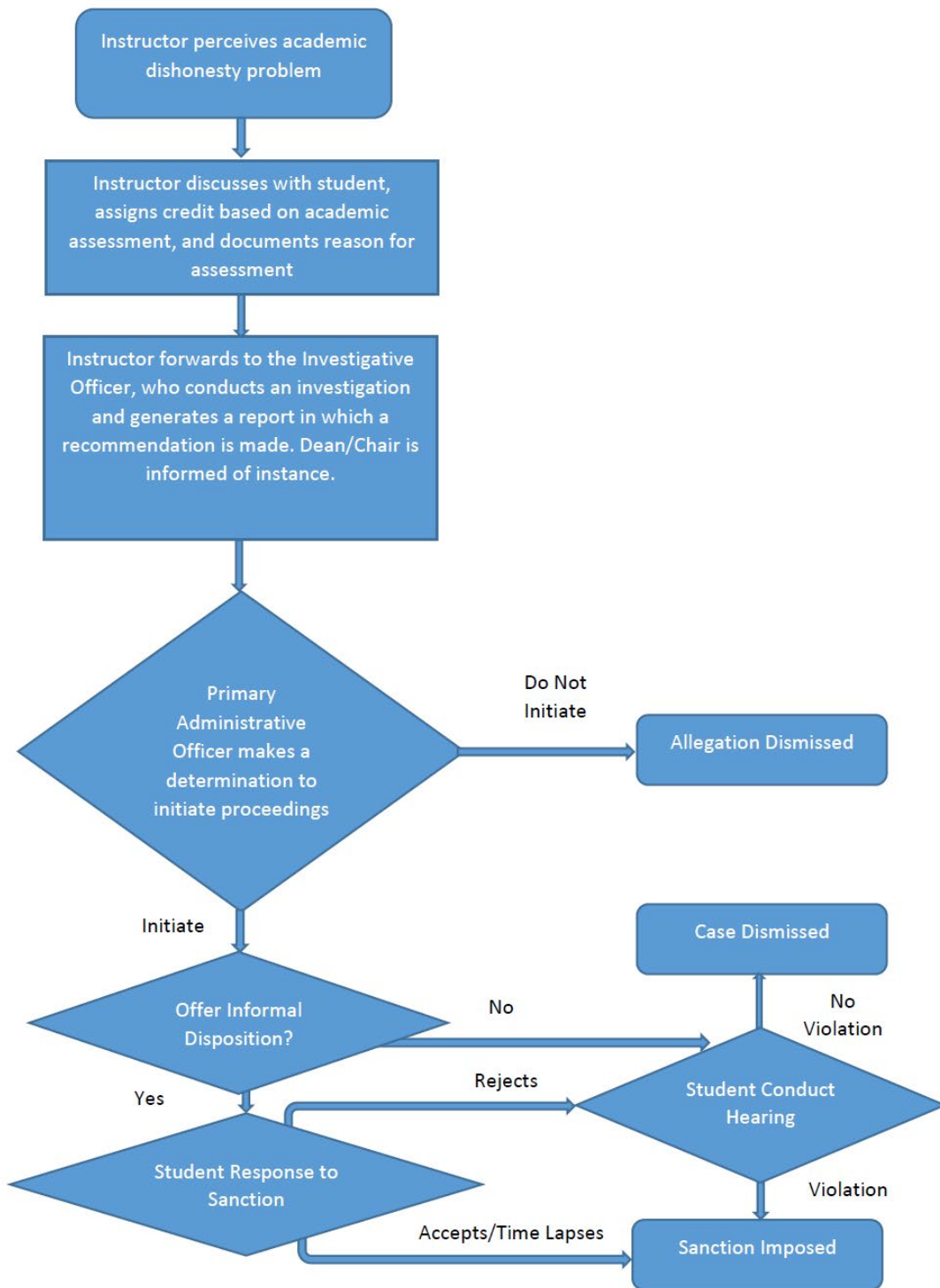
*Please consult with your supervisor before making any contact with elected officials in your capacity as a UMKC instructor.*

### Academic Integrity

The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism, **unauthorized use of artificially generated content**, or sabotage, is adjudicated through the University of Missouri Student Conduct Code and Rules of Procedures in Student Conduct Matters ([CRR 200.010](#)).

