Full and Part-Time Faculty Handbook

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WELCOME

The faculty and staff within the School of Health Studies (SHS) would like to welcome you as a full or part-time faculty member. We believe that your skills, knowledge and experience will enhance the unique learning opportunities we provide to students. Providing quality instruction is a main priority within our school and we expect that you will maintain high standards as you provide leadership in your assigned courses. We hope that you will take the time to meet the faculty and staff within the school and interact with them in order to internalize the philosophy and commitment to learning which they display.

We presently have approximately 1100 undergraduate and graduate majors within our school and over 30 full time faculty members. We have five main program areas and also offer approximately 150 sections of activity courses per year, serving close to 3000 students campus-wide. Part-time faculty members provide instruction for approximately 100 course sections per year, focused primarily within the activity program, but representing each program area within the school. Hence, the contribution of both full and part-time faculty members is significant and highly valued.

The information contained within this handbook provides an overview of some key areas of interest. However, it is not all inclusive. For additional information, please see the University Faculty Handbook (http://www.memphis.edu/aa/resources/facres/facultyhandbook/index.php). Moreover, while attempts have been made to ensure that all information contained within this handbook is accurate at the time of writing, certain items (e.g., web addresses, room numbers, phone numbers, etc.) may have changed. If you are experiencing difficulty finding something, please ask your support staff for assistance.

I would like to thank you for your commitment to providing outstanding instruction within our programs. Please let me know how I may be of assistance to you as you work with us throughout the upcoming semesters.

With Appreciation,

Richard J. Bloomer
Dean
School of Health Studies
106 Fieldhouse
901-678-5638
rbloomer@memphis.edu
SCHOOL OVERVIEW

The School of Health Studies (SHS) has five program areas, each offering undergraduate and/or graduate degrees. The program areas include:

1. Dietetics (BS)/ Environmental Nutrition (MS)/ Nutrition Science (MS)/ Clinical Nutrition (MS)
2. Exercise, Sport and Movement Sciences (BS and MS)
3. Healthcare Leadership (BS)
4. Health Sciences (BS)/ Health Promotion (MS)
5. Physical Education Teacher Education (BS and MS)

In addition to the five program areas, approximately 150 sections of physical education activity (PHED) courses are offered in the school each year. This number (and the courses offered) change annually based on student interest and demand.

Undergraduate Majors/Concentrations

Dietetics (BS)*
Exercise, Sport and Movement Sciences (BS)*
Healthcare Leadership (BS)*
Health Sciences (BS)*
Physical Education Teacher Education (BS)**
*All concentrations offered in the Health Studies major
**Offered as a major, without a specific concentration

Graduate Majors/Concentrations

Clinical Nutrition (MS)

Environmental Nutrition (MS)*; offered exclusively online
Exercise, Sport and Movement Sciences (MS)*
Health Promotion (MS)*; offered exclusively online
Nutrition Science (MS)*
Physical Education Teacher Education (MS)*
*All concentrations offered in the Health Studies major

Unit Coordinators*

Clinical Nutrition Ruth Williams-Hooker, RD, EdD
Dietetics Terra Smith, RD, PhD
Exercise, Sport and Movement Sciences Larry Weiss, EdD
Healthcare Leadership Pat Travis, PhD
Health Sciences/Health Promotion Barbara McClanahan, PhD
Nutrition Science Randy Buddington, PhD
Physical Education Teacher Education Todd Layne, PhD
Physical Activity Debra Wyatt, MS

* Please note who the unit coordinator is for your courses. This is the person who you should be speaking to regarding the overall delivery of your course. Any questions that you have should be first directed to this individual. This includes questions related to developing the course syllabus, delivery of course material, uploading course material to websites, textbooks, grading, student misconduct, etc. This person should act as a valuable resource to you. Please take advantage of their service. Contact information for each of these individuals can be found on the SHS website (www.memphis.edu/shs).
GENERAL OVERVIEW FOR FACULTY—VITAL INFORMATION

Please carefully review the following information. It would also be of great benefit for you to review the University Faculty Handbook here: (http://www.memphis.edu/aa/resources/facres/facultyhandbook/index.php)

1. Make certain that all necessary paperwork (contract, application, transcripts, certifications, etc.) has been completed and received by the SHS Business Officer (901-678-4410). You cannot begin teaching until all paperwork has been received.

2. Faculty IDs are made in Wilder Tower (Room 115: Bursar Office). They should check to make sure that all paperwork has been submitted and then give you a form to have your ID made. This can be done during normal business hours (Mon-Fri 8:00 am - 4:30 pm).

3. Usernames and passwords for the University email system (the system you should use to communicate with students—not a personal account) and UMdrive and eCourseware (the sites to post course materials such as PowerPoint slides, syllabi, class notes, etc.) are available from Computer Services. You can access email on www.memphis.edu. Computer Services can set up an account over the phone (901-678-8888), but sometimes they require you to bring in your faculty ID in order to set the account up. The Computer Services office is in the Administration Building (Room 124) and is open during normal business hours (Mon-Fri 8:00 am - 4:30 pm), sometimes later (until 6:00pm).

4. After your username is set up by Computer Services, you can log into myMEMPHIS. Go to www.memphis.edu and the myMEMPHIS link is on the University homepage. You will use the same username and password that you use for email and UMdrive. You must complete the FERPA tutorial (Family Educational Rights and Privacy Act) that is on your ‘Employee’ homepage in myMEMPHIS (open the ‘Employee’ tab and see FERPA on right side of screen). This is required before you can be entered as the faculty of record, so please complete this ASAP.

5. Once the above is completed, log into myMEMPHIS and open the ‘Faculty’ tab. The courses you are scheduled to teach should appear in the ‘Faculty Dashboard’ area. *You can click on the course and find out needed info (class list, email class, post final grades, etc.). If you do not see your courses, scroll down and open ‘Banner Self-Service’. Open ‘Faculty and Advisors’. From here you can access your courses (You can also report attendance—this is not for reporting daily attendance; however, during the early part of the semester, instructors are requested by the University to report the last day of attendance for students who may have not been attending class, in an attempt to follow-up with such students and retain them (early intervention).
   a. *All course materials should be uploaded to UMdrive or another online platform (eCourseware). Call 678-8888 (HELP desk) to learn more. There should be no need for you to provide handouts to students. Please make sure that students know how to access your online folders so that they can retrieve course information.

6. Confirm with your unit coordinator/faculty advisor that the book has been ordered for your course(s). Speak with Mary Tate-Evans regarding placing book orders (very important).
   a. mtatevns@memphis.edu or 901-678-4871
7. Send an electronic copy of your **office hours** and **course syllabus** to the SHS office staff Graduate Assistants (GAs: please inquire as to who our current staff GAs are) by the **first day of class**. The syllabus must use the standard University format. Ask your unit coordinator to provide you with a template:
   i. Please pay special attention to attendance policy, missed assignments and exams, and grading criteria (be **very specific** with both of these)
   ii. **DO NOT** offer extra credit within activity courses (PHED sections)
   iii. Consider a full review of University Faculty Handbook

8. You will need a **key to your classroom** and the security code (if applicable); in particular if you teach after 4:30pm. Contact the SHS office staff. You must **turn in your key** at the end of the semester.
   a. Classrooms should be **locked and alarmed** at the end of class, regardless of whether or not students claim that they have a class in the same room to follow. If so, the instructor for the next class should open the door for students (their responsibility and not yours). Equipment can be removed from the classrooms when doors are left unlocked and the rooms are unattended by faculty.

9. If **using the computer**, log in using your username and password; log out when done with class but keep the computer turned on. If **using the projector**, please remember to turn off at the end of class. The bulb will burn out quickly and these are expensive to replace. If you need immediate computer/smart room help, call 678-8888.

