

SPRING 2008 (last updated Nov. 8. 2008)

COMPLETING THE HIRING PROCESS

Contract/Employment Papers

Once your class is confirmed, you will receive a confirming letter, a contract to be mailed to Donna Ivanovich, Morrissey Hall, 3700 Lindell Blvd, St. Louis Mo 63108, and employment papers including tax forms and an I-9 Employment eligibility form. The law requires that Section 1 of the I-9 be completed at the time of the hire-when the employee begins work and that acceptable documents listed on the back of the I-9 be presented to the Human Resources department within three (3) business days of the hire date. New faculty members are required to bring **original** documents to establish identity and employment eligibility. See <http://www.slu.edu/services/HR/forms/I-9.pdf> Human Resources is located at the Salus Center 3545 Lafayette Avenue. Human Resources is on the first floor. For assistance call **977-2360**. Directions are posted at http://www.slu.edu/jobs/salus_direct.html .

Curriculum Vitae

Please send current Curriculum Vitae to Donna Ivanovich ivanovdl@slu.edu.

Direct Deposit

The School of Law can arrange for the direct deposit of your honorarium into your bank account. For further information, please contact Donna Ivanovich 977-7032, ivanovdl@slu.edu. Absent direct deposit, honoraria will be mailed to your home address after your grades have been submitted.

BEFORE CLASSES START

Academic Calendar

The Academic Calendar is posted on the Law School Web Site at http://law.slu.edu/registrar/academic_calendar.html

Book Orders/Class Materials

Once your class has been confirmed, you will be contacted about your book and/or class materials. Books are ordered on-line through the University Book Store. Copying services are available at no charge through Greta Henderson in the Copy Room on the first floor of the law school, Room 111. Should you require materials copied for class, please contact her at 977-3310, ghender4@slu.edu to arrange a drop off and pick up time. Should you need material distributed to your class, please contact Dean Underwood, 977-3326, underwde@slu.edu.

Class Rosters and Seating Charts will be placed in your mail folders located in the Office of Student Services.

Classroom Technology Support

Before the semester starts, you will receive a class roster and information on the days, times, and location of your class. Information on the technology features of your classroom can be found at <http://law.slu.edu/technology/provisions.html>. Additional information on how to use technology located in your classroom is also available through Student Services. You are encouraged to contact our ITS Staff at 977-7283 who can provide information on the resource available in any particular classroom, provide instructional support to assure your classroom presentation will be a success.

Westlaw (TWEN) and Lexis Nexis Blackboard web-based classroom tools are available. For more information contact Lynn Hartke at hartkelk@slu.edu, 977-2756.

Audio/Video Recording request forms are required for the scheduling of any taping. Twenty-four hours advance notice is required to assure that taping mechanisms are available. If the recording is to be posted on the internet, anyone who will be videotaped or whose voice will be recorded is required to sign a release prior to the start of the taping. More information and the Video release form can be found at <http://law.slu.edu/technology/recordingpolicy.html>

Computer Software Purchases

Through various University licensing agreements, faculty may purchase software free or at a reduced price. Visit <http://www.slu.edu/x12763.xml> for more information.

First Assignment

It is critical that your first assignment for the semester be received no later than January 1, 2008, so that it can be timely communicated to students returning to their studies.

Lexis / Westlaw

Adjunct faculty may request Lexis and Westlaw privileges. Contact Lynn Hartke at 977-2756, hartkelk@slu.edu

Library Support

Library services are available to all faculty, and you will be contacted by a Reference Librarian once your class has been confirmed. Library hours generally coincide with Law School building hours. Current hours are available at 977-2755, or <http://law.slu.edu/library/Libinfo/hours.htm>

Parking

Parking is available in the Laclede Garage on Laclede Street. Directions can be found at http://www.slu.edu/services/parking/to_laclede.html For questions about parking, contact Donna Ivanovich at 977-7032, ivanovdl@slu.edu.