Please note that turnitin.com is integrated with our Canvas courseware. For more information on how to utilize the Turnitin Assignment tool, visit the [Missouri Online Turnitin page](#).

Steps in the Academic Dishonesty Procedures are noted on the following page. See Section 200.020 of the [University of Missouri System Collected Rules and Regulations](#) for complete information. Note: Mr. Brad Martens, Director of Student Services, is the Investigative Officer for SESWPS. He is accountable to the Primary Administrative Officer or designee. For further information about the Code of Conduct, see: <https://www.umkc.edu/provost/academics/academic-integrity.html>.



## Online Course and Instructor Certification

Any online, for-credit, and non-credit courses with an attribute of Online Synchronous (OS), Online Asynchronous (OA), hybrid/blended (OC) course meeting on campus four times or less during a term must be approved to be taught online by the responsible department, school, or college. Courses approved to be taught online must be certified through the [Missouri Online Quality Course Review \(QCR\)](#) process prior to being listed in the schedule of courses. Instructors teaching any online, for-credit, and non-credit courses with an attribute of Online Synchronous (OS), Online Asynchronous (OA), hybrid/blended (OC) course meeting on campus four times or less during a term must complete the [UM System Online Teaching Certification](#) prior to teaching an online course at UMKC. UMKC recognizes online course and instructor certification as a best practice and as evidence to meet Higher Learning Commission accrediting standards outlined in the “Council of Regional Accrediting Commissions (C-RAC): *Interregional Guidelines for the Evaluation of Distance Education.*”

*Note:* Instructors submitting their courses for certification are encouraged to review section 100.030 of the [University System Collected Rules and Regulations](#) regarding the ownership, use, and rights to income of copyrightable materials. A [Frequently Asked Questions document](#) specific to intellectual property for course materials is also available. Procedures and support materials for course certification can be obtained from the [Missouri Online: Teaching web site](#).

An instructor that was assigned to credit/non-credit online coursework due to unforeseen circumstances will have a one semester grace period and will not be allowed to teach future online credit/non-credit sections in SESWPS until the [Missouri Online Teaching Certification Seminar](#) has been successfully completed.

Recertification of instructors is required every 5 years through the completion of the [Missouri Online Teaching Recertification Seminar](#).

## Title IX and Mandated Reporting

Title IX of the Education Amendments of 1972 protects our campus community from discrimination on the basis of sex in educational programs or activities which receive federal financial assistance:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

UMKC is committed to affording equal employment and educational opportunities to all members of the campus community and to creating an environment free from discrimination, including sex discrimination in all its forms: sexual harassment, sexual misconduct, stalking on the basis of sex, domestic/intimate partner violence, and sexual exploitation (<https://info.umkc.edu/title9/title-ix-sexual-misconduct/>).

University Missouri (UM) System and UMKC policy regarding mandated reporting of possible Title IX violations is as follows:

Any employee of the University . . . who becomes aware of sexual harassment as defined by CRR 600.020 (or any form of discrimination or harassment as defined by CRR 600.010) is a Mandated

Reporter, regardless of whether the recipient of the behavior is a student, employee, volunteer or visitor of the University. (<https://www.umsystem.edu/ums/equity/titleix/faqs>)

Please refer to the UM System web page on [Title IX frequently asked questions](#) for further information on the requirements for reporting.

## SESWPS Policies and Procedures

### Low Enrollment Policy

Chairs are encouraged to watch enrollments one month before classes start. Chairs will receive weekly updates on enrollments. It may be necessary, due to low enrollment, to re-assign a class to a faculty member, pro-rate pay for the class based on minimum enrollment (currently 10 students in SESWPS with some exceptions), or cancel a class.

Adjunct contracts are prepared with enrollment as shown prior to classes starting, then reviewed for increased enrollment and corresponding pay at the census date (usually the 20<sup>th</sup> day of class in Fall and spring, and mid-July in summer).