10. **Parking passes** are available from the Parking Services Office on campus. This office is located on the first floor of the Zach Curlin Parking Garage (front of garage—closest to Zach Curlin). The Parking office is open Mon-Thurs 7:00am - 5:00pm and Friday 7:00am - 4:00pm. To park in general parking (the Zach Curlin parking lots), the cost is approximately $12/month. To park in the Zach Curlin Parking Garage, the cost is approximately $30/month. If you do not purchase a hangtag, street parking is available on Walker Ave.

11. The **SHS Office** (106 Fieldhouse) is open Monday-Friday 8:00am - 4:30pm. The phone number is 901-678-4316.

**SHS Support Personnel (106 Fieldhouse):**
Business Officer: contracts, personnel issues, payroll
901-678-4410

Mary Tate-Evans: textbook orders, classroom assignments, room reservations, keys
mtatevns@memphis.edu or 901-678-4871

Courtney Bass and SHS office staff GAs: syllabi and office hour uploads, exam copies, general clerical support
901-678-4316

Kathy Walker: student academic advising, academic program coordination, graduate application files
kwalker1@memphis.edu or 901-678-4316

**SHS Contact Numbers: Main office (901-678-4316); Fax (901-678-3591)**
**SHS Website (www.memphis.edu/shs)**
The following pages provide information related to:

Support Staff Assignments
Keys and Security
Telephone and Fax Services
Photocopying and Copyright
Computer Technology and Copyright
Computer Support
Purchase Requests
Payroll

SUPPORT STAFF ASSIGNMENTS
All faculty members are strongly encouraged to attend to their own professional word processing needs. When this is not possible, or exams need to be copied, please contact the SHS office staff GAs or:

Mary Tate-Evans
mtatevns@memphis.edu
901-678-4871
KEYS AND SECURITY
The School of Health Studies' (SHS) Administrative Associate or a designee will serve as the Key Custodian for the School. The Key Custodian will assign keys to faculty and staff when it is necessary to the individual's fulfillment of University responsibilities. Faculty and staff members will be asked to sign for receipt of keys. Lost keys must be immediately reported to the Key Custodian. The cost for replacement keys and/or the charges necessary to rekey rooms/buildings may become the responsibility of the individual faculty/staff member. All keys are to remain the property of The University of Memphis and must be handed-in before termination of employment, and before the Dean will sign the Clearance Form releasing the employee's final paycheck. Faculty/Staff who are in possession of keys that they are not using or to which they are not entitled to should return them to the Key Custodian immediately. As in any large, open community, privacy and security will occasionally present a problem. Faculty/Staff are asked to take great care in protecting themselves, and their personal and university property. Faculty/Staff should keep office doors closed (and locked) at all times when not in the office. Be sure to leave all facilities in the same state that they were in when you occupied them. When it is necessary to enter faculty/staff offices, in the absence of the occupant, the School Dean must grant permission to do so.

Any and all criminal and suspicious behavior must be reported to the Department of Public Safety immediately.

TELEPHONE AND FAX SERVICES
University telephones are to be used for University business purposes only. Telephones are to be answered: "Good morning! (Or afternoon, or evening), This is the School of Health Studies. May I help you please?" It is professional (and client-centered) practice to ensure that phones do not ring beyond the third time. Telephone messages are to be placed directly in faculty/staff mailboxes. Please do not post on doors, boards etc. In order to place a long-distance call or fax, a Tiger Line Number may be obtained with the assistance of Mary Tate-Evans. Faculty/Staff should not share the Tiger Line number with anyone else. A fax machine is located in FH 106 for faculty use. The fax number is (901) 678-3591. Please learn how to use it. Faxed materials sent to the School will be forwarded to faculty mailboxes in timely fashion. The monthly statements of long-distance expenditures (by individual call and number) are submitted to the School for approval.

PHOTOCOPYING AND COPYRIGHT
Copying should be limited primarily to course examinations. A photocopying machine is available for use by full time faculty and staff, and is located in FH 251/253 (mailroom). Full time faculty will be assigned a private code number that will facilitate copying and will record a monthly accounting of individual copying expenditures. Copying, in excess of 50 pages should be sent to the University Copying Center. When you need copies made, please request that this be done by the support staff. Allow 48 hours to process your request. NOTE: Obtaining copyright permission is the responsibility of the faculty/staff member requesting the copies. Documentation of approval from the publisher must be retained in the faculty/staff member's records.

COMPUTER TECHNOLOGY AND COPYRIGHT
A complete, updated inventory of all computer technology purchased and housed in the SHS is located with the Secretary in FH 106. Information logged includes hardware (model type, date of purchase, price at purchase, location, faculty/staff member responsible, decal number, upgrades, and software loaded), and software (commercial name/description, date of purchase, price at purchase, faculty/staff member assigned, machine and room location). It is each individual faculty/staff member's professional responsibility to ensure that only legal, licensed software is loaded on University-owned
computers. All University-owned computer technology must remain in the location that is logged (including portable computers) unless approved for temporary or permanent relocation by the School Dean.

**COMPUTER SUPPORT**
If you experience problems with University computers, please call 678-8888 (HELP DESK). If they cannot correct the problem over the phone, you may need to place a request for service. Please retain the copy of this request in the event that you need to follow-up.

**PURCHASE REQUESTS**
It is rare that you will be making a purchase for University related business using your personal funds. If you have a request, this should be discussed with your unit coordinator and the School Dean. The Business Officer will usually make all purchases, unless it is easier for you to do so. Regardless, all purchases must be approved in advance by the Dean, otherwise payment and/or reimbursement cannot be assured. Purchase Request Forms should be prepared (with all information complete) for all anticipated expenses (with the exception of travel—which is a separate form) by individual faculty/staff members and forwarded to the Office of the Dean. If approved, purchase requests (up to $4999) will be returned to the Business Officer who will complete the purchase (in some cases you may purchase directly and be reimbursed). Notification must be made to the Business Officer upon receipt of the item purchased (usually a package slip), to be accompanied by receipts (if reimbursement is requested) or invoice. All University employees are expected to carefully adhere to purchasing guidelines and policies, including seeking the least expensive source. Approved purchases of items exceeding $4999 will be processed through the Business Officer—or more specifically through the Procurement Office. The university will not pay taxes on items purchased (with the exception of food), so a tax exempt form should be obtained by the Business Officer and presented at the time a purchase is made. **In the event that you do make a purchase using personal funds, you must request reimbursement within two weeks of doing so.** Failure to do so may result in disapproval of the request.

**PAYROLL**
Be sure that you have completed the required applications, contracts, and payment forms at the beginning of each semester. You should receive your first check at the end of the second month of employment. You must pick up your first payroll check in the Bursar’s Office (115 Wilder Tower). All subsequent payroll checks will be deposited directly into your bank account. You should receive an email notification regarding payroll checks.

**PARKING PASSES**
The Office of Parking Services at The University of Memphis acknowledges that visitor parking passes should be used by visitors/guests and not by university employees. For many faculty members, “visitors” include research subjects and others who may be on campus for meetings. Specific procedures for distribution of parking passes is provided in Appendix A.

