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### Who’s Who in Administration/Faculty

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<tr>
<th>Department/Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Colin Starger</td>
<td><a href="mailto:cstarger@ubalt.edu">cstarger@ubalt.edu</a></td>
<td>410.837.4604</td>
</tr>
<tr>
<td>Chair, Adjunct Faculty Committee</td>
<td>Michael Hayes</td>
<td><a href="mailto:mjhayes@ubalt.edu">mjhayes@ubalt.edu</a></td>
<td>410.837.4604</td>
</tr>
<tr>
<td>Administrative Matters</td>
<td>Katie Rolfes</td>
<td><a href="mailto:krolfes@ubalt.edu">krolfes@ubalt.edu</a></td>
<td>410.837.4479</td>
</tr>
<tr>
<td>ADA Accommodations, Academic Advising &amp; Support</td>
<td>Keri Hickey</td>
<td><a href="mailto:khickey@ubalt.edu">khickey@ubalt.edu</a></td>
<td>410.837.4414</td>
</tr>
<tr>
<td>Student Concerns</td>
<td>Paul Manrique</td>
<td><a href="mailto:pmanrique@ubalt.edu">pmanrique@ubalt.edu</a></td>
<td>410.837.5283</td>
</tr>
<tr>
<td>Registration/Enrollment Questions</td>
<td>Laurie Harow</td>
<td><a href="mailto:lharow@ubalt.edu">lharow@ubalt.edu</a></td>
<td>410.837.4457</td>
</tr>
<tr>
<td>LLM-US</td>
<td>Mark Bell</td>
<td><a href="mailto:mkbell@ubalt.edu">mkbell@ubalt.edu</a></td>
<td>410.837.4464</td>
</tr>
<tr>
<td>LLM-Tax</td>
<td>Fred Brown</td>
<td><a href="mailto:fbrown@ubalt.edu">fbrown@ubalt.edu</a></td>
<td>410.837.4527</td>
</tr>
<tr>
<td>Office of Technology Services</td>
<td><a href="mailto:callcenter@ubalt.edu">callcenter@ubalt.edu</a></td>
<td></td>
<td>410.837.6262</td>
</tr>
</tbody>
</table>

**Administration Suite**
- **Main Phone Number:** 410.837.4468
- **Main Fax Number:** 410.837.4450
Helpful Teaching Resources

Excellence in Teaching TWEN page:

Bank of America Center for Excellence in Learning, Teaching and Technology ("CELT""):
http://www.ubalt.edu/about-ub/offices-and-services/provost/reporting-units/celtt/contact.cfm

Zoom: http://www.ubalt.edu/about-ub/offices-and-services/technology-services/instructional-technologies-av/ubzoomlanding.cfm

Mission Statement of the School of Law

We educate students to become exceptional and principled lawyers; to contribute to local, national and international discourse about the law and legal institutions; and to promote efforts to achieve justice in local, national, and international communities. As an urban law school, we value diversity, academic excellence, and public service, and seek to improve the legal system and the quality of people’s lives. The School of Law prepares its students to assume leadership roles in the public and private sectors in the City of Baltimore, throughout the state of Maryland, across the United States, and around the world. (Adopted by the Faculty Council 10/20/2015)

Mission Statement for the J.D. Program

We educate our students to become members of the legal profession who are exceptionally well prepared to serve clients, promote justice, and become leaders in a variety of disciplines. Using innovative teaching techniques, live-client experiential opportunities, simulation courses, and externships, we help our students to:

- develop knowledge of substantive and procedural law and theory in an array of contexts and legal systems;
- acquire legal analysis, research, writing, and communication skills so that they can effectively analyze and resolve client and societal problems; and adhere to the highest professional and ethical standards.

Adopted by the Faculty Council, 10/20/2015
The University of Baltimore School of Law will teach legal doctrine, legal ethics, and legal skills in a manner that successfully combines theory and practice. We will provide students with practical legal experiences and an innovative writing program that is an integral part of the overall curriculum, thereby facilitating their understanding and application of the law. We will work with our students to identify and build on their strengths as they make the transition to their professional careers. To create the best possible environment for this comprehensive legal education, we will take advantage of our urban location and we will provide a state-of-the-art facility, a wide range of co-curricular activities, and productive centers for the study of law in areas of targeted strength. Our faculty will produce scholarship that makes substantial contributions to legal discourse, and our faculty and students will engage in service that benefits our local, regional, national, and international communities. We will continue our commitment to the dual goals of access and excellence by creating a welcoming and vibrant educational community that is rich in diversity in all of its varied forms, and by offering students the fullest opportunity to participate in the law school experience through flexible full time and part time programs.
Adjunct Faculty Personnel Policies

Employment of Adjunct Faculty
Adjunct faculty positions are non-benefitted, part-time faculty contracted to teach courses on a per-term basis. These contracts vary by term based upon department need.

Adjunct faculty are designated as either Adjunct Faculty I or Adjunct Faculty II. All new adjuncts are contracted as Adjunct Faculty I. An Adjunct Faculty II status is granted after the adjunct has established a record of teaching consistently for multiple semesters, supported by a series of high-level performance evaluations over the course of multiple semesters at the school, and upon written request by the faculty member to the Associate Dean for Academic Affairs.

A contract of appointment will be provided to the adjunct faculty member via DocuSign prior to the beginning of the semester. The contract will include the position title, contract term, per-course compensation, as well as terms and conditions of the contract.

For more information regarding employment of Adjunct Faculty, see APPENDIX F: OFFICE OF THE PROVOST POLICY GUIDELINES ON EMPLOYMENT OF ADJUNCT FACULTY

New adjunct employees or those who have not been employed by UB within the last year must complete:

- Adjunct Faculty Contract, with appropriate signatures
- W4 form
- Employee Information Form
- Direct deposit form
- Substance Abuse Policy Sign-Off
- Secondary Employment Form (This form is required if the employee has another full-time State or USM/UB job.)
- Other Employment Questionnaire (This form is required if the employee has another State or USM job.)
- UB Employment Application

All of the above must be returned to Katie Rolfes, along with an official transcript and resume (if not received prior to hiring).

If currently employed or employed within the last six months at UB, the adjunct professor must only complete and return:

- Adjunct Faculty Contract
- Secondary Employment Form (This form is required if the employee has another full-time State or USM/UB job.)
- Other Employment Questionnaire (This form is required if the employee has another State or USM job.)

Once the contract is received by the University of Baltimore School of Law and signed, it will be forwarded to the Office of Human Resources and processed. The adjunct will receive an email regarding the MYUB portal sign-in information and when/where to get a university identification card (Bee card) (if applicable).
Conflict of Interest

A. A faculty member shall not have a sexual relationship, or attempt to have any such relationship, with any student while the student is enrolled in the School of Law, except when the relationship antedates the student's matriculation at the law school.

B. A faculty member shall not allow his or her academic judgment respecting a grade, award, penalty, or other matter affecting an individual student's performance at the University of Baltimore to be affected by any personal or business relationship he or she has or has had with a student, nor shall a faculty member indicate that his or her judgment might be so affected.

C. A faculty member shall not exploit his or her professional relationship with a student to induce the student to enter into a personal or business relationship with the faculty member.

D. Within the meaning of Paragraphs B and C above, personal relationship shall include a student's relationship with the faculty member's spouse, parent or step-parent, child or step-child, sibling, or cohabitant of the faculty member, and business relationship shall include a student's relationship with an entity in which the faculty member has a financial interest or with a person who is the faculty member's spouse, parent or step-parent, child or step-child, sibling, or cohabitant.

E. A faculty member shall avoid teaching or otherwise exercising academic authority over any student who is the faculty member's spouse, parent or step-parent, child or step-child, sibling, or cohabitant.

F. A faculty member should avoid teaching or otherwise exercising academic authority over any student in circumstances where the faculty member's independent professional judgment is reasonably likely to be adversely affected or his or her impartiality may reasonably be called into question. Such circumstances may include but are not limited to those (1) where a faculty member has a significant personal or business relationship with a student which a reasonable person might believe would be influenced by the faculty member's evaluation of the student, and (2) where a faculty member (or a member of the faculty member's household) has a sexual or family relationship with the student.

G. When a faculty member can avoid the kind of conflict of interest proscribed by Rules E and F above, he or she should take reasonable steps to do so. If the faculty member cannot avoid the conflict without failing or refusing to meet a responsibility owing to the university, the faculty member should disclose the conflict to appropriate authorities within the school and seek their assistance in avoiding it. Such assistance should include assigning the student to another course or course section, recusal of the faculty member from his or her responsibility of evaluating the student regarding the matter at hand, or such other action as may be appropriate in the circumstances.

H. A faculty member may seek an advisory opinion from the Professional Responsibility Committee as to whether an activity is consistent with the rules.
Faculty Conduct

Faculty are expected to maintain appropriate professional standards in all dealings with students. This includes interactions both in and outside the classroom. Faculty who supervise students in non-classroom activities (including, but not limited to, moot court and trial teams) have an especially sensitive role with students because the instruction occurs outside the traditional classroom setting and may involve travel or meals with students. All interactions with students are subject to the requirements of Title IX, as well as appropriate professional norms. Faculty must conduct themselves accordingly and ensure that others participating in the instructional process adhere to these standards.