### Grade Appeal Procedure

The School of Education, Social Work and Psychological Sciences procedure for a grade appeal may be found at: [Grade Appeal Policy](#). If you have other concerns with a course or an instructor, you should follow a similar process. [Brad Martens, Director of Student Services](#), is available to help you navigate the process. We recommend that you send your concern in writing and follow-up with a request for a meeting to the instructor, chair, or dean, as appropriate to the step of appeal.

### Grievance Procedures

Mr. Martens is also available to assist students in navigating other grievance processes, including student or faculty code of conduct reports, discrimination or harassment reports, and/or charges of academic dishonesty.

### SESWPS Safety Plan

#### General Building Evacuation Procedures

- Occupants of the building must begin an orderly evacuation if they hear an audible alarm or are informed that a fire is present.
- Maintain silence. Everyone will be better able to hear emergency orders if necessary. This will also help evacuees to remain calm.
- **Walk** to your specified exit as noted in “Evacuation Routes.”
- Along the route out of the building, shut doors. Do not turn lights off. Persons responsible for any groups of students or visitors should instruct them to evacuate the building in a manner consistent with this plan.
- If for any reason your primary evacuation route is blocked, use an alternate route. All fire exits are designated with illuminated EXIT signs.
- If you are unable to evacuate because of smoke or fire, go to a room with windows to the outside of the building. Shut and seal the door behind you with materials to prevent smoke entering the room. While remaining close to the floor near the window, signal your location and need for rescue through the window. If you have a mobile phone or there is a campus telephone available in the room, call 911 and let them know you are unable to evacuate.
- **NEVER** use the elevator during a fire evacuation. Power could be lost for a number of reasons, which would trap people in the elevator car.

- People who are unable to walk or are visually-impaired should be assisted as necessary in their evacuation down stairwells or past other obstructions. If you have a physical disability and are unable to use stairways:
  - Ask for assistance.
  - If you cannot be assisted down the stairs, move to one of the two enclosed stairways (areas of refuge) and await rescue. Ask a person exiting by way of the stairway to notify the fire department of your location.

### Building Reentry

UMKC Police will determine when it is safe to re-enter a building after an evacuation.

### Tornado Warning

In the event of a tornado warning, building occupants should move to the basement or lowest level and find an interior room or hallway without windows. Remain there until the warning expires.



## UMKC Business Services

### Parking Permits

Employees who are part-time and work two days or fewer per week may purchase a parking permit on a prorated basis. The permit issued to employees is validated for the specific days of the week the employee will be on campus. The current rate for part-time parking is one-half the full time faculty rate based on the salary tier of the part-time employee: see details on the [UMKC Parking website](#). To qualify for a prorated permit, the employee's department head or supervisor must notify Parking Operations in writing of the pertinent facts of employment. Faculty must contact the Administrative Assistant in their department to obtain a parking permissions form, and this form must be presented to Parking Operations in order to purchase a permit at a reduced rate. Parking Operations is located in Room 221 of the Administrative Center, 5115 Oak Street.

### Payroll

Any payroll questions or concerns can be handled through Gabriel Cohen, Human Resources Business Partner for SESWPS. He can be reached by phone at 816-235-1472 or by email at [gabriel.cohen@umkc.edu](mailto:gabriel.cohen@umkc.edu).

### Campus IDs/UMKC Roo Card

To obtain a campus ID, also known as a UMKC Roo Card, follow the instructions on this web page: <https://info.umkc.edu/roo-card/how-to-get-a-roo-card/>. You will need a UMKC SSO and UMKC Network Password (see Faculty Support Services). For more information on obtaining a UMKC Roo Card, you can contact the UMKC Roo Card Office at 816-235-6657 or [umkcroocard@umkc.edu](mailto:umkcroocard@umkc.edu).

### Required Training

UMKC requires completion of the following trainings as a requirement of employment upon hire and annually:

- Complete the [university-required online compliance training courses](#) in [Precipio](#).
  - Campus Emergency Alert Training.
  - Code of Conduct Training.
  - Electronic Data Protection.
  - Eliminating Discrimination and Harassment.
- Complete the mandatory ["UMKC Unconscious Bias Microaggressions and What To Do About Them"](#) training.
- In addition, all course instructors must complete training for FERPA for Higher Education.
  - Once new employees have an active HR appointment, they will be auto-enrolled into the FERPA Training course; you must have an active HR appointment in order to access the training.
  - [FERPA Training Instructions \(PDF\)](#)

Information regarding these trainings can be found at [Compliance and Regulatory Training](#). You will be notified when you are due to complete the training.