**MILEAGE REIMBURSEMENT**
Faculty members routinely supervise student interns and student teachers. As such work often necessitates travel to and from the University, faculty will be reimbursed for mileage as per the current university stated rates. See “SHS mileage reimbursement form” on the SHS website.
TEACHING RELATED INFORMATION

The following pages provide information related to:

General Guidelines and Professional Considerations
Absences
Office Hours
Course Syllabus
Classroom Administration
Appropriate Dress
Class Size and Overloads
Faculty Attendance and Cancelling Classes
Course Materials
Library Resources
Class Roster
Reporting Attendance – 1st two weeks of class
Class Attendance Policy
Drops/Withdrawals
Adding and Dropping Courses
Classrooms
Examinations
Grading
Student Evaluation of Teaching Effectiveness
Textbooks/Bookstore
Registrar
Graduate Faculty Status
Academic Misconduct
Classroom Misconduct
Plagiarism
Bringing Children to Class
GENERAL GUIDELINES AND PROFESSIONAL CONSIDERATIONS

As a professional, you are responsible for the tone and attitude in your class. Your own dress, comments, and general attitude toward students reflect the level of expectation and seriousness with which you view the course and the students. These expectations should also be reflected in your behavior and in the expectations outlined in the course syllabus. It is also important to remember that the manner and tone in which students are addressed is very important in establishing a positive, caring environment. Careful attention should be given to oral and written comments, or gesturing that may be perceived as reflecting bias due to race, culture, religion, gender, or any other factor. You are expected to behave in a controlled, respectful manner even when faced with inappropriate behavior on the part of students or when stressful circumstances occur. It is best to arrive 10 minutes before your class is scheduled to begin. You will have the opportunity to arrange the classroom furniture/equipment and organize learning materials. This will give you time to prepare for class and will give the students time to get to know you/ask questions. Please be available to students before class, during breaks, and after class. Since many part-time faculty members do not generally maintain an office and have “formal” office hours, this time may be the only access students have. Please make the extra effort to answer students’ questions or help find the answers for them. This will allow you to foster a positive classroom atmosphere and provide students with an opportunity to reduce or eliminate potential confusion concerning assignments or course content.

The first class meeting should be a full class meeting (online courses will obviously necessitate different planning—depending on nature of online course). This sends a direct message to students that you are serious about the course and that class time is important. As a general rule, it is best to over-prepare for each class meeting. It is also important that you meet for all classes before holidays and on scheduled exam dates. Exceptions must be requested in writing through the School Dean’s office at least two weeks prior to any anticipated change in the scheduled meeting time and dates. A minimum of 750 contact minutes is required for each semester hour’s credit for a lecture course (2250 minutes for a three-hour course) and at least 1500 minutes per one hour credit is required for a laboratory course. Therefore, even though there exists a built-in buffer to allow for 1-2 classes per semester not to meet (yet still fulfill the contact hour requirement), classes should not be cancelled—it is your responsibility to give to students what they pay for.

Take adequate time during the first two class meetings to review expectations and items appearing on the syllabus. If changes are needed, make them and issue a revised syllabus or addendum to your syllabus or activity sheet for the course. Students need a written listing of assignments, due dates, test dates, special events, presentations, and other specific details concerning course requirements. You should attempt to be very specific and provide as much detail as possible with assignments and items related to grading. Please consult with your unit coordinator for ideas and to see sample syllabi.

Make every effort to return test papers, written assignments, lesson plans, and other written work in a timely manner (one week is preferable, but no more than two weeks). Test results should be reviewed with students in general and, if necessary, individual explanation sessions can be held before or after class. Students should be allowed access to the test materials so that they can review them and discuss their performance with you. Include written comments, remarks, and notations that explain your evaluation of the work. It is appropriate to inform students about the format and length of tests to be used in the course. Use a variety of instructional strategies such as demonstrations, small group interaction, guided discussion, case studies, media, resource persons, on-site visitations, and pre/post class reviews of key ideas for each class period. Practice what you preach as an instructional leader. With you as the expert, students will often model your behavior. Please make sure this behavior is the absolute best that you can demonstrate.
ABSENCES
Anyone anticipating a future absence must complete and file a Report of Planned Absence Form no later than 10 days in advance. In the case of an unexpected absence (e.g., due to illness), faculty should contact the School office (678-4410) at the earliest opportunity. If after hours, he/she should leave a message on the SHS voice-mail by calling 678-4410. In both cases it is the faculty member's responsibility to secure an appropriate university employee to substitute for the assigned responsibilities. In the case of an emergency, where this is not possible, the coordinator of the specific program should assist in scheduling a substitute. For absences due to illness and exceeding three days, a physician's report will be required.

OFFICE HOURS
All faculty members should remain accessible to students (this includes faculty members who are teaching online courses—please remain accessible via email, web chat, phone). When office space is not available, meeting with students before or after class will be sufficient. Stated office hours are required, even if the “office” is within the classroom before or after scheduled meetings. Office hours should be sent to SHS office staff GAs by the first day of classes (along with course syllabus). Faculty members are asked to remain sensitive to students' availability and, when possible, schedule office hours on at least two days.

COURSE SYLLABUS
Course syllabi are to be updated/revised each semester with a current copy filed in an approved format with the SHS office staff GAs in FH 106. Outlines should follow the standard University format and can be provided by the unit coordinators. Consider a full review of the University Faculty Handbook.
   i. Please pay special attention to attendance policy and grading criteria (be very specific with both of these, in order to avoid student confusion and complaints)
   ii. Be very specific with policy regarding late assignments, missing exams, etc.
   iii. DO NOT offer extra credit within activity courses (PHED sections)

CLASSROOM ADMINISTRATION
All faculty members are expected to be in their teaching areas at least ten minutes prior to the beginning of the class. Some exceptions may apply, such as the last instructor not having vacated the classroom yet. Try and be considerate of the incoming and outgoing instructors. Always leave the teaching area cleaner than you found it. Log off of the computer (but leave turned on) and turn off projector. Lock the door and alarm the room when leaving. Avoid being in the room with the door closed when you are with only one student, in particular if the student is of the opposite sex.

APPROPRIATE DRESS
While the University maintains no specific dress code, all faculty members are required to dress appropriately for the class being taught (e.g., professional attire for lecture courses, a swimsuit for a swimming class). A neat, clean appearance is expected. For certain activity courses it is expected that instructors will wear casual clothing in order to actively participate in class. However, in all circumstances, please use discretion and avoid having sports bras exposed, pants falling down, etc.

CLASS SIZE AND OVERLOADS
Seating availability (class size) levels have been carefully determined to meet student enrollment needs, and at the same time, to ensure a quality educational experience. The School's general policy is not to allow significant student entry into full courses. Exceptions may be made in the case of a student needing the class to graduate that semester, or if this is the last occasion upon which a required course
will be offered. However, faculty cannot make this decision themselves. They need to discuss this with the Dean and receive approval for more seats to be added (regardless of whether or not the course requires formal seating). The School does not favor adding students to classes (i.e., sections where vacant seats remain) once students have missed two or more class meetings in the case of an undergraduate class, or one of more class meetings in the case of a graduate class. Please discuss this policy with students prior to approaching the School Dean.

**FACULTY ATTENDANCE AND CANCELLING CLASSES**
As with all full time faculty members, part-time faculty members are expected to attend all classes at the scheduled times. Classes are not to be canceled without permission of the School Dean or unless you have an unexpected problem rendering it impossible to meet your teaching commitment. This includes summer school. Classes should meet for the entire time scheduled (class should not start late or be dismissed early). Class meeting times, locations or final examination dates may not be changed. It is helpful to have a one-class contingency plan ready in case of an emergency (e.g., another instructor capable of teaching, out of class assignment specific to course, etc.). In case of personal illness or emergency, you should contact the SHS office and notify your unit coordinator (retain these numbers with you so that you have them if needed). If teaching off campus, the appropriate person at one of the off campus centers must be notified in advance so that they can notify students. You should send a group email to your students using the ‘Faculty’ Tab of myMEMPHIS by selecting the envelope icon next to your course number (also done through eCourseware). Cancellation of classes should be done with extreme infrequency. Remember, students are paying for your service and you should be providing them great value in your instruction. This includes meeting every class for the entire meeting time.

**COURSE MATERIALS**
All materials for the course should be made available to students online. Please upload all materials to UMdrive or another online platform (eCourseware). This includes your course syllabus, which should contain your contact information (phone and email address) in case students need to contact you. It is imperative that you are available to students. There should be no need for you to provide handouts to students. Please make sure that students know how to access your online folders so that they can retrieve course information.