ABA Standard 310 Policy

For traditional classroom credit courses, the Associate Dean for Academic Affairs shall, on a regular periodic basis, ask the faculty members teaching in a given subject matter to review the credit hours assigned to courses within that subject matter to ensure that the in-class and/or out-of-class hours are both appropriate and required. As part of this review, the student evaluations of each course shall include a question asking the students “how many hours per week do you spend on out-of-class work for this course?” The reviewing faculty members and the Associate Dean shall consider the answers to that question as part of their review.

For non-classroom credit activities (including, but not limited to, Journals, Advanced Legal Research, Moot Court, Trial Teams and Externships), students shall keep a record of their time spent on such activities each semester they participate in such activity. At the end of each semester, said time logs shall be submitted to the faculty advisor of the activity. The faculty advisor should review the logs to ensure that the student hours spent are appropriate. The Associate Dean for Academic Affairs shall, on a regular periodic basis, consult with the faculty advisors to ensure compliance with the policy contained Section C.

A “credit hour” is an amount of work that reasonably approximates:

(1) not less than 1 hour of classroom or direct faculty instruction and 2 hours of out-of-class student work per week for 15 weeks, or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

For purposes of this definition, 50 minutes equals 1 hour of classroom or direct faculty instruction. 60 minutes equals 1 hour for out-of-class student work. The 15 week period includes 1 week for final examinations. Therefore, a 2 credit hour course should require 100 minutes of classroom or other faculty instruction and 4 additional hours of student out-of-class work per week; a 3 credit hour course should require 150 minutes and 6 hours respectively; and a 4 credit hour course should require 200 minutes and 8 hours respectively. This policy shall be enforced by the Dean’s designee, the Associate Dean of Academic Affairs.
1. **Definitions**

*Classroom or direct faculty instruction* includes all scheduled class meetings, tutorials or other one-to-one or small-group meetings with the instructor, and taking in-class examinations.

*Out-of-Class work* includes time spent preparing for class (reading or completing class assignments); preparing for the in-class exam, completing the take home exam, and/or preparing and completing other assessments; researching and writing any required paper(s) or other writing assignments; performing clinical or field placement work; and attending educational events as mandated by the instructor.

2. **Determination of Classroom or Direct Faculty Instruction**

The School of Law has approved an academic calendar based on a *14 week semester* plus a final exam period (or the equivalent in a more compressed time frame for the summer term or select weekend courses) followed by an examination period. For types of credit that include a classroom component, the Office of Academic Affairs schedules classes commensurate with the credit load of the course (no less than 50 minutes per week/per credit), as well as the scheduling of any required exam. Individual faculty members may require more than this minimum amount of class time, and may require students to attend other out-of-class meetings with the faculty member.

3. **Determination of Out-of-Classroom Work**

The following guidelines will be used to determine how many credit hours for out-of-classroom work will ordinarily be awarded for certain types of out-of-class activities. When completing the form describing the credit hours for their courses, faculty members may use different assumptions about the amount of time students spend on particular types of out-of-class work, as long as they provide adequate explanation of their reasons.

3.1 *Readings for 1L Courses:* Understanding that first-year law students are new to case reading and need additional time to complete or repeat reading assignments, credit hours for their reading assignments will be based on an assumption that they spend approximately 12 minutes on each page of reading. For a course in which reading assignments are the only required out-of-class activity, this means that in order to meet the minimum credit hour requirement, an average of at least 10 pages of weekly reading needs to be assigned per credit.

3.2 *Readings for Upper-Level Courses:* Understanding that reading comprehension improves as law students continue in their studies, credit hours for their reading assignments will be based on an assumption that they spend approximately 6 minutes on each page of reading, and approximately 12 minutes on each page for reading material that is particularly dense or complex. (For purposes of calculating credit hours, the faculty member will be given the opportunity to indicate how much of the reading falls into each category.) For a course in which reading assignments are the only required out-of-class activity, this means that in order to meet the minimum credit hour requirement, an average of at least 20 pages of weekly reading per credit needs to be assigned (or less, depending on how much of the reading is particularly dense or complex).

3.3 *Outlining or Preparing for Examinations or for In-Class Exercises or Presentations:* In determining how much time students spend preparing for examinations, it will be assumed that students devote three hours of out of class preparation for each hour of a mid-term
examination, and five hours of out of class preparation for each hour of a final examination. Faculty members shall provide a reasonable estimate of how much time students are expected to spend preparing for any required in-class exercises or presentations.

3.4 Completion of Take Home Examinations: Take home examinations, by policy, are to be no more than 72 hours. In determining how much time students spend completing take home examinations, it will be assumed that a maximum of 12 hours are spent on the exam—including on those exams for which more time has been allotted. For take home exams for which 12 or fewer hours has been allotted, it will be assumed that students spend the entirety of the allotted time on the exam.

3.5 Preparation of Course Papers: For short writing assignments with no research required, an estimate of 30 minutes per page will be used. For short writing assignments which require research, an estimate of 60 minutes per page will be used. For upper-division course research or final paper assignments, an estimate of 150 minutes (or 2.5 hours) per page will be used.

3.6 Clinical Courses: Faculty members teaching clinical courses shall provide a reasonable estimate of how much time students are required to spend on cases, projects, supervision meetings, moots, and seminars, including additional assignments and reading.

3.7 Attorney Practice Externship. Faculty members teaching in the Attorney Practice Externship course shall provide a reasonable estimate of how much time students are required to spend on cases, projects, and classroom work, including class time and homework assignments. These estimates are to be made based on student time logs, with consultation, as needed, with the students’ placement supervisor. Students must complete 130 hours in the field placement for three credits (12-14 hours per week).

3.8 Co-Curricular Activities: For other activities for which credit is awarded, faculty advisors shall provide, calculate, and report a reasonable estimate of hours required to complete the required tasks, in accordance with the minimum requirements of this policy.

For Moot Court and Mock Trial Competitions: A reasonable estimate of practice hours and hours spent in actual competition shall be reported, together with time devoted to preparing any required brief or other document(s). In calculating the time required to prepare briefs or other documents, an estimate of 60 minutes per page will be used. Certification that students have fulfilled these requirements will be provided by faculty advisors or faculty coaches.

For Law Review and Law Forum: The required time commitments and work product are addressed in the by-laws of each journal. Certification that students have fulfilled these requirements will be provided by faculty advisors in consultation with Editors-in-Chief.

3.9 Independent Research Projects (“ALR”): A minimum of 10 pages, as well as the research required to complete these pages, will be required for each credit awarded.

4. Notification of Requirements for Credit Determination

It shall be the responsibility of faculty members to announce all assignments and expectations for required out-of-class work.

5. Adherence to Guidelines for Credit Determination
It shall be the responsibility of the Associate Dean for Academic Affairs or his/her designee to assure consistency and adherence to the guidelines for credit determination.

5.1 Course Scheduling: The Associate Dean for Academic Affairs will ensure that all courses are scheduled in conformity with this policy.

5.2 Faculty Course Certifications: For each course with a regularly scheduled classroom component, the instructor shall submit a worksheet of how course credit requirements will be met. This certification will be completed for each course each term and shall include the amount of direct faculty instruction and out of classroom assignments. These certifications shall be reviewed by Associate Dean for Academic Affairs his/her designee for each term to ensure compliance with this policy.

Additional Review: The Associate Dean for Academic Affairs or his/her designee will undertake a biennial audit to ensure compliance with guidelines for credit determination for co-curricular credits. This may include review of the following:

- Independent Research Projects
- Individual Field Placement Logs
- Law Review/Law Forum certifications
- Mock Trial/Moot Court Competition Briefs

5.3 New/Revised Course Proposals: The Curriculum Committee shall review new/revised course proposals for compliance with the guidelines for credit determination.
Adjunct Faculty Administrative Guidelines

Adjunct Faculty Office
The adjunct faculty office is located on the eighth floor of the John and Frances Angelos Law Center. It is available for use by all members of the adjunct faculty and access will be provided at the start of the semester by Katie Rolfes. A new combination to the lock on the door is given each semester. Please be careful not to leave items unattended in the room. In the office, you will find your faculty mailbox, which should be checked regularly, computers, a printer, as well as office supplies. The adjunct office is also equipped with a telephone. If you wish to receive calls on this phone, the phone number is 410.837.5037. To make outgoing calls, outside of the university, be sure to dial 9 + the phone number.

There are three computers in the office for your use. The computers have the following software installed on them: Windows 7, Internet Explorer, Mozilla Firefox, Microsoft Office 2013, Adobe Reader XI, Windows Media Player, and VLC Player. There is also one desktop printer and a printer/scanner/copier by the door.