## Faculty Support Services

### Prior to Your First Day of Class

#### Textbook Orders

Department Administrative Assistants order textbooks and desk copies for faculty members. Textbooks can also be ordered online with a personalized link to access the Verba Collect site that is sent via email after a faculty member is assigned to a course for an upcoming semester (e.g., instructors receive emails in the spring to order textbooks for the following fall). Additional information about textbook adoption can be found on the [Faculty Resources page of the UMKC Bookstore](#).

#### AutoAccess

UMKC's digital content solution is AutoAccess. This program provides students with digital course materials through Canvas automatically at a reduced cost. AutoAccess materials may have been ordered for your course by your department, or you may decide to order such materials yourself in coordination with your department chair. Please see the UMKC Bookstore web page on AutoAccess for more information: <https://www.umkcbookstore.com/autoaccess>.

#### UMKC Syllabus Template and Simple Syllabus

The UMKC Syllabus Template includes information about important UMKC policies. This template is updated as needed to reflect updates to policy and/or to ensure that links to materials are active and current. Updated templates will be available each semester at [https://www.umkc.edu/cafe/teaching-and-learning/simple\\_syllabus.html](https://www.umkc.edu/cafe/teaching-and-learning/simple_syllabus.html), and may also be requested from your Department Chair or Associate Dean Carolyn Barber.

Simple Syllabus is UMKC's new syllabus generator. The advantages of using it are numerous, including updated campus level notifications included in the syllabus template each semester, integration of the course-level learning objectives from CourseLeaf (UMKC's online curriculum management and catalog editing software), and, most importantly, integration within Canvas (UMKC's learning management system). Your syllabus can be created inside Canvas with no need to download or upload documents any longer. The syllabus incorporates all of the assignments, quizzes and other Canvas related, date specific events as well, so creating a semester schedule is easy. ***UMKC Essentials instructors are required to use SimpleSyllabus for their syllabi.***

SESWPS also has some additional requirements for your syllabus:

1. Please include the SESWPS-specific Grade Appeal and Grievance policies (see SESWPS Policies and Procedures) for inclusion in your syllabus.
2. Many of our programs are nationally-accredited and require careful alignment of course outcomes with relevant program outcomes and national standards. Please contact the lead instructor for your course, your program coordinator, and/or your department chair for information on relevant standards to include in your syllabus.
3. When prepared, please email a copy of your syllabus to your department administrative assistant and/or department chair. We are required by campus to maintain copies of all course syllabi; it is also especially important for our academic unit in particular given our many accreditation needs.

### Completing HR Paperwork

After returning your signed adjunct faculty contract and prior to your start date, you will receive an email from a member of the UMKC HR Operations team with instructions on completing several steps before being given access to your courses to begin working. The steps are briefly listed below:

New Hire Step		When to Complete
Recruitment	1. Apply to Adjunct Posting	As early as possible after adjunct contract
	2. Send Official Transcripts	
	3. Complete Criminal Background Check (CBC)	After submitting application and receiving CBC email prompt
Onboarding	4. Demographic Data	After completing all Recruitment steps and receiving Demographic Data email prompt
	5. Set Password	After completing Demographic Data and receiving UM System and HR email prompts
	6. Complete Onboarding Steps (including Personal Info, Direct Deposit, Tax Withholdings, etc)	
	7. Demonstrate I9 Documentation	
Access	8. Complete FERPA Training	After completing all Onboarding steps and receiving email prompt from department

**Note:** Adjuncts who do not teach for 12 months will be automatically terminated from the system and required to complete the new hire adjunct steps listed above.

All HR paperwork must be completed and approved before you can teach; it is recommended for you to do this at least one week prior to the first day of classes. In addition, HR has a helpful web page for new employees: <https://www.umkc.edu/hr/current-employees/new-employees.html>. Please contact Gabriel Cohen, our HR Business Partner at 816-235-1472 or by email at [gabriel.cohen@umkc.edu](mailto:gabriel.cohen@umkc.edu) if you have any questions.