**Hard Copies:** You should limit student handouts to exams. Copies are obtained through the following process:
- Provide materials to be copied to support staff (SHS office staff GAs) at least 48 hours prior to needed date. Include specifics of job (number of copies, single/double sided, when needed, etc.).
- Copies will be placed in your mailbox after the order has been processed.
- For off-campus classes, consult with the Director of Extended Programs for the appropriate procedures (678-2991) for duplicating materials.

The SHS office closes at 4:30 pm; therefore, place your copy requests early enough to have items returned and ready for evening classes. You may also need to make arrangements for the pick-up of your materials if you cannot arrive to the office prior to 4:30 pm.

**Copyright:** All faculty members are expected to comply with copyright laws that apply to the materials being reproduced. See [https://umdrive.memphis.edu/g-legal/www/copyrighthelp](https://umdrive.memphis.edu/g-legal/www/copyrighthelp)
LIBRARY RESOURCES
The University Libraries want to help you with your teaching and research. Libraries consist of the Ned R. McWherter Library (opened in 1994) and five branch libraries. As a faculty member, you will find the McWherter Library (located just south of Norriswood on the northeast section of the campus) best suited to your needs.

Would you like to read a book?
• Use the Library Catalog to locate books of interest. Faculty may check out 100 books and keep them until June 1 (potentially a full year check out).
• By using the “My Account” option in the Library Catalog, you can find out what books you have checked out, when they are due, and even renew them online.

Are you doing research for your class or work?
• The Libraries subscribes to over 100 electronic databases which you can use both on- and off-campus. You may want to start with ERIC, Education Fulltext, the Professional Collection, PsycInfo, and the Web of Science. Contact the Libraries Research and Information Services Desk (901-678-8214) for further suggestions.

Is there a book or article that the Libraries does not own?
• Use the InterLibrary Loan program and request them from another library.

Do you want all of your students to read a specific book or article?
• Put them on reserve in McWherter Library

Do you want to help your students use the library, find articles and other information, learn citation formats, evaluate what the find and more?
• Use our Library Instructional Services to find information on information literacy, teaching resources, and research resources.
• Schedule an instruction session with one of the library faculty who will work with you to tailor a session that specifically meets your students’ information needs.

CLASS ROSTER
You can retrieve your class roster via myMEMPHIS (as described earlier in this document). It is imperative that you identify enrollment errors early in the semester. You should have students initial next to their names on the class roster during the first week of class (2-3 consecutive days may be ideal). Students whose names are not on the official roll cannot attend class. If you have a student whose name is not on the roll, have him or her contact the Registrar’s office. If a name appears on the class roster and that person is not attending class, that student should be reported as not attending (see below). An additional method of identifying students enrolled in activity (PHED) classes (and other selected classes in the school) is their submission of the PAR-Q and Consent forms. Please see page 23 for specifics—these documents must be completed by all students enrolled in activity (PHED) classes (and other selected classes in the school [check with your unit coordinator for specifics]), during the first week of class.
REPORTING ATTENDANCE—1ST TWO WEEKS OF CLASS
Instructors must report attendance for all students who have not attended any class meetings during the first two weeks of classes (fall/spring) or the first week of classes (summer). Emails will be sent periodically throughout the semester with deadlines. Students will be notified to check their attendance status. You may also receive an email regarding reporting attendance for purposes of “Early Intervention.” This program assists in maintaining student attendance and retention.

Log into myMEMPHTIS and open the ‘Faculty’ tab. Scroll down and open ‘Banner Self-Service’. Open ‘Faculty and Advisors’ and click on Attendance Reporting. Use the Attendance Reporting feature to:
- Confirm initial attendance for all students. You must confirm attendance for every section with enrollment. Even if all students in a section are attending, you need to call up the section and click the ‘Submit’ button at the bottom of each roster page.
- Record never-attended and stopped-attending dates. Do this when you confirm initial attendance or later as students' attendance status changes.
- Amend never-attended and stopped attending dates. Do this as needed initial through grading.

CLASS ATTENDANCE POLICY
Undergraduate: You may use class attendance in computing grades. If you choose to do so, you must present all students attending the first and second class meetings with a complete written statement of the policy, detailing the weight of attendance in determining the final grade. This should be done within the syllabus. A student who is absent from the final examination without the permission of the instructor incurs a grade of "F" on the examination and may, depending on the weight of the examination in determining the final grade, incur a grade of "F" for the course.

Graduate: Requirements for attendance in any graduate course will be determined by the instructor and will be communicated in writing to students in the first class meeting. This should be done within the syllabus.

DROPS/WITHDRAWALS
In order to avoid fee or grade liability, students must drop/withdraw prior to the first day of classes for the session in which the course is taught. Students who receive VA benefits or Title IV funds (federal financial assistance) for enrollment fees but who stop attending, may have current and future awards cancelled and may have to repay benefits immediately, whether or not they officially withdraw or drop courses. Furthermore, students who stop attending will be assigned a grade of “F” in courses from which they have not officially withdrawn. Instructors should report the last known date of attendance as the student’s “unofficial withdrawal date.”

ADDING AND DROPPING COURSES
After the official registration period is over, students may make adjustments in their schedules through the process of adding and/or dropping courses. For dates and times, see the University Calendar on the Registrar’s homepage. Courses dropped through the 14th calendar day of sessions seven weeks or longer or the 7th calendar day of sessions shorter than seven weeks will not be shown on the student’s permanent record. Courses dropped after these days will be shown on the permanent record with withdrawal grades of "W." A student may drop any course or courses up through the last day to drop specified in the University Calendar for that session. Prior to the last day to drop a course, students should be informed of their progress (e.g., grades received for examinations and class activities). Requests for exceptions must be made by the end of the next regular term following the term in which the grade was assigned, and normally only as part of a request for withdrawal from the University.
Exceptions are made only by the School Dean in which the student is earning a degree, and only on the basis of such extenuating circumstances as serious personal illness and relocation because of employment. To stop attending a class without officially dropping the course incurs the grade of “F.”

**CLASSROOMS**

Courses must meet in the classroom to which they have been assigned. Classroom space usage/assignments are made through the office of University scheduling and may not be changed without permission. If an assigned classroom is inadequate to accommodate the enrollment of your class, contact Mary Tate-Evans. If you need to change the room for a specific class session (for example, to use a computer lab), you should notify the School office (in case students are unaware of this change and need to find you) and the students via class email. You should also coordinate with others who may be planning to use that space. If you need to rearrange the classroom furniture or other equipment in a room, be sure that it is returned to its original position before you leave. Smoking is not allowed in any classrooms. Effective fall 2012, use of tobacco products is prohibited in most locations on the entire campus.

**EXAMINATIONS**

The schedule for final examinations is published at the Registrar’s website each semester. Examinations should start promptly at the designated times. A faculty member may not give an examination at a time other than the scheduled time except with written permission from the School Dean. Make-up examinations may be given after the scheduled time to students who were absent during the examination period and who can justify their absence. A student who has an unexcused absence from the final examination period incurs a grade of “F” for that examination. Some form of examination is required for all courses. The form, format, and frequency are left to the discretion of the faculty member. The use of more than one type of examination (essay, multiple-choice, application, etc.) is often appropriate and affords students more latitude of expression. It is the responsibility of the faculty member to see that assignments and evaluative criteria are provided in writing for each course (see guidelines for course syllabi). The use of evaluative criteria and informing students of their progress should be nondiscriminatory. **All Classes Must Meet On the Day of the Exam.**

**GRADING**

Grades for all courses should be maintained using eCourseware, ideally using a weekly update schedule. This is to ensure that in the event that an instructor of record is unavailable to retrieve grades, the School Dean will be able to request access to course grades. Ensure that your syllabus provides detail relative to how grades will be determined. This includes not only a scale (e.g. 90-100 = A; 80-89 = B, etc.), but also the value or weight given to each experience. Criteria used to evaluate presentations, readings, papers, and other assignments should be clear. Typically, class presentations should take not more than 20% of the total contact time allotted for a course. This would equal no more than eight clock hours for a typical three-credit hour course. If presentations are required, students should be informed in the syllabus at the beginning of the semester concerning how points or a specific grade will be determined for their effort. You should make efforts to return all graded material to students in a timely manner (e.g., within one week of receipt). Students may require feedback so that subsequent assignments can be done correctly. **All major papers, projects and/or portfolios should be returned to students at the end of the semester.**
**Grading Scale in Individual Courses:** The grading scale of each course is determined by the Professor of Record (i.e., the number of points required in that course to earn an A, B, etc.). This information should appear on the course syllabus that the student receives for the course.