Administrative Support
Limited administrative support is offered to adjunct faculty. Adjunct faculty should speak with Katie Rolfes to find out what assistance can be offered.

Attendance
Attendance records must be kept, and attendance should be taken at the beginning of each class. A student who is present but unprepared for class may be treated as absent if the instructor announces at the beginning of the semester, and includes in the syllabus, that unprepared students are treated as absent. Likewise, a student who arrives late for class may, at the discretion of the instructor, be marked absent if this policy is announced and included in the syllabus. Students are responsible for signing the attendance log. Please be sure to update your roster or attendance list after the add/drop period.

To comply with ABA requirements, your syllabus must contain the following language:

Class attendance is a primary obligation of each student whose right to continued enrollment in the course and to take the examination is conditioned upon a record of attendance satisfactory to the professor. A student who exceeds the maximum allowed absences (generally 20% of class sessions) as illustrated below may be compelled to withdraw from the course or may be barred from sitting for the final exam. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence). This policy is consistent with American Bar Association Standards for Law Schools.

<table>
<thead>
<tr>
<th>Regular Semester Hours</th>
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<tbody>
<tr>
<td>Credit Hours</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2 absences</td>
</tr>
<tr>
<td>3</td>
<td>2 absences</td>
</tr>
<tr>
<td>4</td>
<td>--</td>
</tr>
</tbody>
</table>

[This chart may be modified depending on the number of credit hours for your course or you may present the same information another way]
Please track your attendance during the semester and report to the Associate Dean any student who exceeds five absences (in a 3 credit course) or the corresponding amount in a course with a different credit amount. You should also warn students who are approaching the absence limit that they may be barred from the class and given a grade of FA due to excessive absences.

Audio-Visual in the Classroom
All Law School classrooms are equipped with Panopto (a program for recording classes), as well as white boards and computer equipment for accessing the Internet and use of Power Point. A faculty member can receive instruction on how to use the room’s technology by contacting the Office of Technology Services (OTS) at 410.837.6262 within at least 48 hours’ notice. OTS also can arrange satellite down-links, interactive video and video teleconferencing with two weeks advance notice. For additional questions or concerns regarding schedule confirmation, recordable media needs, or technology usage in the rooms you can also contact Katie Rolfes or the Law School’s IT specialist.

Book Orders
Book orders should be emailed to Katie Rolfes who will place the book order with the bookstore. Questions regarding your book order should be directed to the bookstore. Deadlines are as follows: Fall semester-April 1, Spring semester- October 15, Summer semester- March 1.

Calendar
We follow a standard calendar, which means you will have the same number of classes each semester--14 classes if you teach once a week and 28 classes if you teach twice a week. You must teach all scheduled classes or hold an appropriate make-up.

In the fall semester, we have no classes on the Labor Day holiday, and the Thanksgiving holiday, which is the fourth Wednesday evening, Thursday and Friday in November.

Please be sure to review the academic calendar available on the Law School website (under the Current Students tab) for all instruction dates and make up classes.

Class Cancellations
Illness or Personal Emergency: If illness or personal emergency causes you to cancel a class and you do not have time to arrange a substitute, please email your students through the class roster and inform Katie Rolfes. A note will be put on the classroom door for students who do not receive the email. You must arrange a make-up time. You can do this by contacting Katie Rolfes.

Snow: Official university closing announcements can only be found at:

- University's text messaging system;
- University’s e-mail system;
- University’s Web page (www.ubalt.edu); and
- Emergency Notification line at 410.837.4201.

If you do not see or hear an official announcement, you should assume that the UB campus is open and operating under a normal schedule. Media announcements are NOT official university notifications.
We also urge you to sign up for UB's EMERGENCY TEXT ALERT SYSTEM. You can do that at [http://www.ubalt.edu/about-ub/offices-and-services/university-police/campus-safety/campus-alerts/campus-txt-alert-system.cfm](http://www.ubalt.edu/about-ub/offices-and-services/university-police/campus-safety/campus-alerts/campus-txt-alert-system.cfm). It's easy, and it's free to join. (Make sure you opt-in for the weather alert portion of the system.) Your participation in this automated system allows the UB POLICE DEPARTMENT to more effectively and efficiently handle situations that frequently arise during emergency situations.

If classes are cancelled, faculty and students need not report. The Office of Academic Affairs will send out an email regarding make up days/times for a weather related closing.

**Class Visits**
Members of the full-time faculty routinely visit a number of adjunct faculty classes during the semester for the purpose of providing supportive feedback. Classroom visits for adjuncts generally take place in their first year and at five-year intervals thereafter. The visits are coordinated by the Adjunct Faculty Committee.

**Complimentary Textbooks**
The major publishers will provide complimentary copies of textbooks for faculty review. To obtain a copy of a textbook, contact Katie Rolfes.

**Computers**
OTS provides technology support to the UB community. Contact 410-837-6262 if you need to report problems with your computer, software, or e-mail account.

**Computers in the Classroom**
With faculty permission, students may use laptop computers for class-related purposes. Faculty may also ban laptop computers or adopt other rules to restrict their use. Students take all exams on a computer.

**Course Schedule**
The course schedule for the semester can be found on your faculty portal.

**E-mail**
Individual UB email accounts are provided to all university faculty and staff. The @ubalt.edu address is your official primary email account for university business. Please take time to review the university email policy available at [https://www.ubalt.edu/policies/administrative/III-1.1.pdf](https://www.ubalt.edu/policies/administrative/III-1.1.pdf) particularly with regard to expectations of use. Once your UB account has been established during the hiring process, all email communications will be sent to your @ubalt.edu account. Important information will be sent to you via email and it is your obligation to monitor this account.

During the semester, you must communicate with students and staff through your ubalt email account and not your personal account. Please do not communicate with students via text, and you may not require students to provide their cell phone numbers to you unless you are supervising an activity outside of a regular classroom meeting (e.g. a moot court team).

**Faculty Evaluations by Students**
Students complete course evaluations for each class each semester. Students will receive an email announcing the start of the course evaluation period and direct links to the course evaluation process. Instructions are on the first page of the online course evaluation for each class. We encourage faculty to give time in class for students to complete the evaluations and to encourage their participation. Time given in the beginning or middle of a class session is found
to be more effective than at the end. The evaluations can be completed on a computer or mobile device (tablet/smartphone).

You can view the “live feed” of response rates for your individual classes by logging into Explorance Evaluations via the MYUB Portal. Instructions for viewing the response and response rates will be sent to faculty via ubalt email. Evaluation ratings and comments will not be visible until after the term grading deadline has passed.

**Grading** Please see the Examinations & Grading Section of this Handbook for more information. All law students’ grade point averages are based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</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>
</tr>
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<td>0.67</td>
</tr>
<tr>
<td>F</td>
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</tr>
</tbody>
</table>

**Honor Code and Academic Integrity**

Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another’s book or study materials without consent; unapproved multiple submissions; material misrepresentation of one’s academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports. The School of Law Honor Code and information about the process is available at [https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm](https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm).

**I.D. Card (a.k.a the BEE CARD)**

The Bee Card is the one-card solution for official UB identification, parking access, Campus Cash purchases on and off campus, special campus privileges and more. Once your contract has been processed, you can obtain a Bee Card by visiting the Office of Campus Card Operations, located in the Academic Center (room AC105). You will need to present photo ID. For specific information, visit the webpage for the Office of Campus Card Operations at [http://www.ubalt.edu/about-ub/offices-and-services/auxiliary/bee-card/](http://www.ubalt.edu/about-ub/offices-and-services/auxiliary/bee-card/).

**Parking**

The University of Baltimore provides free parking if requested for adjunct faculty for the semester that you teach (and are on campus for business related to your class) in the Fitzgerald Garage only (#17 on Bee Card Map). You must use your Bee Card to enter and leave the garage. See **APPENDIX F: UB CAMPUS MAP.**

**Rosters: Class and Grading**

Rosters are available through the Faculty Portal. Each faculty member has a Portal user ID and password, provided by OTS. Students may only add classes the first week of each semester. Once the drop/add period is over, be sure to obtain an updated roster from the Faculty Portal. You are to use the roster for attendance taking.

If a student is in your class but not on your roster, the student may not get credit for the course. In this case, please direct the student to the Office of Academic Affairs. Only students on the grade
roster may earn credit in the course. You are responsible for entering final grades for students. See APPENDIX C: ACCESSING YOUR CLASS ROSTER and APPENDIX D: ENTERING GRADES/GRAGE ROSTER for details.

**Seating Charts**
Seating charts are available on the TWEN page for Adjuncts.

**Syllabus**
A syllabus including at least the first class assignment is to be sent to Katie Rolfes via email by the due date below so that it can be posted to the UB Law School website for students. The syllabus shall include:

a. Course Name;
b. Instructor's contact info;
c. Instructor’s availability for student meetings;
d. Course Description;
e. Course Materials;
f. Learning Outcomes;
g. Basis for Grading;
h. School of Law attendance policy;
i. Academic Integrity;
j. Course Evaluations;
k. Title IX Sexual Misconduct and Nondiscrimination Policy;
l. Disability Policy; and
m. Reading assignments and, where appropriate, the topics to be covered.