### Credentialing and Graduate Faculty Status

In order to comply with requirements of the Higher Learning Commission, the accrediting body for UMKC, all faculty must have proof of appropriate credentials required to teach their assigned courses. New faculty will be asked to have a copy of their transcripts from the highest degree earned sent to:

School of Education, Social Work, and Psychological Sciences

ATTN: Katherine Hawk, Senior Executive Assistant  
347 Education Building  
615 E 52nd Street  
Kansas City MO 64110

Alternatively, transcripts may be sent electronically to [seswpsdean@umkc.edu](mailto:seswpsdean@umkc.edu), care of Katherine Hawk. These can be sent as early as when confirming to take on a teaching assignment with the department, but should be requested no later than when the contract is signed.

The Department Chair may also request additional information to illustrate a faculty member's qualifications.

In addition, adjunct faculty teaching graduate coursework are required to apply for adjunct graduate faculty status. In addition to the privilege of teaching graduate courses, graduate adjunct faculty may also serve on thesis and dissertation committees. Application paperwork can be obtained from the Department Administrative Assistants or from the [Graduate and Doctoral Faculty BOX folder](#). Applications are endorsed by the Department Chair and reviewed by a committee of SESWPS faculty before final approval by the Dean. Once approved, faculty retain adjunct graduate faculty status for five years.

### Obtaining a Single Sign On (SSO)

All faculty and staff receive a Single Sign On (SSO) that serves as the user ID for email, Pathway (access to grade rosters), and Canvas (learning management system). Faculty may also use it for data storage and/or a personal web page; information about storage quotas for these resources and for email accounts can be found on the [Storage Quota Information page](#) on the UMKC Information Services website. To activate as a new user, follow the instructions in the "Set, Change or Recover Your Password" topic area on the [UMKC Password Maintenance](#) page.

### Accessing the Learning Management System (Canvas)

All courses in SESWPS have a Canvas course site. UMKC instructors and students can access the UMKC Canvas site by navigating to the [UMKC Canvas logon page](#) (logon with SSO and password). Additional support for using Canvas can be found on the [Missouri Online Canvas](#) page.

### Obtaining Pathway Access (Class Rosters and Grade Sheets)

All faculty use [Pathway](#) to access course and grade rosters and to submit grades online. Before accessing Pathway can be granted, faculty must first complete an online quiz on the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. K-12 professionals are probably familiar with FERPA requirements, but these tend to be slightly different with the mix of minors and those over 18 in the college setting. A passing grade (80% or greater) is required in order to obtain an ID to enter Pathway.

Information on accessing FERPA training through Canvas is available from the [Office of the Registrar web page on FERPA for faculty and staff](#).

### Email Access

SESWPS is committed to providing a high level of responsiveness to our students. Thus, it is very important that students are able to connect with their instructors/professors outside of class. **The official means of communication for the University is email, and SESWPS requires that all faculty members obtain, activate, and monitor individual university email accounts.** To access your UMKC

email, go to the [Student Office 365 and Faculty/Staff Exchange E-Mail](#) page, click on the link that reads “Outlook Web Access,” and enter your UMKC username (SSO) and password. **For security reasons, UMKC requires that you change your personal password on a periodic basis. You will be prompted via email when it is time to change your password.**

### SESWPS Faculty Distribution Lists

Adjunct faculty may have their UMKC email addresses subscribed to distribution lists of SESWPS Faculty and Staff. Please let Senior Executive Assistant Katherine Hawk ([katherine.hawk@umkc.edu](mailto:katherine.hawk@umkc.edu)) know if you have not been added but would like to be.

### Mailboxes

Mailboxes for adjunct faculty are located in the suite assigned by each division. All faculty members must check their mailboxes on a regular basis. The following are suites specific to each department where mailboxes are located:

Educational Leadership, Policy and Foundations	(ELPF)	328 or 339 Education Building
Psychology and Counseling	(P&C)	324 Cherry Hall
Social Work	(SW)	227 Cherry Hall
Teacher Education and Curriculum Studies	(TECS)	309, 319, or 365 Education Building

### Copying and Orders for Resource Packets

For printing needs, the administrative assistant will make copies of any materials and any copies that are required for each class. **Adjunct faculty will not be reimbursed for photo copying charges.** For all requests, please allow 24 hours for copies to be made. To make copies yourself, you may contact your Administrative Assistant to obtain copier codes to use at designated machines. If a handbook or a series of handouts needs to be produced, please ask your administrative assistant about options available. Copyright clearances must be handled through the UMKC Bookstore, and Administrative Assistants can assist with any questions regarding packets.