**Plus/Minus Grading Scale:** Some courses use the "+" and "-" system with the traditional A-B-C-D-F grades. This system provides a difference in quality points assigned, as seen in the table below.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.84</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**How to Submit Grades**
Grades are submitted online via MyMemphis ([https://my.memphis.edu](https://my.memphis.edu)).
- First, go to MyMemphis and login
- Then select the **Faculty Tab, Banner Self-Service, Faculty and Advisors, and Final Grades**.
- When submitting grades, verify that all student grades have been accepted online and transmission is successful and complete. The system will verify the number of grades submitted. **Example: 15 of 16 submitted.** This should alert you to the fact that (1) one grade has not been properly submitted. **DEADLINE: 1st Monday following term, by 10:00am.**

**Grade Appeal**
There is an appeal process for students who believe a grade they received in a course is not appropriate. The student should first discuss the matter with the instructor. It is important for you to be able to produce all records for the course and to discuss them with the student in detail. If the situation cannot be resolved, undergraduates are to describe their concerns in writing to the Dean to officially begin the appeal process.

Graduate students are to obtain an appeal form from the graduate school website or from the Graduate School, 678-2531, complete it, and deliver it to the School Dean. This form is necessary in order to file a formal appeal for a graduate course. After meeting with the faculty member and the Dean, the appeal is forwarded to a University appeals committee for review. For further information regarding the grade appeals see the University Student Handbook.

**Incomplete Grades**
An incomplete grade may be given to students who for some appropriate reason cannot complete the course assignments (e.g., student becomes ill). Students have 45 days (undergraduate) or 90 days (graduate) after an incomplete grade is entered to complete the work or the grade automatically becomes an “F.” When all assignments are completed, the instructor is responsible for completing the
form shown in the supplement section of this handbook and turning it in to the records office located in room 003 Wilder Tower. Before submitting grades of “I” or Incomplete, Faculty must discuss this with the unit coordinator or Dean.

Retention of Grades
All records from the semester (tests, grading procedures, term papers, assignments, etc.) should be retained by the faculty at the end of the semester. Students may review graded tests and papers, but must not be allowed to keep them. All records on which students’ final grades are based must be retained for a period of twelve months in order that term grades may be explained if necessary.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS
Students in your class are invited to complete the Student Evaluation of Teaching Effectiveness (SETE) evaluations using an online format via the University of Memphis portal (students will receive an email each semester with instructions related to this). On your Faculty Tab in MyMemphis you can also access SETE information including availability, demonstrations and general information, participation monitoring, and reports of evaluation results by course. It is recommended that you stress the importance of student reporting in this process. A high percentage of student response is expected; however, you cannot provide extra credit or similar incentives to students who complete the SETE.

TEXTBOOKS/BOOKSTORE
Textbooks for courses (to be available in the University bookstore) are generally selected by the unit coordinator within the program area you are teaching within. However, you should verify this with your respective contact. Mary Tate-Evans handles ordering or textbooks and can also assist in receiving a desk copy.

REGISTRAR
The Registrar’s Office provides information related to attendance reporting, submitting grades, and other issues which may be needed during the semester. Please contact them directly for assistance in these matters.

GRADUATE FACULTY STATUS
Graduate Faculty status is required for teaching at the graduate level and for sitting on thesis committees. Most part-time faculty members do not provide instruction at the graduate level. However, some do and information related to graduate faculty status is important. The integrity of graduate programs rests fundamentally on the capabilities of the faculty. The policy regarding graduate faculty status is intended to ensure that student research and coursework are being directed by faculty members who are actively engaged in original scholarship and are current with respect to important developments in their discipline. There are six different categories of membership in the graduate faculty (some of which part-time faculty members do not qualify for): full, associate, adjunct, adjunct research co-mentor, teaching adjunct, and affiliate. The general procedure to attain membership to the graduate faculty is outlined online (site below). If you provide instruction at the graduate level, please speak with your unit coordinator about obtaining graduate faculty status.
ACADEMIC MISCONDUCT [Code of Student Rights and Responsibilities Handbook]
http://www.memphis.edu/studentconduct/pdfs/csrr.pdf (check website for updated versions)

By choosing to attend the University of Memphis, each student accepts responsibility for promoting the University community's welfare by adhering to the Code of Student Rights and Responsibilities and all other University of Memphis policies. At the University of Memphis, some actions cannot be tolerated because they seriously interfere with the basic purposes and processes of an academic community or with the rights afforded others. By formulating the Code of Student Rights and Responsibilities, the University of Memphis reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual actions and the consequences of those actions.

The University of Memphis Code of Student Rights and Responsibilities is promulgated pursuant to, and in compliance with Tennessee Board of Regents (TBR) Rule 0240—02-03-.01 [Institutional Policy Statement]. To the extent that a conflict exists between this policy and TBR rule, policy, and/or applicable law(s), the TBR rule, policy, or law will control.


CLASSROOM MISCONDUCT
1. The instructor has ultimate control over classroom behavior and may eject from the classroom any student engaged in disruptive conduct. Disruptive conduct is defined as conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student’s right to pursue coursework.
2. The instructor shall report the incident to the Office of Student Conduct and the school Dean. The Judicial Officer will meet with the instructor and the Dean to determine the appropriate action before the next class period. If there is disagreement as to readmission, the student will be excluded from the classroom pending a hearing. If there is agreement for readmission, the student will be readmitted subject to disciplinary action (see section VI).
3. When it is determined that the student should not be readmitted, or where there is disagreement, the Judicial Officer shall arrange a hearing. The hearing should be before the dean of the college where the incident occurred or a designee, the Judicial Officer or a designee, and a student appointed by the President (three member committees). The purpose of the hearing will be to determine whether the student will be readmitted to the classroom. The hearing must be conducted within five (5) class days under the procedures set forth in the section entitled “Disciplinary Procedures” of the handbook [Code of Student Rights and Responsibilities Handbook]. An appeal is available to the President of the University.

When a student is readmitted and circumstances warrant, the Judicial Officer may initiate formal disciplinary charges asset forth in the section entitled “Disciplinary Procedures” of the handbook [Code of Student Rights and Responsibilities Handbook].
PLAGIARISM
Plagiarism is taking the words or ideas of another and claiming them as your own. It is, quite simply, theft: a person’s words and ideas are recognized in law as a person’s property. At the very least, it deceives readers. Intent or lack of intent is not a required component of the definition of plagiarism. The possible penalties for plagiarism include failure in the course, suspension from the university, and/or expulsion from the university. Therefore, students must exercise great care to avoid the suggestion of plagiarism. The University of Memphis' plagiarism policy states, “The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Plagiarism is considered academic misconduct and results in serious penalties. This information should be added to all course syllabi.