Items included in the syllabus may be stated tentatively, if desired. A syllabus for a period of less than one semester should be supplemented in due course. The topics covered by the course should include those specified for the course in the current catalog of the law school, unless the instructor has published a new approved course description, which is included in registration materials or is placed in a location specifically described there. Any changes to the syllabus should be made in writing.

Due dates are as followed: Fall semester-August 1, Spring semester- December 1, Summer semester- April 15.

See APPENDIX B: SAMPLE SYLLABUS.
**Student Policies**

**Academic Rules**
Academic rules, examination policies and other student related matters needed to advise students are contained online at http://law.ubalt.edu/academics/jd-program/.

**Student Complaints**
To whom can a student complain regarding a certain issue?

1) **Accessibility policy:**
   Office of Disability and Access Services (DAS)
   (410) 837-4775

2) **ADA:**
   Office of Disability and Access Services (DAS)
   (410) 837-4775

3) **Code of Conduct, misconduct by a student:**
   Division of Student Affairs
   (410) 837-4755

4) **Grievances against faculty or grade appeals:**
   a) Associate Dean for Academic Affairs, (410) 837-4468
   b) For a complaint against the Dean, Office of Provost, (410) 837-5244

5) **Honor Code Violation**
   Assistant Dean of Students
   (410) 837-5283

6) **Privacy Act (Buckley Amendment):**
   Division of Student Affairs
   (410) 837-4755

7) **Title IX and Nondiscrimination**
   http://www.ubalt.edu/titleix
   The University of Baltimore does not discriminate on the basis of race, religion, age, color, national origin, sex, sexual orientation, gender identification, or disability in its programs, activities, or employment practices. Inquiries regarding discrimination related to:
   a) Educational programs and activities:
      Office of Community Life
      Academic Center 112
      (410) 837-4755
   b) Employment:
      Office of Human Resources
      Charles Royal Building, third floor
      (410) 837-5410
**Policy for Disabled Students**
It is the policy of the University of Baltimore School of Law not to discriminate on the basis of disability in admissions or in any of its educational services, programs or activities. The policy regarding accommodations for students is set forth in the Student Catalog.

**Student Attendance**
Class attendance is a primary obligation of each student whose right to continued enrollment in the course and to take the examination is conditioned upon a record of attendance satisfactory to the professor. A student who exceeds the maximum allowed absences (generally 20% of class sessions) as illustrated below may be compelled to withdraw from the course, or may be barred from sitting for the final exam. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence). This policy is consistent with American Bar Association Standards for Law Schools.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Meetings Per Week</th>
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<tbody>
<tr>
<td>2</td>
<td>2 absences</td>
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<tr>
<td>3</td>
<td>2 absences</td>
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<td>4</td>
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**Regular Semester Hours**

<table>
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<th>Meetings Per Week</th>
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<td>2</td>
<td>5 absences</td>
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<tr>
<td>3</td>
<td>5 absences</td>
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<tr>
<td>4</td>
<td>5 absences</td>
</tr>
</tbody>
</table>

**Religious Holidays**
It is the policy of the University of Baltimore School of Law to respect students’ observance of their major religious holidays. Students not attending class because they are observing religious holidays are to be given absences up to the maximum number of allowable absences as articulated above if they notify the professor in advance.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed due to individual participation in religious observances. Arrangements should be made to make up missed assignments or tests with the faculty member(s) in advance of the specific holiday. In addition, faculty are encouraged to video or audio record classes in which students have missed classes for religious reasons.

**Clinic Attendance Policy**
Attendance at clinical seminars, team meetings, client meetings, and appearances before adjudicative and legislative bodies, community education meetings, presentations and other obligations is a primary obligation of clinical students whose right to continued enrollment in a clinic is conditioned upon a record of attendance satisfactory to the professor. A student whose unexcused absences exceed a combination of three required clinic obligations or whose total absences, excused and unexcused, exceed five clinic obligations may be compelled to withdraw from the course. A student who is compelled to withdraw shall receive an FA in the course, unless in the professional opinion of the faculty member, it is deemed that the student should receive a WA (Administrative Withdrawal).
Examinations & Grading

Interim Assessment Requirement

All courses must provide students with at least one graded assessment with meaningful feedback during the semester, in addition to any final exam, paper, or project. This assessment may be a midterm exam or other assignment. For seminars, an outline or draft with feedback will meet this requirement. For simulation courses, other graded exercises with feedback will meet this requirement. For questions about the interim assessment requirement, please contact the Associate Dean for Academic Affairs.

Note that applicable ADA accommodations must be provided to students for all course assessments. Please contact Keri Hickey at khickey@ubalt.edu for more information.

Midterm Exam Procedures

OAA will administer all timed, mid-term exams for students with ADA accommodations. For all other students, it is your obligation to proctor your own midterm exam. Instructions will be circulated by the Office of Academic Affairs, and students will be provided instructions for accessing the required testing software and their blind grading ID. Please monitor your UB email account for more information.

Please contact Katie Rolfes for assistance with take-home exams through TWEN.

Final Exam Procedures

For all required courses except Introduction to Advocacy, a final examination is required.

The final examination should count at least 50% of the course grade in a required course. (A “required” course is one in which enrollment is not optional with the students; courses which students may elect as one of several approved means of meeting a general requirement, such as the advocacy requirement or the upper-level writing requirement, are not "required" under this meaning.)

Final exams shall be given during the official exam period and not during the last week of scheduled class.

OAA will administer all final examinations. The schedule for finalexams can be found at www.law.ubalt.edu under CURRENT STUDENTS. Click on Semester Information and select the semester you are teaching.

Please watch for emails to your UB email account which will provide more information about exams.

Exam Questions (Adopted 1991, Amended 9/08)
The Faculty Council strongly encourages the use of both essay and multiple questions in required first-year course examinations. When an instructor uses multiple choice, short answer and/or true and false questions, it is strongly recommended that no questions be repeated within three years.

**Blind Grading**
In order to protect anonymous grading, students are assigned a blind ID number for their final exam period. The numbers are made available to the students prior to the final exam period through the Student Portal. Blind ID numbers change each semester.

**Deferrals**
In the event that a student desires to defer an examination beyond the regularly scheduled period, faculty should refer the student to the Office of Academic Affairs. Faculty may not grant such a deferral or reschedule the examination. Deferral rules may be found in the Law School catalog as well as on the Law School website. If a deferral is granted and the student cannot take the final exam until after the scheduled exam period, the student may file a petition for an incomplete grade.

**Failure to Appear**
In the absence of a documented emergency, students who fail to take a final exam during the scheduled time will receive a grade of F. Decisions about what constitutes a documented emergency are made by the Associate Dean for Academic Affairs. Students should not contact faculty about missed exams.

**Exam Format**
An email will be sent to all faculty prior to the due date for submitting exams, which will include a cover page that must be included as the first page of your exam.
Contact Katie Rolfes with any questions.

**Special Considerations for Take Home Exams**
Take Home exams will be administered by OAA through TWEN. Students do NOT come to school to pick up paper copies of take homes, nor do they submit exams in hard copy.

Take Home exams are time limited—for 24, 48, or 72 hours.

**Retention of Examinations and Other Papers**
As a general rule, faculty should not permit students to copy or remove final examinations from the law school. After an exam or paper is returned to a student for his or her review, a faculty member shall retrieve and retain the examination, seminar or other paper bearing on a student's grade for one year after the end of the term in which the paper was submitted.

Faculty members shall retain for one year after the end of the term in which the grade was submitted, all work papers (including but not limited to answer keys, records of grading criteria, raw scores, etc.) used to determine a student's grade.

In the event that a faculty member leaves the Law School before the expiration of the year referred to above, the faculty member shall deposit with Law School administration all such papers covered by this policy. (Adopted 3/13/97)
**Grading**

1. An incomplete grade (I) is given when a student and the professor agree that the circumstances warrant an extension of time for the student to complete the assigned work, or in some cases when a student has received an Emergency Deferral of a final exam. In order to receive an incomplete grade, the student must file a petition (form) with the faculty member requesting the same. The petition must be approved by the Associate Dean for Academic Affairs before the Incomplete is granted. Grades of I (incomplete) are automatically changed to F at the deadline set in the University Calendar. Coursework, final exams and final projects for the course must be completed by the student no later than 10 calendar days before the deadline referenced in the University Calendar so that there is sufficient time to grade the materials and process the grade change.

   The “I” grade will be changed to an “F” grade if a grade change form is not submitted to the Records Office by the following schedule:

   - **Fall Semester:** February 1
   - **Spring Semester:** July 1
   - **Summer Semester:** October 1

   Under no circumstances may a grade be changed after one year.

