

ADJUNCT FACULTY WEBSITE  
**UMASS-LOWELL**

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# UMASS-LOWELL ADJUNCT FACULTY INFORMATION SITE

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## Welcome to the UML Faculty Website

On this page, you will find:

- UML Adjunct Faculty Handbook
- Frequently Asked Questions (FAQs)
- Other on-line Resources and Contact Information

UML faculty work together to create an atmosphere of scholarship and student learning. There are several opportunities each academic year for collegial gatherings, for example, Conversation Dinners and Professional Development Workshops. Adjunct faculty are encouraged to attend; check the [UML calendar](#) for more information about these events.

The purpose of this web page is to provide contact information. This page was developed by the [Faculty Teaching Center](#) to guide newcomers on our campus.

All good wishes for a successful semester!

The Faculty Teaching Center  
Southwick 304 UML North  
978-934-2925

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## FAQs

### 1) Where do adjunct faculty members obtain a parking pass?

Adjunct faculty members may obtain a parking sticker from the Human Resources office (Dugan Hall, UML South) or the Police Department (<http://www.uml.edu/police>) (UML North). Adjunct faculty members may also register for a parking sticker at <http://www.uml.edu/police/registration.html>.

Adjunct faculty members will need a faculty ID card for entrance into the gated lots and to access UML library resources. The UML North Faculty lots include the Southwick Quadrangle, Olsen Hall, Riverside, and Plymouth Street (behind Lydon Library). The UML South lot (Lovejoy Lot) is the large outdoor lot on Wilder Street across from McGaurvran Hall. If temporary parking permits are needed for guests, adjunct faculty members may obtain a permit in advance from the University Police.

### 2) How do adjunct faculty members obtain an identification card?

At Cumnock Hall on UML North, adjunct faculty members may have their digital photo taken and card made in the Student Services office on the first floor (978-934-2100). Adjunct faculty members may obtain an ID card during the summer or at the beginning of the academic year. ID cards are also used to access UML library resources.

### 3) Where do adjunct faculty sign their contracts? Is direct deposit available?

Adjunct faculty members should contact the Chairs of their departments to find out the location of their contracts for signature. Direct deposit is available, upon request, to all adjunct faculty members.

### 4) How can adjunct faculty members find a campus map?

Adjunct faculty members may find a campus map on the UML website: <http://www.uml.edu/maps/maps.htm>.

5) Is an UML e-mail address available to adjunct faculty members?

Adjunct faculty members may request an e-mail account; this account must be activated through the Telecommunications Department (978-934-2680).

6) Do adjunct faculty members have office space and/or computer access?

Adjunct faculty members should contact their department Chairs to inquire about the availability of office space and computers.

7) Where do adjunct faculty members make copies of their syllabi?

Documents can be copied at the Duplicating Offices at UML North in Kitson Hall, second floor and UML South, Dugan Hall B10. At the Duplicating Office, adjunct faculty members must request their order at least twenty-four hours in-advance (several days' lead-in time is advisable, especially at peak copying times) by filling out a standardized form including their signature. There are restrictions on all copyrighted material, and the policies in force and services provided may be found at <http://www.uml.edu/admin/distribution.html>.

8) What support for teaching and student learning exists for adjunct faculty members and how can they find out more about it?

Adjunct faculty members will find teaching support and resources at the Faculty Teaching Center in Southwick 304 at UML North. For more information, call Mary Beaudry (978-934-2680) or visit <http://www.uml.edu/centers/FTC/>.

Support services for students are provided by Centers for Learning and Academic Support Services (CLASS). Visit <http://class.uml.edu/>.

9) Where do adjunct faculty members find information on payroll, tax and immigration paperwork?

Adjunct faculty members may find information about human resources at <http://www.uml.edu/hr/>. --specifically, forms for immigration and withholding (both federal and state taxes) are available at that site.

10) Where can adjunct faculty members find a copy of the academic calendar?

Adjunct faculty members may find an academic calendar on the UML website at [http://www.uml.edu/admin/registrar/academic\\_calendar.htm](http://www.uml.edu/admin/registrar/academic_calendar.htm).