BRINGING CHILDREN TO CLASS
Since the University will no longer routinely accommodate minor children in campus workplaces, classrooms, or unsupervised circumstances on campus, there can be no children in the classroom. Presence in classrooms is restricted to properly enrolled students or visitors with legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or another authorized reason. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes. Instructors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in other locations on campus.” (Policy UM1645) http://policies.memphis.edu/UM1645.htm

Having children in the classroom may be a distraction for both the faculty member and the students enrolled in the class. This implies distractions, which can reduce the effectiveness of the learning environment. This would be unfair to the other students. It would be appropriate for you to privately ask the student to leave the classroom.

Also, students in your class who are responsible for young children should not leave them unattended in the halls or other areas of the building in which you are teaching. It would probably be prudent to mention this policy during your first class meeting and place it in your syllabus. Students who are absent from the first class meeting should be informed when they attend the next class session.
OTHER RELEVANT INFORMATION

The following pages provide information related to:

Smoke Free/Tobacco Free Policy
Bulletin Boards
Inclement Weather
Liability
PAR-Q
Consent and Release and Hold Harmless
Health, Safety, and Emergency Procedures
SMOKE FREE/TOBACCO FREE POLICY
Smoking is prohibited in buildings on the University of Memphis campus. Effective fall 2012, use of tobacco products will be prohibited in most locations on the entire campus. Infringements of this policy should be directed immediately to the Office of the Director or the Office of Human Resources.

BULLETIN BOARDS
Only items pertaining to University business can be posted on school bulletin boards (no items should be placed on doors or walls). All other material must be approved by the School Dean. Faculty/staff are asked to assist in ensuring that materials are posted on the appropriate boards.

INCLEMENT WEATHER
In case of hazardous road conditions and/or class cancellations due to Inclement Weather/Emergencies, please call 678-0888 or consult the university website (http://www.memphis.edu) for the latest information on class meetings. If you are teaching an off-campus class, you should contact the School office and the off campus location. Students will be notified through the local media and can also call 678-0888 or consult the University website. Unless and until an official closing announcement is issued, faculty members are expected to hold classes as usual and are, as always, responsible for ensuring that their classes are met.

LIABILITY
It is recommended that all members of the teaching faculty belong to a professional association that provides liability insurance. For faculty teaching within the activity program, suggestions include AAHPERD (American Association of Health, Physical Education, Recreation, and Dance) and TAHPHERD (Tennessee Association of Health, Physical Education, Recreation, and Dance). Please check and see if the association of your choice does provide liability insurance. Most associations charge extra for liability insurance, but the fees are typically minimal. All faculty (full time and part time) teaching activity-based courses must be certified in adult CPR. A copy of the certificate card should be submitted to the Activity Program Director.

PAR-Q (See Appendix C for retention procedures)
All students participating in activity (PHED) classes (and other selected classes within the school— please check with your unit coordinator) must complete the Physical Activity Readiness Questionnaire (PAR-Q) during the first week of class. Instructors should review these forms for any potential problems. Physician approval (via signed form) is required if students answer YES to any of the questions (see Physician Approval Form). If health concerns are identified, students should be advised regarding whether or not they should drop the course. All of these forms can be found on the SHS website (homepage).

Students should not be allowed to participate until they have completed their PAR-Q form. These forms are now completed online and the Activity Program Director will receive completed forms.

CONSENT AND RELEASE AND HOLD HARMLESS (See Appendix C for retention procedures)
All students participating in activity (PHED) classes (and other selected classes within the school— please check with your unit coordinator) must complete the Consent Form for Physical Activity Class Participation (Appendix B) during the first week of class. Instructors should review these forms for accuracy and must sign and date the form. If a student is under 18 years of age, the student’s parent or guardian must sign the form on their behalf. This form can be found on the SHS website (homepage). Students should not be allowed to participate until they have turned in their completed consent form.
HEALTH, SAFETY, AND EMERGENCY PROCEDURES
In the event of a health threatening situation or other emergency, call the campus security office at 678-4357 (HELP) immediately. On campus “911” calls are blocked. Notify security concerning the type of emergency and give them specific details of the situation. The campus security office will notify the appropriate agency. It would be best to send an assistant outside of the building to direct emergency personnel to the scene of the emergency. This is especially true within the Fieldhouse, as locating rooms may be difficult. Please follow appropriate emergency procedures at off-campus locations.

NOTE: An AED (automated external defibrillator) is located in Fieldhouse 161.

Tiger Text
The University of Memphis offers an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Please see the website below for more information.
https://umwa.memphis.edu/tigertext/

In case of a weather–related emergency during classes, all students and faculty should move to the lowest floor of the building and wait in the halls away from the windows until the emergency has passed. All activity course instructors are required to have a valid, up-to-date CPR/AED certification. Instructors teaching "high-risk" courses such as backpacking, camping, canoeing, and kayaking are required to have first aid certification. All swimming instructors must have an American Red Cross Water Safety Instructors certificate. In case of an emergency, immediately notify security by calling 678-4357 (HELP).

Only administer first aid consistent with the level of your training. Attempt to keep the scene safe and comfort any injured party. If the scene is not safe, remove yourself and your students immediately. Immediately after the incident, fill out an Accident Report. You can receive this form via email attachment if you request. Print and always have available while teaching class. These reports can also be obtained from the Business Office in Fieldhouse 106. If needing to file a report, provide a copy to the Business Officer and retain a copy in your records.

Guidelines for Evacuation of Facilities in Emergency Conditions
A variety of emergency situations could require evacuation of a building or buildings on The University of Memphis campus. Your safety and that of other building occupants may be dependent upon having planned your response to such situations and acting promptly when an emergency occurs.

PREPARATION FOR EMERGENCY SITUATIONS
There are five steps which all University of Memphis employees, students and visitors should take to prepare themselves for prompt and appropriate actions in emergency situations which require evacuating a building. Since the most likely emergency situation requiring building evacuation is that of fire, some specific suggestions for dealing with fire-related emergencies are provided as a part of these guidelines:

1. Learn the location of emergency exits and the shortest route to the exits. You should do this in all buildings in which you work, live or visit, not just for the building in which the majority of your time is spent.
2. Learn the location of emergency fire alarm stations. Again, you should locate these stations in all buildings in which you work, live or visit, not just for the building in which the majority of your time is spent.

3. Learn the procedures for reporting emergencies. The on-campus emergency telephone number is 678-4357 (HELP). Dialing H-E-L-P on any University telephone will connect you to Public Safety. All emergency situations should be reported promptly. If the telephones are not working in the building you should go to a nearby building or to a red emergency telephone to report a situation. The emergency phones are connected directly to the University Public Safety Department dispatcher who will relay a request for assistance to the appropriate response agency.

4. Learn the sound of emergency alarm systems. Emergency alarm system sounds vary from building to building, but are designed to sound distinctly different from all other bells, buzzers or other signaling devices in the building. Should you hear a constant ringing or buzzing which you are not able to identify, evacuate and report the situation either to 678-4357, to the PE (rec center) building office in room 155, or the Fieldhouse office in room 106.

5. Learn the location of fire extinguishers in buildings in which you work, live or visit. Check to see against which types of fires the extinguishers are effective and learn how to operate the extinguishers.

**COMMON FIRE EXTINGUISHER CLASSIFICATION**

TYPE A: Ordinary combustibles, such as cloth, wood and paper.
TYPE BC: Flammable liquids (such as gasoline, cooking grease, duplicating fluids, cleaning fluids) and energized electrical equipment.
TYPE ABC: Multipurpose (suitable for use with fires involving all materials described above).

NOTE: Attempt to extinguish a fire only after you have sounded the alarm and if it is very small and not producing significant smoke or fumes. Evacuate if the fire grows while you are attempting to extinguish it. If there is any doubt whatsoever about whether to fight the fire or evacuate the building, sound the alarm as you evacuate and dial HELP at -4357.