2. The time limits for completing the grading process are reasonable and must be adhered to. All final grades shall be submitted by each faculty member by entering grades on MyUB no later than 21 calendar days after the last course final exam for any given semester and 18 calendar days after winter and summer terms. Delay in reporting grades causes real administrative difficulties, but more importantly, adversely affects students, sometimes holding up financial aid, registration for certain bar exams and the determination of whether the student is in good academic standing or eligible for dismissal.

3. **Grade Changes:** Course grades submitted via the Faculty Portal are final. A faculty member can change a grade if there has been a clerical error in calculating the student's grade or pursuant to the rules and policies governing academic misconduct if there has been a finding of an Honor Code violation. Once an exam or paper has been graded, faculty may not “re-grade” or re-consider the grade awarded. The faculty member shall complete a grade change form and submit it to the Associate Dean for Academic Affairs. Under no circumstances may a grade be changed after one year.

   If a student believes a grade has been given arbitrarily, the student shall submit a grade appeal to the Associate Dean for Academic Affairs. See the Law School's Grade Appeal Rules online.

4. **Anonymous Grading Policy (Adopted 1986):**
1. The Records Office shall assign to each student for each final exam period an anonymous grading number. These exam numbers will be available to students through the Student Portal. Each student will have a different exam number each semester.

2. In addition to the anonymous grade, the final grade may, at the discretion of the professor, include other elements, including but not limited to classroom performance, written and oral presentations, and research projects. The grading for class participation cannot change the grade a student would otherwise receive in the course by more than one full letter grade for classes which are open-enrollment, required or elective courses, where actual student enrollment exceeds twenty students. There is no limitation in other cases. (Amended 2/95) Students shall be informed in the course syllabus of the components of the final grade and the weight and effect to be given to each in the calculation of the final grade. (Amended 2/95)

3. Nothing stated above shall negate the right of faculty members to grade performance in courses or parts thereof on a non-anonymous basis where such non-anonymous evaluation is necessary to foster learning, feedback or other academic values.

4. Nothing hereinafter stated shall prevent a faculty member from having access to final point spreads in courses which are graded in whole or in part on an anonymous basis before the faculty member assigns letter grades to students in a course.

5. The anonymous grading system is applicable to take-home final examinations as well as administered final examinations. (Added 1989)

6. Faculty evaluations by students are not to be received by the evaluated instructors prior to the turning in of their grades. (Added 1989)

Mandatory Grading Range for First-Year Courses (JD Students)
Adjunct Faculty Teaching First-Year Courses should refer to the Grading Guidelines in the Faculty Handbook.

Mandatory Grading Range for Upper-Level Courses (JD Students)
One A+ may be assigned per course in courses with more than 10 students enrolled.

Upper Level required and Open Enrollment Courses
Upper level required and open enrollment courses shall average between 3.0 and 3.5 if the course has 21 or more enrolled. For courses with 20 or fewer students, this average is recommended.

For upper level required/open enrollment courses with 21 or more students, grades shall be distributed within the course as follows: a minimum of 20% shall be grades of A- or higher and a minimum of 7% shall be grades of C- or lower.

In applying said curve, the minimum number of grades in an applicable course shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product to the nearest whole number using standard conventions (e.g., 2.01-2.49 is rounded to 2 and 2.50-2.99 is rounded to 3). For such courses with 20 students or less, this is recommended but not required.
This grading curve does not apply to LLM US or graduate tax courses (even if such courses are open to JD students).

**Limited Enrollment Courses**
Upper-level limited enrollment courses (including seminars and workshops) shall average between 3.0 and 3.67 if the course has 11 or more enrolled.

For clinical courses or courses with 10 or fewer students, these averages are recommended.

**Grading Range for Graduate Tax Program ("GTP")**
GTP students are subject to the law school grading curves that apply to upper level courses (i.e., mean between 3.0 and 3.5 for open enrollment; mean between 3 and 3.67 for limited enrollment; exception for classes with 10 or less students). For purposes of this policy, all GTP courses are open enrollment except for Tax Policy and Tax Research & Writing.

Students in the GTP need a cumulative GPA of at least 3.000 to receive their degree. In addition, JD students taking GTP courses need a B or better in a course in order to receive advanced LL.M. credit for the course if they enroll in the LL.M. in Tax program after receiving their JD degree. Consequently, class performance that is considered acceptable should warrant a grade of B or better. Less than acceptable performance should warrant a grade of B- or lower. Rarely should grades below C being awarded.

**Grading Range for LLM-US Program**
There is no mandatory curve for LLM only courses. Because LLM-US students may be eligible to transfer to the JD program, the standards for evaluating students in LLM-US courses should be roughly similar to those that would be used in a JD course.

**Grade Submission Policy**
All final grades shall be submitted by each faculty member by entering grades on MyUB no later than 21 calendar days after the last course final exam for any given semester and 18 calendar days after winter and summer terms. The faculty portal is the exclusive method of communicating final grades to students. Faculty are not permitted to use any method other than the Faculty Portal to communicate final grades.

**Release of GPA and Class Rank**
In order to comply with federal privacy laws, all release of GPA and class rank information shall be through the Office of Academic Affairs.
Grade Appeal Rules and Procedures
(Adopted on March 12, 1998; Amended February 22, 2006 and November 30, 2010 and April 13, 2016)

I. Grading Policy
There are several different mechanisms for evaluating a student's work, including examinations, classroom participation, papers, and performance in a clinical or simulation course. For all of these, students have the right to a grade that is based on their actual course performance as compared to an articulated standard applied to all those taking the course. Grading, however, is not and cannot be an exact science. The rights under this policy, therefore, are limited to ensuring that students receive the faculty member's good faith evaluation of their work. Moreover, in order for the protection of anonymous grading to be meaningful, students do not have the right to negotiate with a faculty member for a higher grade once an examination has been graded.

II. Grading Standards
   A. A professor shall have a written uniform, identifiable standard which shall be applied to all examination answers and other student work used to calculate any part of a student's grade in the course. This standard may, but need not, quantify the precise allocation of points used to calculate the grade. A written copy of this standard must be shown, upon request, to the students who were graded under that standard.

   B. Grading student work other than examinations, such as papers, performance in a clinical or simulation course, and classroom participation, requires far greater flexibility. Accordingly, the uniform, identifiable standard for such work may be much more general than for examinations.

   C. A professor must keep for one year, from the date grades are posted on MyUB, some record from which he or she can inform the student of the manner in which the student was evaluated and graded in the course.

III. Grounds for Challenging a Grade
As provided by the policies of the University System of Maryland, the only recognized grounds for challenging a grade are:

1. that a clerical error, such as arithmetic, recording, or actual failure to have read a substantial part of a student's answer, was committed by the faculty member or an administrator, or

2. that the grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious grading is defined as the assignment of a grade without any reasonable basis or on the basis of a standard other than that described in Section II.A.

IV. Procedures for Challenging a Grade
   A. A formal written challenge to a law school grade must be filed with the Associate Dean for Academic Affairs within thirty (30) calendar days after the later of the following: the final date on which grades are due to be posted or the date on which the grade is actually posted. All grade challenges must be on an official grade challenge form, available from the Office of Academic Affairs in the Dean's Suite.
B. Prior to submission of a grade challenge, the student must consult with the faculty member responsible for the grade, as outlined in sections B.1. – B.3, below, and must meet with the Director of Academic Services, as outlined in section B.4., below.

1. The consultation with the faculty member is defined as a substantive discussion of the grade. Such consultation shall include, when feasible, an in-person meeting with the faculty member and a review by the student of the graded bluebook or typed examination or paper along with any other written explanatory material made available by the faculty member, such as the written standard used in the grading process, or model answers. Should an in-person meeting not be reasonably feasible, consultation may be by telephone or electronic means.

2. If the faculty member is not available for the required consultation for any reason within the thirty (30) day period set forth above, the Associate Dean for Academic Affairs may extend the period for challenging a grade for an additional reasonable period, or may waive the required consultation to permit the student to file the formal challenge.

3. The purpose of the consultation is for the faculty member to explain the basis of the student's grade. The faculty member is permitted to change a grade only due to clerical error. When submitting a change of grade form to change a student's grade on the basis of a clerical error, a faculty member shall identify with particularity on the change of grade form the nature of the clerical error. The faculty member is not permitted to change a grade on the basis of a review of the quality of the work.

4. In addition to consulting with the faculty member prior to the filing of the challenge, a student must also meet with the Director of Academic Services prior to filing the challenge in order to discuss what constitutes appropriate grounds to challenge a grade. This meeting is for advisory purposes only. Nothing said by the Director of Academic Services should be taken as agreement that a challenge is valid, nor will it have any effect on the decision of the Associate Dean for Academic Affairs.

C. After consultation with the faculty member (or waiver of the consultation requirement by the Associate Dean for Academic Affairs), and after meeting with the Director of Academic Services, a student may present a formal written challenge to the grade to the Associate Dean for Academic Affairs, pursuant to Section A, above.