### Technology Support and Wireless Access

General technology help is available through UMKC Information Services (IS) at 816-235-2000 through the [Information Services Ticketing Portal](#). **If you have an issue with technology in the classroom, call 816-235-2000.**

Detailed information on obtaining wireless access on campus can be found on this web page: <https://www.umkc.edu/is/resources/wireless/>

### Working with Class Rosters and Grade Sheets and Submitting Grades

The Provost’s Office requires that instructors submit and approve grades via the Pathway Faculty Center approximately two days after finals conclude. Please refer to the following guidelines when submitting grades online:

### General Instructions

Learn how to enter grades online by visiting the Pathway Online Grading Demo at [Pathway Help for Faculty](#).

Log in to Pathway with your SSO (Single-Sign-On) and Password. Your SSO is the same sign-on and password you use to log into Canvas and check your UMKC email. Log in to Pathway by visiting the [Pathway Login](#).

Grading instructions are available on the [UMKC Registration and Records website](#). Highlights of these instructions appear in the following sections.

### Students Missing from Grade Roll

An official add form (with the student's signature and Advisor and/or Instructor approval as necessary) should be included with any late student additions to a class. [Official add/drop forms](#) are available from the Office of the Registrar (look for the section, "Adding classes in person, via mail or via fax").

### Withdrawals

The grade rosters are made available in Pathway no later than two weeks prior to the last scheduled final each term (one week prior during the Summer session). Within the grade roster, anyone who has withdrawn by the deadline for students to withdraw without academic assessment has a W appearing next to their name, and the faculty member will not be able to enter a grade for this student. For information about withdrawals after the Academic Calendar deadline, check the class rosters (in Pathway) or contact the Registration office at (816) 235-1125.

If a student appears on the grade roster and stops attending class within the semester following the administrative drop deadline (first three weeks of class), a grade of **NR** will be reported instead of an F. The NR stands for "Not Reported" and signifies to the Registrar's office and Financial Aid office that the student did not attend. NR's calculate in a student's GPA just like an F.

The deadline for a student to withdraw in an undergraduate course is approximately one month prior to the end of the semester (two weeks prior during an 8-week session). Students in a graduate course may withdraw until the last day of class in that semester prior to the first day of the final exam period; however, the deadline for students to withdraw without academic assessment in a graduate course is approximately two months prior to the end of the semester or approximately one month prior to the end of the semester during 8-week sessions (including the 8-week summer session). After this date, if failing at the time of the withdrawal, students will be assigned a **WF "withdraw failing"** as opposed to a **W "withdraw"**. Exact dates in a given semester can be found on the [Registration and Records web page](#), while the policy on withdrawals in graduate coursework can be found in the [General Graduate Academic Regulations of the UMKC catalog](#).

### Process for Approving/Entering Grades

Once a faculty member is ready to submit all course grades to the Registrar's office, they will need to select "Approved" from the drop down list marked "Approval Status." **By selecting the "Approved" status, the faculty member is agreeing that their grade roster is complete and will not be able to make any changes to the grade roster.** Once the appropriate approval status has been selected, click "Save" at the bottom of the page to finish submitting grades. A confirmation message will appear.

If a faculty member is not ready to submit grades to the Registrar's office, they may click the "Save" button at the bottom of the screen without approving to save what was entered so far to come back and finish later.

More information regarding Pathway can be found at [Faculty Pathway Help](#). Please contact the Student Services Office with any questions regarding online grading procedures.

## Grade Changes (Electronic Grade Change Policy)

[Online Grade Change Information](#) is made available by the office of the Registrar.