**REACTING TO AN EMERGENCY SITUATION**

The following procedures should be followed in the event of an emergency situation:

1. Notify other building occupants of the existence of the emergency. The best way to alert others is by activating the building's emergency alarm's system as you leave the building. The alarm system will sound when the activation handle is pulled out or down.

2. Notify HELP (on campus, dial 4357) of the emergency from a safe location. This may be an office or room down the hall, your own office/room or a nearby building. When the HELP operator answers, describe the type of emergency, its exact location and the severity of the problem. Stay on the line, if you can safely do so, until you are sure the dispatcher has all the information you can provide.

3. Procedures for evacuation:
One of the most important responsibilities of each individual is to evacuate the building promptly and safely, so take time to become familiar with all exits. In the response to the sounding of an emergency alarm (or other notification) leave the building immediately. As you leave the area, close the door behind you in order to retard the spread of flames and smoke. Proceed along your previously determined escape route to the buildings exit. If an exit is blocked, use an alternate path.
4. Once outside the building, move way to a safe location. Do not return to the building until instructed to do so by authorized personnel (Fire or Police Officer). If there are no authorized personnel on the scene, go to a nearby building or to a "red" emergency telephone and call for instructions.

**IF YOU REALIZE A FIRE HAS OCCURRED WHILE YOU ARE INSIDE A ROOM:**

1. Feel the door to see if it is hot. If the door is hot, the area on the other side is probably involved in the fire. If the door is cool, kneel down and check the air coming into the room from under the door. If the air is cool, it should be safe to open the door.

2. Kneel behind the door and open it a crack, being sure to keep your face turned away from the opening. Listen and smell for smoke and fire. If the area on the other side of the door is on fire, very hot air and gases may rush into the room when you open the door. If this occurs, close the door immediately.

3. If you determine that it is safe to leave the room, close all the windows and then the door as you exit. When leaving the smoked-filled area, move quickly, crawling on your hands and knees. The hot air and poisonous gases will rise, so fresh air will be nearer the floor.

4. If you must stay in the room and wait rescue, place a wet towel or other material along the bottom of the door to impede the entry of smoke and gases. Check all windows for an escape route. If no unaided safe escape from a window is possible, attempt to open a window slightly and hang something out to show rescuers that you are there.

**Persons with Disabilities**

Special arrangements must be made for individuals who need assistance during the evacuation from the building. Each instructor is responsible for making arrangements for provisions of necessary assistance in the event of an emergency. The person or persons designated to assist the physically disabled person when the alarm sounds. The University Office of Public Safety should be apprised of persons for whom special arrangements have been made.

**Bloodborne Pathogens, Signs, and Labels**

The most common way exposure to HIV (Human Immunodeficiency Virus) and HBV (Hepatitis B Virus) can occur is when a worker has an open sore or injury and is in contact with infectious material, or when a worker is not wearing the proper personal protective equipment (PPE) to protect against contact with infectious material such as blood, human tissue or other body fluids that contain blood. All human blood and body fluids should be considered infectious, and all precautions should be taken to avoid contact. This practice is known as universal precautions. SHS faculty members are asked to read the following statement to classes during the first meeting of the semester:

"In the case of a need for medical assistance, the instructor/supervisor is responsible for immediately notifying the Department of Public Safety (by dialing "HELP"). It is a policy of The University of Memphis that students will not administer medical assistance. Furthermore, instructors/supervisors/staff are not obliged to render medical assistance. If he/she so chooses to provide medical assistance, all reasonable and necessary precautions to control exposure to infectious agents must be taken and the incident duly reported." (Ref: MSU Procedure 6-J 7/12/93)
A biohazard label and the biohazard sign is used to identify items, containers or work areas that contain blood or body fluids and for which special precautions must be taken. Labels must be fluorescent orange or orange red and be firmly attached to the container. Containers are located in 129 of the P. E. Building and Fieldhouse 161.

**Personal Protective Equipment**

Whenever there's a chance you could be exposed to blood borne pathogens, personal protective equipment such as gloves and safety goggles are provided for you. You must wear gloves when there is a chance of exposure to blood or body fluids. Disposable gloves must NOT be reused and should be replaced: (a) after each use; (b) immediately if they're torn or damaged; and (3) as soon as possible after they become contaminated, and workers should wash their hands after each exposure. Resuscitation devices, such as pocket masks, should be used when performing cardiopulmonary resuscitation.

**Disposal Points**

The disposal point for gloves and other infectious materials is the red biohazardous waste container located in the First Aid room or Fieldhouse 161. Put all gloves and bloodstained materials inside a red biohazard bag. All sharp material (needles, etc) should be placed in a red biohazard sharps container.

**Work Practice Controls**

1. Remove your gloves and wash your hands and contaminated body area immediately with soap and water.
2. Use a towel to turn the spigot handles so you don't recontaminate yourself or others.
3. If you can't wash immediately with soap and water, use antiseptic towelettes and wash with soap and water as soon as possible.
4. Flush your eyes, nose or other mucous membranes with water if they have been exposed.

**Summary of Important Points**

1. Wear appropriate personal protective equipment, such as face and/or eye protection and gloves.
2. If you've been trained in the correct procedures, use absorbent barriers to soak up blood or other infectious materials.
3. Clean the spill area with an approved disinfecting solution, such as diluted bleach.
4. Dispose of contaminated materials in an approved waste disposal.

*The above was reprinted from 1992 National Safety Council publication titled "Blood borne Pathogens".*

**Protocols for Handling Rape/Sexual Assault Incidents**

To ensure that appropriate and timely care is provided for rape/sexual assault victims, and the proper University authorities are constructed, the following procedure has been developed. When a rape/sexual assault is reported, the University will make every effort to see that the victim is offered both medical and psychological care as well as information about prosecuting the assailant through both criminal and University channels. In order to facilitate these objectives, the following protocol should be followed:

1. The victim should be encouraged to report the incident to the Department of Public Safety and staff should provide the victim appropriate assistance in doing so. Staff should inform the victim that
jurisdiction for investigating such cases rests with the Memphis Police Department and, as a result, at the conclusion of the investigation, the case file will become a part of the public record.

2. Appropriate University officials, should be notified in the following order:
   A. Vice President Business and Finance
   B. Vice President Student Affairs
   C. Associate Dean Enrollment Management

   *Once the Vice President of Business and Finance and Vice President Student Affairs have been notified, there is no need to proceed with C.

3. The victim should be encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to a Memphis hospital emergency room. If immediate attention is not warranted, the University Student Health Clinic should be notified as soon as possible for the appropriate follow-up.

4. The victim should be encouraged to seek psychological counseling. The Counseling Center should be contacted and arrangements made for the victim to see a counselor immediately. The victim will be assigned to a counselor with experience in counseling rape victims.

**General Harassment or Disruption in Class**
If a student is harassing the instructor or other students and/or being disruptive in class, he/she can be asked to leave the classroom. If such behavior continues, the student may be removed from the class permanently. Please discuss such circumstances with the School Dean as soon as they occur.

**Sexual Harassment Policy**
It is against University Policy to sexually harass or to discriminate against any member of the University Community on the basis of sex. Such actions are prohibited not only University policy, but also by section 703, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of 1972. Violation of these Acts may subject the University and/or individuals to disciplinary action and may have legal consequences. Sexual harassment shall be defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:
   (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or classroom evaluation; or
   (b) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual; or
   (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive working or academic environment. The University seeks to encourage prompt reporting of such harassment and its prompt resolution through either informal or formal procedures. In addition, the University will take steps towards and encourage the development of programs aimed at informing students and employees of their rights to be free from sexual harassment and the procedures available for reporting. Programs will also be developed and aimed at preventing sexual harassment.
Procedure

(1) Contact the Affirmative Action Office.
(2) Refer to Schedule of Classes for general provisions.