D. The student's written challenge shall state:
   1. That the student has complied with the consultation requirement of section IV.A.
   2. Facts, which, if found to be true, would be sufficient to show the basis for the claim of clerical error or for the claim that the grade was awarded in an arbitrary or capricious manner, and
   3. The remedy or resolution sought.

E. The Associate Dean for Academic Affairs shall dismiss the grade challenge for failure to state a prima facie case for any of the following reasons:
   1. failure to allege timely compliance with procedural requirements,
   2. failure to allege one of the allowable grounds under section III., or
3. failure to state sufficient facts for the Associate Dean to determine whether the student has stated a prima facie case for one of the allowable grounds.

If the challenge is dismissed for failure to state a prima facie case, the student may file an amended challenge within ten (10) working days of receiving the notice of dismissal.

F. The Associate Dean for Academic Affairs shall determine whether the student has complied with the above procedures and whether the student has stated a prima facie case, and, if so, meet with the student (or in the case of a group of students, a chosen representative of the group) and the faculty member. The Associate Dean may determine whether to meet with the student and faculty member together or separately. The Associate Dean may also conduct any necessary further investigation. The Associate Dean shall change a grade that is being challenged or award other appropriate relief, if he or she determines that the original grade is incorrect because of clerical error or was awarded in an arbitrary or capricious manner. At the request of the faculty member, the Associate Dean also has the discretion to decide whether to change a grade due to the discovery of an egregious error in grading, which, in the opinion of the faculty member, would amount to a constructive arbitrary and capricious grade if unchanged. Within twenty-five (25) working days from the receipt of the written challenge, the Associate Dean for Academic Affairs shall issue a written decision to the student(s) and faculty member. Prior to issuing a decision, the Associate Dean for Academic Affairs shall consult with the Dean and in that consultation the Dean shall review the entire record. The decision issued by the Associate Dean after that consultation shall be the final decision of the School of Law.

V. Appeal
   A. The student or faculty member may appeal the decision of the Associate Dean to the Dean of the University of Baltimore School of Law in writing within ten (10) working days of receiving the written decision from the Associate Dean.

   B. The only basis for an appeal of a decision of the Associate Dean to the Dean shall be a clear error of substance or procedure by the Associate Dean. The basis for the appeal and the remedy sought must be clearly stated by the student or faculty member.

   C. The Dean, to the extent possible, shall rule on the appeal on the basis of the written submission and the written decision of the Associate Dean.

   D. The Dean shall render a binding, final decision on a grade challenge appeal within twenty (20) working days of receipt of an appeal.

VI. Exclusivity of Procedure
These rules state the only grounds and procedures for challenging a grade received in a course at the University of Baltimore School of Law. These rules implement the University of Baltimore Student Policies and Procedures for Grievances by students, are consistent with those grievance procedures, and are based upon student rights protected therein. These rules also implement and are consistent with University System of Maryland policies concerning grade appeals.
Law Library

Law Library Services for Adjuncts
2021-2022

The Law Library at the University of Baltimore School of Law is deeply committed to providing the highest support for the scholarly and curricular needs of our faculty. We provide skilled research assistance through our extensive knowledge of legal reference materials and databases and deep grasp of research methodologies. This section is an introduction to our comprehensive library service for faculty. We welcome your suggestions and very much look forward to working with you and your students.

-Harvey Morrell
Library Director

DIRECTORY

Reference, 410-837-4559
Circulation, 410-837-4554

LIBRARY STAFF

Harvey Morrell, Library Director and Professor of the Practice, 410-837-4657, AL 1131
David Matchen, Head of Circulation and Reference Librarian, 410-837-4674, AL 727
Charles A. Pipins II, Deputy Director, 410-837-4373, AL 829
Bijal Shah, Electronic Resources, Interlibrary Loan and Reference Librarian, 410-837-4578, AL 1135
Carole “Carly” Roché, Reference Librarian, 410-837-4597, AL 828
Savannah Long, Digital Services Librarian, 410-837-4583, AL 830
Lisa Bellamy-Smith, Acquisitions and Cataloging Library Specialist, 410-837-4591, AL 1134
Gina Brandon, Serials and Government Documents Library Specialist, 410-837-4582, AL 1134
Tyler Link, Business Services Specialist, 410-837-4568, AL 827

TEACHING SUPPORT

Research Instruction

Librarians are available to provide in-class research instruction, covering either general legal research or resources specific to your topic in all formats with advance notice. Librarians can also prepare a bibliography or a LibGuide, which is a web-based research guide. These tools are designed to aid faculty in delivering relevant research resources by subject matter for class use. We will ask you about the topic, scope, and intended use, and then prepare a draft tailored to your specifications. The bibliography or LibGuide can also be added to your class TWEN page. Contact Charles Pipins, 410-837-4373.
Reserve Material

Books, periodical articles, cases, or other materials can be placed on reserve for your students. Items such as articles or cases can be scanned and added to your TWEN page. Books are kept in the Reading Room on the 7th floor. Forms for placing items on course reserve are also available. For any questions, please contact David Matchen, 410-837-4674.

1L Casebooks Collection

The Law Library collects one copy of all 1L casebooks and add them to the reserve collection. If you are teaching a 1L class and plan to use a casebook, please contact Harvey Morrell, 410-837-4657 with pertinent title information at your earliest convenience.

Exams

The Library maintains a TWEN page for old exams. If you wish to provide your students with access to previous years’ exams and/or model answers, send an email with the exam authorizing us to add it to the TWEN page. Access to these exams is restricted to University of Baltimore Law students. Contact David Matchen, 410-837-4674 with questions about online exams.

SCHOLARLY RESEARCH SUPPORT

Librarians can provide support for your teaching, scholarship and research. Our resources include a myriad of legal and non-legal materials and databases. You are welcome to ask for assistance from any of our librarians or to contact the reference librarians. We also have an online guide for Faculty Services.

Research Assistant Training

Librarians can provide training for your research assistants. Group training at the beginning of each semester is available and we can also provide instruction on an individual basis. To the extent that you authorize, the library can extend your circulation privileges to your RA. If you would like to do so, please contact Charles Pipins, 410-837-4373.

Current Awareness Services

The Current Index to Legal Periodicals (CILP) is a weekly service that provides a list of recent articles by subject. You will find CILP under our Databases page. You may also sign up to receive weekly emails with notices and links to new articles in your areas of interest through SMARTCILP. The code to receive these emails is 6141 and please use your UB email address to register.
Many databases, including Lexis+ and Westlaw, also provide current awareness services. To set up an Alert, contact your liaison or our reference librarians. Consult our Alerts and Current Awareness resources guide as well.

The Law Library also subscribes to the entire collection of Bloomberg/BNA databases. Included are U.S. Law Week and a wide range of subject-specific reporters. Depending on the subject, you may sign up for a daily or weekly update. The best way to access these updates is to sign up through Bloomberg Law. If you don’t have a Bloomberg account, you can register for one using your University of Baltimore email address. If you need help, contact your liaison or any librarian.

**EBSCO Discovery Service (EDS)**

EBSCO Discovery Service (EDS) is an online research tool that aggregates many of the Library’s resources including our online catalog and legal and non-legal databases.

Rather than searching these resources separately, you can do a search in EDS and retrieve a list of results ranked according to relevancy. Your results can consist of different material types, such as books, eBooks, journal articles and conference proceedings. Access to full text is also available. EDS is accessible on the Library’s homepage; when you run a search after entering terms in the search box, you are searching EDS. If you have any questions, please contact Bijal Shah, Electronic Resources/ILL/Reference Librarian, 410-837-4578.

**Journals**

Search the Library’s digital and print journal holdings by title using our journal look-up tool.

**FACULTY PUBLICATION SUPPORT**

**Scholarworks @ UB School of Law (ScholarWorks)**

ScholarWorks is the official institutional repository for faculty scholarship. This repository is administered by the Library. To have your scholarship posted to ScholarWorks, contact Harvey Morrell, 410-837-4657 or Savannah Long, 410-837-4583.

**Social Science Research Network (SSRN)**

SSRN allows faculty to showcase their scholarship and share it with other faculty. The Library administers the University of Baltimore School of Law Legal Studies Research Paper Series. To assist you with setting up your account and with posting your scholarship to SSRN, contact Harvey Morrell, 410-837-4657 4657 or Savannah Long, 410-837-4583.
Scholastica

The Law School has an institutional account with Scholastica. This service enables you to easily submit unpublished articles to law reviews to be considered for publication. Scholastica also helps you manage and track submissions to multiple journals. If you have any questions about using Scholastica or have questions about publishing in general, contact Harvey Morrell, 410-837-4657.

Faculty Publications Display

The display case on the 7th floor of the Library is dedicated to recent Faculty publications. The publications should be articles published in law reviews or other serious analysis published in books. Each full time faculty member is encouraged to submit recent publications (published within the preceding two years).

OTHER LIBRARY SERVICES

Requesting Materials

You may suggest titles for our collection, and you may request that we order books and other materials to be put on Reserve for your classes. Contact Harvey Morrell, 410-837-4657 or Charles Pipins, 410-837-4373, if you want to request that the Library purchase materials for the collection.