11) How do adjunct faculty members find out whether they are scheduled to teach in the following semester?

Adjunct faculty members may find out their future schedules by consulting with their department Chairs or by consulting the Registrar's site. <http://www.uml.edu/admin/registrar/>

12) How do adjunct faculty members order books for the semester?

Adjunct faculty members should e-mail their list of textbooks to [bksumassnorth@bncollege](mailto:bksumassnorth@bncollege) for UML North or [bksumasssouth@bncollege](mailto:bksumasssouth@bncollege) for UML South. Adjunct faculty members may also e-mail their requests to [bookstore@uml.edu](mailto:bookstore@uml.edu). If adjunct faculty members have questions, they may also call in their requests to Jon on UML North at 978-934-6422 or Julie at UML South at 978-934-4639. <http://umlowell.bkstore.com/default.asp?m=0801>.

13) What technical assistance is available for adjunct faculty members using multimedia in a classroom setting?

Adjunct faculty members may contact the Division of Media Services at <http://library.uml.edu/media>.

14) Is there a course evaluation process at UML? Where do adjunct faculty members obtain evaluation forms for distribution at the end of the semester?

Early in the semester, adjunct faculty members should see their department Chair for a copy of the evaluation form so they will know the criteria of student evaluations. These evaluations are distributed to students near the end of the semester. Evaluations are completed anonymously by students. All completed evaluations must be sealed and delivered by a student to the Chair of the department or to the appropriate Service Center.

15) Are office supplies available to adjunct faculty members?

Adjunct faculty members should contact their department Chairs for information about the availability of office supplies.

16) If students seek advice on academic or other issues, how should adjunct faculty respond?

Adjunct faculty should recommend that students work with the advisor assigned to them for course selection. For personal counseling, adjunct faculty may want to suggest the Counseling Center in McGauvran 363. Students may contact the director of the Counseling Center, Dr. Noel Cartwright at 978-934-4331.

17) How do adjunct faculty members submit final grades?

Adjunct faculty members may access a web-based ISIS tutorial and job aids at <http://isis.uml.edu>. Adjunct faculty members will be able to 1) search the catalog and schedule of classes, and 2) view/print course rosters, enter grades and manage permission numbers. If adjunct faculty members have questions or need a user ID and password, they may e-mail [Elaine\\_Seidel@uml.edu](mailto:Elaine_Seidel@uml.edu) or [Edward\\_Roberts@uml.edu](mailto:Edward_Roberts@uml.edu). The Help Desk (978-934-4357) also provides ISIS support.

18) How can adjunct faculty members make a room change if the assigned room is not suitable for the class?

The scheduler in the Registrar's office in Dugan Hall at UML South assigns all classrooms. If an adjunct faculty member has a special request, the adjunct faculty member may contact the Scheduler in the Registrar's Office: 978-934-2554, 2555 or 2556. If an adjunct faculty member wishes to move the class to a different location, the adjunct faculty member must notify both the Registrar and the Department Chair before moving the class.

<http://www.uml.edu/admin/registrar/>

19) How does an adjunct faculty member access the library and/or library resources on-line?

Adjunct faculty members may access the library and/or library resources on-line by using their ID card number. <http://library.uml.edu/home/>

20) What resources are available from the library and/or media personnel?

The resources available include books, journals, electronic library, remote access to library databases, Boston Library Consortium Membership, library instruction for students and consultation for faculty, collection development, virtual catalog and interlibrary loan. Media Services should be contacted for presentation equipment (including scanners, laptops (PC & Mac), LCD projectors, tape recorders, digital still and video cameras), or to arrange for a room with special equipment. <http://library.uml.edu/home/>

21) Should adjunct faculty members inform their Chairs regarding cancellations for illness or other reasons?

For unscheduled or emergency absences, adjunct faculty members should inform their Chair in advance of the absence, if possible. If an adjunct faculty member will miss a class due to a professional obligation, an adjunct faculty member needs to fill out the forms noted in the Travel section of the UML Faculty Handbook and/or obtained from a Service Center.