

Where can I find the Academic Affairs Division semester calendar, e.g., semester start, end, holidays, exam days, etc.? *The academic calendar is found on the UMES website @ www.umes.edu/campuscalendar.*

Are there Departmental calendars too? *Yes. Check with the individual Departments for those calendars.*

Where can I get assistance with classroom computer/equipment needs? *The best person to contact is your Department Chairperson. It is recommended that you make your request at least one week in advance.*

What is my responsibility for tracking student attendance? *It is imperative that you take attendance at every class. Track attendance online using HawkWeb. There is a Help feature to learn how to use the attendance tracker module and video training is available in HawkWeb.*

How do I address attendance concerns? *Contact the Department Chair and the Center for Access and Academic Success @ 410-651-6215.*

Where do I get referral forms? *Referral forms are online on the MyUMES log in page for Faculty. The Student Referral Form is located on the left side of the screen.*

What is my responsibility for office hours? Where do I post them? *Most Departments do not require that Adjunct faculty maintain office hours since office space, generally, is not provided. Please check with the Department Chair. However, you are encouraged to share appropriate contact information so that students can reasonably reach you.*

What is the (Departmental) policy on plagiarism? How do I handle instances? *The University has a firm policy on plagiarism. It is in the UMES Faculty Handbook which can be linked from the Academic Affairs Division webpage.*

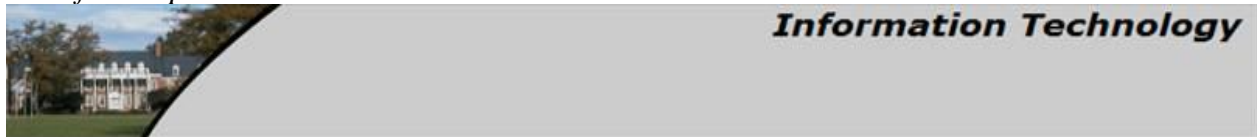
Where can I get information on grading policies? *Please ask for information from the Department Chair. The University policy is that every student should see his/her mid-term and final grade. You must adhere to the deadlines as specified on the Academic Affairs Division calendar which is available online.*

What is the policy on submitting grades? *All Faculty, Adjunct and full-time, must submit mid-term and final grades online and a printed copy must be submitted to your department chair.*

What is the retention schedule for class materials, e.g., attendance records, digital files of papers, unreturned papers, individual assignment grades, etc.? *UMES does not have a policy on retention of class materials, however all gradebooks and/or grading spreadsheets, etc., must be turned in when final grades are submitted. A good rule of thumb would be to retain materials for at least one academic year.*

Where can I get assistance with mathematical review of grades that are computed using automated software such as Gradebook? *Gradebook allows you to download your grades into a spreadsheet. From there, various calculations are available.*

Where are grades recorded? *Individual assignments can be set up and grades recorded using BlackBoard. In HAWKWeb grade rosters are accessible in the Faculty Center by clicking on the Grade Roster icon button beside each class that is listed. All Faculty are allowed to have HAWKWeb access but the request must be submitted by the Chairperson in order to grant access. In order to receive access to HAWKWeb an email must be sent via the Chairperson (can be sent from the Administrative Assistant per the Chairperson) to Balwant Singh bgsingh@umes.edu and Kenneth Gaston klgaston@umes.edu stating their approval for Faculty HAWKWeb access in their Department. The email must include their name, birthdate, social security number and UMES email address. The IT New Employee Assessment form that is completed by the Chairperson when new faculty are hired states to email the HAWKWeb Help Desk for the procedures to obtain HAWKWeb access.*



Information Technology

When a new employee is hired, an IT assessment **must be completed by the supervisor** if the employee is to have access to any of the following:

- Personal phone or fax extension
- Pager and/or cellular phone
- Campus computer systems
- E-mail
- Internet access from home

* **Completing this assessment form DOES NOT allow login access to HAWKWeb (PeopleSoft).** Faculty and staff must gain security roles and permissions via approval from the Administrative Computing Office. Please contact the HAWKWeb Help Desk at 410-651-8488 or HAWKWEBHELP@umes.edu for information regarding the approval process.

Please remember that some items may incur a charge to your department/office's account. Login accounts do not incur a charge. Telephone and fax extensions, pagers, cell phones, and computers may result in charges made. Please contact the Help Desk at x8324 (TECH) on-campus or 410-651-8324 off-campus with any questions.