Borrowing Materials

Full time faculty members may check out circulating materials from any library within the University System of Maryland and Affiliated Institutions (USMAI). Books and other materials may be renewed if they haven’t been requested by another user. Books obtained from other USMAI libraries are subject to the circulation rules of those libraries. Please note that we cannot override due dates or fines from other USMAI libraries. For questions about circulation policies, contact Dave Matchen.

Interlibrary Loan and Document Delivery

You can search for materials owned by the Law Library, other University System of Maryland and Affiliated Institutions (USMAI) libraries and libraries around the world by searching WorldCat Discovery. If you find a book you are interested in that isn't owned by the Law Library, you can request that it be sent to you here at the Law Library. UB Law materials can be requested as well; they will be pulled from the stacks, checked out and forwarded to you, usually within 24 hours. Any librarian can show you how to use this system.

If you need a book or other material that is not available at any USMAI library, or if you need a copy of an article from a journal that is not available from either the Law Library's print collection or subscription databases, we can obtain it for you from another library.
You may submit requests using our online interlibrary loan system, ILLiad. Information about ILLiad, including how to register for an account, is available on the Library’s ILL webpage. Please contact Bijal Shah, 410-837-4578, if you have any questions. You may also contact Bijal through the ILL email account.

Scanning

Scanners are available in the Reading Room on the 7th floor and on the 11th and 12th floors. The scanners are free and self-serve. The library staff is also happy to scan materials for you, subject to copyright and fair use restrictions. If you need help with scanning or would like to make a request, please email our Circulation staff to request this service.

Computer and Technical Support

The University’s technical support staff will perform routine maintenance, updates, and minor repairs on your office PC; however, we cannot maintain hardware or software not on the University of Baltimore’s list of supported products. To request computer assistance contact the Call Center or call the OTS help desk at 410-837-6262.

Individual training on Word, Outlook, Lexis+, Westlaw and other databases is also available through the Law Library. Contact Charles Pipins, 410-837-4373 or Harvey Morrell, 410-837-4657, to make an appointment.

CALI

Programmed instruction exercises from the Center for Computer-Assisted Legal Instruction (CALI) are available for student use from the CALI website. The password for faculty is BALTUVfac14. If you need assistance with CALI, contact our reference librarians.

Room Reservations

You may reserve the 9th floor Library classroom or any of the conference rooms in the Library. To do so, contact Tyler Link, Business Service Specialist, 410-837-4568 or David Matchen, 410-837-4674.

Routing of Publications

If the Library receives a newsletter or journal that you are interested in reading on a regular basis, we can route the material to you as soon as we process it. To have an item routed to you contact Gina Brandon, Serials and Government Documents Specialist, 410-837-4582.

Visit our homepage for the latest Law Library news!
Course: Course Name  
Law Course Number  
Section NUMBER

Instructor: NAME  
CONTACT INFORMATION (This should be your UB email address. Note that you may 
not require students to provide their cell phone numbers (courses requiring client 
representation excepted) and you may not communicate course information via text or 
phone calls.)

OFFICE HOURS (Explain how and when you will be available for students.)

Days/Time: DAYS/TIME (You may not change your scheduled class day and time.)

Course Description:  
CATALOG DESCRIPTION (Please be sure to use the official catalog description for your 
course. Course descriptions appear on the Law School’s web site.)

Course Materials:  
REQUIRED TEXT INFO [include ISBN#]
RECOMMENDED READING, ETC.

Student Learning Outcomes:  
SUMMARIZE THE SUBSTANTIVE KNOWLEDGE AND RELATED SKILLS STUDENTS WILL GAIN FROM 
THE COURSE

Grading:  
ARTICULATE BASIS FOR GRADING (e.g., quizzes, midterm exam, final exam, paper, presentation, 
class participation, etc.) AND WEIGHT OF EACH COMPONENT (e.g., midterm 25%, final 65%, 
participation 10%) (If you change this during the semester, you must update your syllabus to reflect 
the change.)

*NOTE THAT EVERY COURSE MUST INCLUDE AT LEAST ONE GRADED INTERIM ASSESSMENT THAT 
PROVIDES STUDENTS WITH MEANINGFUL FEEDBACK.

Course Expectations:  
American Bar Association Standards for Law Schools establish guidelines for the amount of work 
students should expect to complete for each credit earned. Students should expect approximately 
one hour of classroom instruction and two hours of out-of-class work per week for each credit 
earned in a class, or an equivalent amount of work for other academic activities, such as
simulations, externships, clinical supervision, co-curricular activities, and other academic work leading to the award of credit hours.

**ARTICULATE ANY ADDITIONAL EXPECTATIONS FOR CLASS PREPARATION, PARTICIPATION, AND PROFESSIONALISM.**
(e.g., You are expected to complete all reading assignments and to consistently participate in class discussion in order to demonstrate that you have read and reflected on the issues raised in the assignment.)

**Attendance:**
Class attendance is a primary obligation of each student whose right to continued enrollment in the course and to take the examination is conditioned upon a record of attendance satisfactory to the professor. A student who exceeds the maximum allowed absences (generally 20% of class sessions) as illustrated below may be compelled to withdraw from the course or may be barred from sitting for the final exam. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence). This policy is consistent with American Bar Association Standards for Law Schools.

[This chart may be modified depending on the number of credit hours for your course or you may present the same information another way]

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Meetings Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>2 absences</td>
</tr>
<tr>
<td>4</td>
<td>--</td>
</tr>
</tbody>
</table>

**Course Web Site:**
*PROVIDE INFORMATION ABOUT YOUR SAKAI OR TWEN SITE* (e.g., This course has a SAKAI SITE/TWEN page with links to this syllabus, announcements, the class assignments, and other class materials. You are responsible for self-enrolling and checking the website regularly for course information.)

**Zoom and Panopto:**
[Under ABA Guidelines, up to 1/3 of your course may be conducted via distance learning (e.g., through recorded lectures located on Panopto, over Zoom, etc.) Explain whether you will use distance learning and how, and provide any guidelines for students on participating through these platforms]

**Please also include this language from the university:**
All class recordings are for the sole use of the class and may not be reproduced by students for any other purpose. Faculty cannot reproduce students' voices or images from the class for any other purpose without additional student consent. All such recordings are protected by a UB login.
process based on where they are posted. Students may mute their microphone or turn off their camera if they do not consent to be recorded, but this may mean they need to find additional ways to participate in the class discussion. Students may be required to turn on their cameras and participate in graded class activities. In addition, students who turn off their camera and do not remain present for the class session may be subject to the Honor Code for misrepresenting attendance.

Class Cancellation:
If the instructor must cancel a class, notices will be sent to students via UB email. (To comply with ABA 310, classes that are canceled must be made up.)

Academic Integrity:
Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another’s book or study materials without consent; unapproved multiple submissions; material misrepresentation of one’s academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports. The School of Law Honor Code and information about the process is available at https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm.

Course Evaluations:
It is a requirement of this course that students complete a course evaluation. The evaluation will be available later in the semester and is entirely anonymous. Faculty members will not have access to the feedback provided on course evaluations until after all grades are submitted.

Title IX Sexual Misconduct and Nondiscrimination Policy:
The University of Baltimore’s Sexual Misconduct and Nondiscrimination policy is compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report to the university any known, learned or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. Policies and procedures related to Title IX and UB’s nondiscrimination policies can be found at: http://www.ubalt.edu/titleix.

Disability Policy:
If you are a student with a documented disability who requires an accommodation for academic programs, exams, or access to the University’s facilities, please contact Ms. Keri Hickey, Director of Student Support in the Law School’s Office of Academic Affairs, at khickey@ubalt.edu or the University’s Office of Disability and Access Services at das@ubalt.edu.

ASSIGNMENTS
DATE
TOPIC:
READING:
APPENDIX B: ACCESSING CLASS ROSTER

1. Sign on to your MyUB Home page.
2. On the upper left side you will see a heading that says “My Faculty Center.”

3. Select the current term for the list of your current classes, then click the “Continue” button.

4. Click the Class Roster icon. Always review and print the final version of the class roster after the conclusion of add/drop registration.

Class Roster features:
- The course number, class number and name of class
- Class time, room number, instructor and meeting dates
- Once in the class roster, the enrollment status pull-down menu allows you to view:
  - Enrolled students, Waitlisted students and Dropped students
- Email features:
  - Notify Selected Students- Check the box next to the appropriate name, then click the Notify Selected Students button.
  - Notify Listed Students- To contact all students in your class by email, click the Notify Listed Students button.
1. Sign on to your MyUB Home page.
2. On the upper left side you will see a heading that says “My Faculty Center.”