## Incomplete Grades

[The UMKC policy on Incomplete Grades](#) is as follows:

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course due to serious illness or reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course, attending additional classes, and no additional instruction is required from the instructor to complete coursework. The instructor and student must agree on remaining work and document the contract in the student file. Students should not re-enroll in a class for which they earned an incomplete. Students should not attend the course in a subsequent term in-person or virtually. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F. No exceptions or extensions to the one-year timeline will be granted. Students may not earn a degree or graduate with a UMKC incomplete on their transcript.

This policy is exclusive of Professional and some Graduate level courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year, but will adhere to the completion period specified by the instructor.

SESWPS has a form to be completed and signed by the student and the instructor and submitted to their department chair: <https://umkc.app.box.com/s/hcuj1odskld0u4xkc4ngrigxs2dchs0p>

It is expected that any instructor awarding an Incomplete grade will be reasonably available to assist the student with completing the course.

## Evaluations of Adjunct Faculty

### End-of-Course Student Evaluations of Teaching

The School's student evaluations of teaching are intended to focus our continued attention on high quality teaching, and are consistent with UM System strategic priorities and campus goals to enhance instruction, program quality, and service to our students. These student evaluations of faculty teaching also provide department chairs expanded data about their areas, as well as additional information to inform faculty reviews and development plans, address student concerns, and assess department goals and quality.

1. **All instructors** are required to be evaluated with the faculty-approved student evaluation of teaching instrument each semester, **including adjunct and visiting faculty**. These evaluations are completed by students in each class.
2. Student evaluations of teaching are conducted electronically through [RooEval](#). Students will receive emails alerting them to the availability of course evaluations at the end of the semester. Faculty teaching face-to-face courses are encouraged to allow class time for the completion of course evaluations by providing students with the following URL: <https://net1.umkc.edu/intapps/rooeval>. All faculty, but especially those teaching online, may want to share this link within their course's Canvas site as well.
3. The evaluations are comprised of two sets of questions, one for the course and the other for the instructor. The selected-response items have the following scale: N/A (0; not included when calculating averages); Strongly Agree (5); Agree (4); Neither Agree or Disagree (3); Disagree (2); Strongly Disagree (1).
  - a. Course:
    - i. The course materials prepared me well for course activities and assessments (exams, papers, projects, quizzes etc.).
    - ii. The course assessments (exams, papers, projects, quizzes etc.) allowed me to demonstrate knowledge and/or apply skill in support of the stated course learning objectives.
    - iii. The course materials and learning activities included diverse perspectives and experiences.
    - iv. The course technology (Canvas, etc.) supported my learning.
    - v. The course encouraged me to think critically.
    - vi. Please provide any other comments about your experience in the course or how it could be improved.
  - b. Instructor
    - i. The instructor created a class environment that was conducive to learning.
    - ii. The instructor encouraged student questions and participation.
    - iii. The instructor was responsive when I had questions or challenges.
    - iv. The instructor provided timely feedback on course assessments (quizzes, exams, papers, projects, etc.).
    - v. The instructor provided constructive feedback on course assessments (quizzes, exams, papers, projects, etc.).
    - vi. Please provide additional comments on any of the above items.



4. All faculty members will receive any comments that students provided in response to open-ended questions included in the student evaluation of teaching instrument. Department chairs and the dean's office will both also have access to these comments.
5. Based on these student evaluations of teaching, department chairs will provide feedback and support as needed to adjunct faculty members. Decisions to rehire for potential future faculty assignments will be based, in part, on these evaluation data (see "Evaluation Procedures for Adjunct Faculty" below for more information).

### Evaluation Procedures for Adjunct Faculty

1. Each semester, the data from RooEval will be reviewed by the department chairs. (It should be noted that data on UMKC Essentials courses and instructors must be requested from the Vice Provost for Curriculum and Assessment.)
2. Department chairs will review the data and take appropriate action, if needed. Action may be based on lower than desired summary evaluation ratings, student narrative comments, feedback from the assessment coordinator on adjunct faculty engagement with the assessment system during the semester taught, or other information.
3. Feedback and support for adjunct faculty should be provided when teaching evaluations are lower than desired. It may also be provided to adjunct faculty in other circumstances (e.g., to first-time adjunct faculty members, to returning adjunct faculty members on a multi-year cycle, or by request of the adjunct instructor for professional development). Such feedback and support may be provided through conferences with the department chair or designee, assignment of a mentor, peer observation of teaching, meetings with students, review of course content or assessments, or other measures as deemed appropriate by the chair. The Associate Dean for Faculty Affairs can provide recommendations for instruments to guide the evaluation of instruction if requested.
4. A summary of actions taken (e.g., conference, mentor assigned, no rehire) will be forwarded to the dean's office within one month of the original receipt of the evaluation data.