All complaints filed with the Affirmative Action Office both formal and informal will be investigated by the University.

The above was reprinted from The University of Memphis Faculty Handbook.
Appendix A

**SHS Parking Pass Policy**

The Office of Parking Services at The University of Memphis acknowledges that visitor parking passes should be used by visitors/guests and not by university employees. For many faculty members, “visitors” include research subjects and others who may be on campus for meetings. The following steps should be followed if considering the purchase and use of visitor parking passes.

1. The faculty member will place the request for the purchase of parking passes with the SHS Business Officer. The faculty member should indicate the account number to be charged.
2. The SHS Business Officer will place the order for parking passes and receive the passes.
3. The SHS Business Officer will distribute the parking passes to the faculty member.
4. The faculty member will record the specific parking pass number of each parking pass distributed and retain the parking passes in a locked area until distributed to the visitor.
5. Once distributed to the visitor, the faculty member should:
   a. Ask that the visitor sign the back of the parking pass
   b. Create a spreadsheet and record the name of the visitor next to the number of the parking pass
6. At the end of each month, the faculty member should provide the spreadsheet to the SHS Business Officer.

NOTE: In the case that faculty members ask Graduate Assistants to distribute parking passes to visitors, they should instruct the Graduate Assistants on these new procedures. Once the passes are released to a faculty member by the SHS Business Officer, the passes become the responsibility of the faculty member. Any questions should be directed to the SHS Business Officer, located in Fieldhouse room 106.
Appendix B
(Note: an electronic version of this form is available for completion on the SHS website)

CONSENT FORM FOR PHYSICAL ACTIVITY CLASS PARTICIPATION, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT
THE UNIVERSITY OF MEMPHIS: SCHOOL OF HEALTH STUDIES

Student Name (printed): ___________________________ Course: ___________________________

1. **Explanation of Activity**
The instructor will explain physical tasks and activities that will be required of you within this course. Some of these activities and tasks may be strenuous. You understand that certain activity courses include physical exertion that may involve combat (e.g., kickboxing, etc.). Certain courses may also involve activities that are off-campus and sometimes involve an outdoor/natural environment in which instructors will not always have absolute control thereof. You acknowledge and understand that there are certain risks and dangers associated with participation in activity courses, including but not limited to the nature of class, equipment, wildlife, terrain and natural disasters. Notwithstanding such risks and dangers, you volunteer and desire to participate in all course activities and you assume full responsibility for any risks of lost property or personal injury, including death, that may be sustained by you as a result of participating in this course, whether caused by the negligence of the “releasees” (as defined in section 7) or otherwise.

2. **Risks and Discomforts**
In addition to risks associated with both combat and exposure to outing activities in the natural environment, vigorous exercise carries a remote chance of heart attack and possible death ($\leq 4/10,000$ exercise tests in studies that include healthy and diseased populations). Rarely, exercise may result in abnormal heart rhythms. Orthopedic injury and muscle soreness is also possible. Every effort will be made to minimize these risks during your participation.

3. **Responsible of Student**
Information that you possess about your health status or previous experiences of unusual feelings with physical effort may affect the safety and value of your participation in this course. It is important that you disclose any such information to the instructor prior to participating. Completion of the Physical Activity Readiness Questionnaire (PAR-Q) is a requirement of this course. Additional information concerning your health should be disclosed to the instructor if necessary. It is also your responsibility to report any symptoms, pain, or discomfort that may occur during your participation. If there is any doubt about your ability to participate in this activity course, you should have a physical examination performed by your personal physician. If you are not healthy enough to effectively participate in this course, it is in your best interest to drop the course. The instructor can provide guidance concerning this decision.

4. **Benefits to be Expected**
As a student in this course, you may gain knowledge related to the course topic. You may also experience effective individual exercise/skill sessions during your regular participation.

5. **Inquires**
Any questions about the procedures followed in the course are encouraged. If you have any concerns or questions, please ask your instructor for further clarifications and explanations.

6. **Freedom of Consent**
Your permission to participate in this course is voluntary. If you desire, you may drop the course—following standard University guidelines and timelines for doing so. By signing this form, you are agreeing to participate in this course.

7. **Release and Hold Harmless**
In consideration of the right to participate in this course, you agree to assume the risks involved and release and agree to hold harmless the University of Memphis (including all offices and schools), its Board of Regents, officers, employees, agents, representatives, volunteers and assigns (“Releasees”) from all rights, claims, demands and damages of any kind, known or unknown, existing or arising in the future resulting from or related to your participation in this course. This release will also prevent your family from suing Releasees and binds your spouse, if you have one, your estate, siblings, parents, heirs, personal representatives and assigns. You have read this document and voluntarily sign same, without reliance on any representations, statements or inducements, express or implied, made by any party whomsoever.

Student Name (printed) ___________________________ Student Signature ___________________________ Date _____________

Parent/Guardian Name (printed): If student <18 yrs Parent/Guardian Signature ___________________________ Date _____________

Instructor Name (printed) ___________________________ Instructor Signature ___________________________ Date _____________
Appendix C

Procedures for PAR-Q, Consent, and Incident Forms

1. Students will complete the PAR-Q form (link on school homepage).

2. Students will complete the consent form (link on school homepage).

3. If needed, students will complete the physician approval form (available as a printable PDF on school homepage).
   a. The above items must be completed within the first week of class for each semester. Failure to complete the form will result in student dismissal from the course.
   b. All forms are electronically provided to the Activity Program Director (Debra Wyatt); except for the physician approval form—this must be turned in to the instructor and then provided to the Activity Program Director.
      i. This includes relevant EXSS, HPRO, and PETE courses.
   c. The Activity Program Director will maintain all forms for a period of 5 years.

4. In the event that a student is injured or experiences a health-related incident during a class, the course instructor should follow the appropriate procedures (e.g., contact campus police, provide care for the student, and complete an incident report—available on the SHS website under “Faculty/Staff Forms and Documents”).
   a. The course instructor should follow up with the student on the day of the incident and during the days after the incident to inquire on the student’s well-being.
      i. The course instructor should include written comments on the incident report regarding their follow up with the student.
   b. The completed incident report should be signed and two copies should be filed:
      i. One copy with the Activity Program Director
      ii. One copy with the SHS Business Officer
         1. Copies should be filed within one week of the incident.
   c. The copies of the incident report should be maintained indefinitely.
Appendix C (Continued)

Policy for Activity-Specific Courses

All students registered for activity-specific courses within the School of Health Studies (SHS) must complete the following forms during the first week of classes. Forms are available on the SHS school website.

1. Consent Form
2. Physical Activity Readiness Questionnaire (PAR-Q)
3. Physician Approval Form (required only if a “yes” response is indicated on the PAR-Q)

Activity-specific courses include, but may not be limited to, PHED sections and certain sections of EXSS, HPRO, and PETE. Information pertaining to this requirement should be provided on the course syllabus.

If the student is not willing to provide the above forms, they will not be allowed to participate in the course and will be instructed to drop the course.

In the event that physician approval is required and the student’s physician believes that the student should not participate in the course due to certain health problems and therefore, does not provide approval for the student’s participation, one of the following courses of action will be taken:

1. If the course is not required as part of the student’s program of study (i.e., an elective course), the student will be instructed to drop the course.

2. If the course is required as part of the student’s program of study, the student will be instructed to register with the office of Student Disability Services (SDS). The student should then provide the instructor with paperwork from SDS. The requirements for the course may then be modified appropriately to accommodate the student.

In the event that the student becomes injured during the semester (e.g., broken bone) and cannot complete all course requirements as needed, the instructor may work with the student to modify course requirements for the remainder of the semester and/or provide a grade of “incomplete” and then allow the student to make up course requirements during the following the semester. If this option is exercised, all policies and procedures set forth by The University of Memphis will be adhered to.