[Complete the IT Assessment Form](#)

[Check Status of an Already Completed Form](#)

How do students view their assignment grades in BlackBoard? *In setting up each assignment, one must indicate the student view option. Students must log in and check their grades periodically; there is not any automatic notification once grades are posted.*

In BlackBoard, what is the difference between SafeAssign and Assignments? Do I need to look in both places for student submissions? Do I need to place assignment instructions in both places? *SafeAssign is a plagiarism device in BlackBoard. Students submit papers and they are checked for plagiarism before being sent to faculty for review. The assignment papers are automatically entered into the gradebook. Assignment instructions do not need to be placed in both locations, rather only in the Assignments area.*

How do I get assistance with BlackBoard? Contact Mr. Kaye Pinhey at (410)651-7574. His office is located at 1106 Wilson Hall; his email address is kdpinhey@umes.edu. You can visit: <http://www.umes.edu/Academic> for assistance.

How do I get assistance with HAWKWeb? *HAWKWeb Help* link in the top right hand corner of the Faculty and Student Center which has online training and tutorials (SEE BELOW). *HAWKWeb Help Desk* at 410-651-8488 or x8488 or email hawkwebhelp@umes.edu

The screenshot shows the Faculty Center interface. At the top right is a "HawkWeb Help" link. Below it are navigation buttons: "faculty center", "class search", "browse catalog", "faculty search", and "learning management". The "Faculty Center" title is underlined. Below the title are links for "My Exam Schedule", "View My Advisees", "View Personal Data Summary", "My UMES", and "My Webmail". A section for "Fall 2008 | Univ of Maryland Eastern Shore" includes a "change term" button. Below this is a "Select display option:" section with radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". A toolbar contains icons for "Class Roster", "Grade Roster", "Learning Management", and "UMES Faculty Tools". The main content is a table titled "My Teaching Schedule > Fall 2008 > Univ of Maryland Eastern Shore".

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 203-0101 (1460)	FUNDAMENTALS OF CONTEMP SPEECH (Lecture)	26	MoWeFr 10:00AM - 10:50AM	Wilson Hall Room 1111	Sep 2, 2008- Dec 12, 2008
	ENGL 203-0501 (1464)	FUNDAMENTALS OF CONTEMP SPEECH (Lecture)	24	Sa 9:00AM - 11:30AM	Wilson Hall Room 1111	Sep 2, 2008- Dec 12, 2008
	ENGL 203-0701	FUNDAMENTALS OF CONTEMP SPEECH	24	TuTh 3:30PM - 4:45PM	Wilson Hall Room 1111	Sep 2, 2008- Dec 12, 2008

Where do I get parking sticker information? Contact the Department of Public Safety at 410-651-6590.

Will the Department Chair visit my classes to provide teaching feedback? The Department Chair, or any other faculty members, may visit you at any time at their discretion.

Can I review other syllabi for similar and successive classes? Contact the Department Chair.

How can I locate grant opportunities? Visit www.umes.edu/osp. Select the IRIS option. A Principal Investigators Manual can be found on that website as well. Ms. Catherine Bolek, Director of Office of Sponsored Research & Programs, can be reached at 410-651-6714.

What are the policies for unexpected illness? Contact the Department Chair and students as far in advance as possible. Ensure students that class will resume as soon as possible.

How do I find out whether full-time employment becomes available? Do Adjuncts receive special consideration? Contact Ms. Mary Ames, Employment Manager, in the Office of Human

As of 2/16/09 – Adjunct Faculty Frequently Asked Questions - General

Resources at 410-651-6401. Consideration for any position is based on the requirements as posted on the vacancy announcement. UMES is an Equal Employment Opportunity/Affirmative Action Employer.

Are Adjuncts eligible for Tuition Remission or any related incentive? *No. Only full-time Faculty are eligible for Tuition Remission.*

What is the EPE? *The EPE is the English Proficiency Examination which is a required test of written proficiency. All UMES students are required to take and pass the exam. It is normally given when the students are enrolled in English 102.*

Are there Summer or Winter teaching opportunities for Adjunct Faculty? *Yes. Contact the Department Chair for this information.*

How do I get copying services? Are there limits? What is the turnaround time? *Contact the Department Chair to learn of the policies.*