## Additional Campus and School Resources

### UMKC Library

The Miller Nichols Library is located on the corner of 51<sup>st</sup> Street and Rockhill Road. Available [faculty resources](#) include library instruction sessions, course reserves, and instructor library accounts with access to materials through UMKC libraries as well as through [interlibrary loan](#). To place your own personal copies of materials or physical materials owned by UMKC Libraries on reserve for your class, fill out the online [course reserve request](#). The UMKC University Libraries' [Research Guide on Copyright](#) provides information about making supplementary readings and other materials available electronically to students through Canvas.

### Diane Filion Center for Advancing Faculty Excellence (CAFÉ)

The Diane Filion Center for Advancing Faculty Excellence (CAFÉ) is faculty-defined and operated with a focus on promoting academic excellence by facilitating student-centered pedagogies and practices. CAFÉ sponsors forums for the discussion, assessment, development, and documentation of teaching practices with demonstrated verifiable benefits for students. It is a hub for existing UMKC programs that emphasize student learning and a gathering place for faculty who are committed to the improvement of their own teaching, as well as those who are committed to the scholarship of teaching and learning. For more information, visit the [CAFÉ website](#) or contact Alexis Petri, Director of CAFÉ ([petria@umkc.edu](mailto:petria@umkc.edu)).

### Missouri Online

In addition to overseeing instructor and course certification programs, [Missouri Online](#) provides resources and support for instructors looking to integrate instructional technology into their teaching. They provide [design services](#) to train faculty in using learning management systems (e.g., Canvas) and other technologies.

### UMKC Campus Security

Contact Campus Police for any security-related concerns, to lock or unlock rooms after 5:00 PM, or to request an escort to your vehicle. Email: [umkcpd@umkc.edu](mailto:umkcpd@umkc.edu). Phone: 816-235-1515 (phone calls provide quicker responses).

## SESWPS Student Learning Commons and Office of Student Services

The Student Learning Commons is located in Room 129, on the first floor of the Education Building.

Director of Student Services Brad Martens can provide assistance with admission to teacher education programs, SESWPS recruitment, and scholarships.

- Hours: Monday-Thursday 9:00 am-4:30 pm, and Fridays 9:00 am-4:00 pm
- Phone: (816) 235-2761

## Student Advising

Undergraduate students receive advising services through Roo Advising (<https://www.umkc.edu/advising/>). The Roo Advising web site provides information about how to identify and contact the advisor assigned to a student. Graduate students receive advising through their home departments. To contact a student's advisor, please email the administrative assistant of the student's home department.

## Computer Labs

### 129E Education Building

The computer lab in Room 129E Education building is located in the Learning Commons and is open to SESWPS faculty, staff, and students. The lab may be reserved for class use; email [seswps@umkc.edu](mailto:seswps@umkc.edu) to make a reservation. Student Services staff will be able to provide coverage for access to the space during Learning Commons hours; however, please provide at least 48 hour notice of your intent to use the lab.

### 117 Cherry Hall

The computer lab in 117 Cherry Hall is run by UMKC Information Services (IS) on behalf of the School of Humanities and Social Sciences and is a restricted access lab. Some SESWPS course instructors have been able to reserve it. If you are interested in doing so, please contact your department chair.

## More Information Services (IS) Labs

IS runs multiple computer labs, including staffed labs, all-access labs, restricted access labs, and group study spaces. Information on lab locations, hours, and resources can be found here: <https://www.umkc.edu/is/resources/lab-information/>.

In addition, IS provides remote access to computer stations in IS labs through Remote Labs. Information on connecting can be found here: <https://www.umkc.edu/is/resources/remotelabs.html>

IS also provides remote access to all on-campus general use software through the RooLabs Online service. More information can be found here: <https://www.umkc.edu/is/resources/roolabsonline.html>