SLUcard – After Hours and Weekend Building Access

The School of Law and the Omer Poos Law Library are open to the public Mon.-Thurs. 6 a.m.-7p.m.; Friday 6 a.m.-6:30 p.m. These times may change during holidays, and final examination periods. Updated information on current hours is available from 977-2766.

Adjunct faculty needing access to the School of Law building after 7 p.m. Mon. through Fri.; Sat. 8 a.m. to 5:30 p.m.; and Sun. 9 a.m. to 11:30 p.m. will need to have a **SLUcard** which can be obtained by completing the form found at http://law.slu.edu/dept_resources/security_card.html and returning it with an electronic photo (.jpg file format required) to Saint Louis University School of Law, 3700 Lindell Blvd., St. Louis, MO 63108 Attn: Dianne Morris. Photos can be e-mailed to IDphoto@law.slu.edu. Cards may also be obtained, in person, at Parking and Card Services (DuBourg Hall Rm. 33 - Mon.-Fri. 8:30 a.m. to 5

p.m./Wed. 8:30 a.m. to 5:30 p.m.). There is no charge for the original card or to replace a damaged card. There is a \$10 fee for a replacement card (lost/stolen). Once approved, the card will be processed and mailed within 5-10 working days. Card access to the School of Law is available at the Vincent C. Immel entrance only. For more information, call Dianne Morris at 977-2789, or Parking and Card Services at (314) 977-3465.

SLU e-mail

All faculty are issued a SLU e-mail account. Law School e-mail lists are created using these accounts and allow us to share information about law school activities that may be of interest to our adjuncts including symposia, guest speakers, and CLE programs. This e-mail appears in the student system associated with your school information. E-mail sent to this account can be easily forwarded to your preferred e-mail account by following the instructions found at <http://law.slu.edu/technology/FAQ/forward.html>

Emergency Response Policy

Full details here: <http://law.slu.edu/policies/emergencyresponse.html>

DURING THE SEMESTER

Adjunct Faculty Support

Adjunct faculty mail folders, seating charts, class lists, and other materials are located in the Office of Student Services on the first floor of the Law School, near the Lindell entrance. The main telephone number is 977-2766. With the exception of fall and spring breaks, Thanksgiving, Good Friday, exam sessions, and all other University holidays, the Office is staffed from 8:00 a.m. to 8:00p.m. Dean Underwood can be reached at 977-3326, underwde@slu.edu during the day, and at 977-2766 between 5 and 8pm.

Emergency/Evacuation Policy

All persons are to exit the law school immediately upon the sounding of the fire alarm or other notification. Remain calm, find the nearest EXIT and DO NOT USE THE ELEVATOR. Do not re-enter the building until the University's Department of Public Safety and/or a School of Law administrator gives the all clear. The cooperation of all is necessary to ensure safety and avoid injury.

Food /Beverage Services

The Sidebar Café, located in the Vincent C. Immel Atrium, serves beverages and a limited food menu during the fall and spring semesters. In addition, food and beverage machines and a microwave oven are located in the lower level student lounge. Food courts, operated by Chartwell, are located in Fusz Hall across from the Campus Ministry Main Office and in Cook Hall across from the Vincent C. Immel Atrium and in the Busch Student Center. Nadoz and Joe Bacardi's across Lindell are open after 5:00p.m.

Eating and drinking is prohibited in the Courtroom, but left to the faculty member's discretion in the other classrooms.

COURSE INFORMATION

Attendance and Other Expectations

To reduce anxiety you are encouraged to make clear your expectations for the course. ABA Standard 304 requires regular and punctual class attendance as necessary to satisfy residence and class hour requirements. Implicit in this rule is the expectation that students will be prepared for class discussion. Faculty members have full discretion to determine the interpretation and method of enforcement of this attendance policy. A faculty member may specify a number of permissible absences and corresponding sanctions for exceeding this number, or may have a more general rule of "regular attendance" and reserve the right to impose sanctions on a case by case basis. Sanctions may include, but are not limited to: 1) issuing an oral or written warning to the student; 2) requiring the student to withdraw from the course; and/or 3) excluding the student from an examination, including the final examination. **Any faculty member who has regulations for enforcing the attendance policy must notify students at the beginning of the semester of the regulations and the sanctions that may follow from violating those regulations.**

Class Rosters / Seating Charts

Class Rosters and Seating Charts are available in the faculty mail folders located in the Office of Student Services on the first floor of the law school. Additional notices and materials may be placed in the mailboxes throughout the semester.

Course Syllabus

You are encouraged to provide students with a course syllabus. Information should include how/when you can be contacted (Office Hours), your attendance policy, the method of examination (paper, series of exercises, take home examination, in-class examination). Should you need to modify the syllabus as the semester progresses, keeping the students aware of these developments will decrease frustration.

Make-Up Classes / Class Cancellations

Class schedules are set in compliance with the ABA requirements. Should you need to cancel a class, please contact Dean Underwood 977-3326, underwde@slu.edu who can notify your students and work with you to coordinate a make-up session.

Special Note on Seminars

The seminar experience at SLU involves a small number of students (12 – 15), who engage in extensive research and discussion under a faculty member's supervision. Seminars must include a substantial writing component, for example, a paper of 20 to 25 pages. Ordinarily, the student writing requirement must include: (1) a preliminary draft critiqued by the faculty member and returned prior to the preparation of the final written product; and (2) a final written product. Several seminars also incorporate a student presentation as well. Students enrolled in seminars are encouraged to attend an Academic Advising workshop held at the beginning of the semester focusing on seminar writing. In addition, writing assistance is available from the Writing Specialist, Kim Novak Morse 977-2022, morseka@slu.edu

Seminars should be submitted to the faculty member no later than the last day of the examination session. Under extraordinary circumstances, an extension can be granted. Please contact Dean Underwood 977-3326, underwde@slu.edu for further information on the limitations and consequences to the student of an extension.

Student Evaluations

At the conclusion of every course, students have an opportunity to provide comment and feedback on the course. Blank evaluations are placed in your SLU mail folder in the Office of Student Services for distribution at the conclusion of your course. Students are asked to complete the forms in class, and to designate a student to return the completed forms to the Office of Student Services. Students are generally provided 15-20 minutes to complete the evaluations, which are returned to you once your grades have been received and posted.

EXAMINATION/GRADING INFORMATION

Examinations

Final assessment of a student's performance may be through individual exercises, writing assignments or projects; a single writing assignment or paper; class participation, a take-home examination; an in-class examination, or a combination of methods. Once your course has been confirmed, you will be asked to identify the method of student assessment. A final examination schedule will be sent to you at the beginning of the semester.

Take-Home Examinations are generally administered through a web course tool (TWEN or WebCT). Contact Dean Underwood for information on take-home examinations.

In-Class Examinations are administered by the Registrar who will need your examination no later than two business days prior to the date of the scheduled exam. An Exam Information Sheet will be sent to you. Please complete and submit it with your exam to mccastser@slu.edu.

Combination Assessments raise some unique challenges to the anonymous grading protocol used at SLU and adjunct faculty are encouraged to contact Dean Underwood to structure their assessment to minimize these challenges.

Laptop Examinations: Students have an option to take the examination on their laptop, unless the examination is not compatible with a laptop (i.e. multiple choice). If you do not wish your students to have this option, please include this information on the course syllabus.

Grades

Grades must comply with the faculty adopted grading policy which will be posted shortly and includes a recognized grading scale, percentages of "A" grades, and average grade ranges for specified classes. All grades are due to the Registrar, Felisha McCaster, mccaster@slu.edu no later than noon, June 14, 2008. However, any May graduates who will not be passing their class must be identified to Dean Underwood, no later than noon on May 14, 2008. May graduates will mark their exams or seminar papers with a 'GS.' Further information and materials on the grading deadlines will be provided at the conclusion of the semester.