3. Select the current term for the list of your current classes, then click the “Continue” button.

4. Click the Grade Roster icon.

5. Using the pull-down menu in the Roster Grade column, select the appropriate grade for the student.
6. When you have entered all grades and are ready to have the grades posted to the student’s transcript, press the SAVE button.
7. Next, change the APPROVAL STATUS button from “Not Reviewed,” to “Approved.”
8. Press SAVE.
I. **Purpose:** This policy is designed to establish baseline standards for University of Baltimore ("University") related to search processes, appointments, contracts, and conditions of employment for adjunct faculty. The goal of the policy is to ensure a high quality of instruction by individuals with appropriate credentials and experience and to provide a set of policies that will lead to continuous improvement in the status of adjunct faculty at the University. It is intended to comply with University System of Maryland (USM) policy II-1.07, Policy on the Employment of Adjunct Faculty in the University System of Maryland (http://www.usmd.edu/regents/bylaws/SectionII/), December 3, 2010.

II. **Applicability**

A. **Adjunct Faculty.** This policy applies only to adjunct faculty, defined for the purposes of this policy as faculty members of the University of Baltimore who are:

1. Employed to provide instructional services;
2. Neither tenured nor eligible for tenure; and
3. Appointed to teach specific courses and compensated on a course-by-course basis.

B. **Policies for Salaried Part-Time, Non-Tenure-Track Faculty.** Part-time, non-tenure-track (PTNTT) faculty who are appointed to salaried positions are not included as “Adjunct Faculty” for the purposes of this policy, and are covered instead by USM Policy II-1.06, Policy on the Employment of Part-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland.

III. **Categories of Adjunct Faculty:** For the purposes of this policy, adjunct faculty shall be designated as one of the following:

A. **Adjunct Faculty I.** All adjunct faculty, except for those faculty members who meet the criteria for designation by the University as “Adjunct Faculty II”;

B. **Adjunct Faculty II.** Adjunct faculty members who are determined by the University to have a consistent record of high-quality instruction. University of Baltimore shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:

1. After establishing a record of teaching at least three years at the University and a total of 36 credits or more in degree programs;
2. Supported by a series of high-level performance evaluations over the course of at least twelve full semester courses at the University or over the course of at least 36 semester credit hours of instruction; and

3. Upon written request by the faculty member to the department/division chairperson, the department/division chairperson will provide a written recommendation to the Dean, who shall have the authority to grant Adjunct II status.

IV. **Adjunct Faculty Position Titles:** The following range of position titles may be used for adjunct faculty within the categories stated above:

   a. Assistant Lecturer
   b. Lecturer
   c. Senior Lecturer
   d. Adjunct Assistant Professor
   e. Adjunct Associate Professor
   f. Adjunct Professor

V. **Recruitment and Selection of Adjunct Faculty:** The Office of the Provost delegates hiring and budget responsibility for adjunct employees to the deans. The hiring department/divisions are responsible for submission of contracts and required paperwork according to the annual schedule prepared by the Office of Human Resources.

   A. Credentials. The colleges/schools shall develop written standards for the academic degrees or professional certification and professional experience required for appointment as adjunct faculty. These standards may vary depending on the level of courses to be taught.

   B. Selection Procedures. The Provost will ensure that each college/school has in place written procedures for selecting adjunct faculty. These procedures shall include verification of credentials, and shall reflect the commitment of the University and the University System of Maryland (USM) to equal opportunity and affirmative action. A copy of each school’s standards should be filed with the Office of the Provost and the Office of Human Resources, along with the salary range to be effective the next academic year (including the summer following), by August 1. The deans shall ensure that the approved standards and salary range are applied fairly and consistently.

VI. **Professional Development and Working Conditions.** Support for Teaching: The University shall provide each adjunct faculty member with the support it determines to be necessary for the execution of the appointee’s duties, which may include access through the University’s website or other electronic resources, including the following:

   1. Information on the college/school and department/division’s policies, requirements, learning outcomes and goals for each course, along with access to examples of past syllabi (if available);
   2. Official schedule of classes, including academic calendar and time frames of class meetings;
3. Assistance in the selection of textbook(s) for the course(s) and ancillaries for the text(s), if these are not otherwise selected by the department/division;
4. A University email account along with access to on-campus computing facilities; and
5. For adjunct faculty teaching face-to-face classes on campus;
   a. Telephone or other voice access, as appropriate;
   b. Necessary office supplies;
   c. Copying services for course materials; and
   d. Appropriate space for meeting with students during scheduled office hours.

A. Professional Development. Professional development opportunities for adjunct faculty shall be supported to the extent feasible, and may include invitations to department/division, college/school, University, and external faculty development events.

B. Performance Evaluation. The Provost will ensure that each college/school has in place approved written procedures for evaluating adjunct faculty performance on a regular schedule, as required by USM Policy II-1.20.
   1. Departments/divisions shall evaluate the teaching by adjunct faculty members in a manner that identifies high-level performance, according to the college/school standards.
   2. Procedures should involve members of core faculty and should include a review of student course evaluations and syllabi and class visitations, in addition to other indicators. The respective chair, program director, or adjunct faculty supervisor should review the overall performance of each adjunct faculty member regularly and submit a report and make recommendations to the dean or his/her designee.
   3. Evaluations shall be kept by the college/school on record in a confidential personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.

VII. Appointment and Assignment: The University of Baltimore reserves the right to give members of its full-time faculty preference over part-time faculty members in the matter of teaching classes affected by the necessity of combining or canceling sections because of low enrollments.

A. Appointment of Adjunct Faculty Members
   1. Contracts and Letters of Appointment. Each adjunct faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
      a. Position title
      b. Contract term
      c. Per-course compensation
      d. Description of the assignment
      e. Institution benefits, if any
      f. Performance evaluation policies and procedures
g. Explanation of the implications of the cancellation of a course before the start date.

2. Provisions for Adjunct Faculty II. After designation as Adjunct Faculty II at the University, a faculty member:
   i. Who is receiving the minimum institutional per-course compensation, shall receive a compensation increment of at least 10% of the minimum per-course compensation for adjunct faculty at the University, consistent with State and USM budget policies. The Office of the Provost will annually inform each school/college of the institutional minimum course compensation. Each school/college shall then determine whether an increment is required and the amount to be awarded.
   ii. Shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University.
   iii. May be eligible for longer-term appointments that ensure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.

   a. The designation of a faculty member as Adjunct Faculty II will not prevent the faculty member from competition for or selection into a salaried PTNTT or other faculty position.

3. Teaching Assignments. The hiring department/division shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.

   The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department/division from making an adjunct teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.

   a. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start dated, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

4. Course/Credit Hour Limits. Adjunct faculty (who are not also UB full-time employees) may regularly teach two three-credit courses per semester or the proportional number of credits per term of a different length (e.g., three credits in a 7.5-week term). Credits taught beyond that limit in any given term require an exception approved by the dean—or deans if the credits cross colleges/schools. A fourth three-credit course or the equivalent number of credits for a term of a different length requires an exception approved by the dean or deans and the provost.
a. UB full-time employees (including regular faculty) are limited to teaching one three-credit course per term (fall, winterim, spring and summer) on an adjunct overload basis and are required to submit a Secondary Employment Form signed by their supervisor. Full-time 9.5-month faculty are excluded from this limitation during the summer when they are considered to be off contract.

b. Exceptions to the limitations if 4a. and b. above must be approved in advance by the dean (for faculty) or the vice president (for staff) to or under whom the person reports. The exception form can be found here.

B. Notice of Policies and Procedures. Upon signing a contract or otherwise accepting an appointment, the adjunct faculty member will receive access, electronically or in print, to the University’s faculty handbook and University and USM policies, including those policies explaining the benefits for which the adjunct faculty member may be eligible.

VIII. Compensation and Benefits

Compensation. Every effort should be made to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.

A. Benefits for Adjunct Faculty. The University may provide designated institutional benefits to adjunct faculty, in either or both of the Adjunct Faculty I or Adjunct Faculty II categories, at the discretion of the President.

B. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or for terminal leave, regardless of length of service.

IX. Grievance and Appointment Rights

Grievance Procedure. With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UB Grievance Procedures.

A. Process Related to the Termination of Adjunct Faculty. All adjunct faculty members shall have the opportunity for an informal hearing at the level of the appropriate dean’s office before termination of an appointment within the term of the faculty member’s contract. The University may remove the adjunct faculty member from the classroom, while continuing to pay the faculty member, pending the outcome of the hearing.

B. Subsequent Appointments. The decision whether to re-appoint an adjunct faculty after the term of the faculty member’s contract remains within the discretion of the University.

1. Consistent with Section VI.A.2 of the USM Policy on the Employment of Adjunct Faculty.

2. Provided that the decision was not made for unlawful reasons or in retaliation for the faculty member’s exercise of grievance rights or shared governance activities.
X. Participation in the Campus Community

Integration into University of Baltimore Life. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department/division, college/school and University.

A. Shared Governance Participation

1. The University shall provide opportunities for adjunct faculty to communicate their concerns to campus administrators, provide advice in the development and implementation of policies and procedures related to adjunct faculty, and otherwise participate fully in shared governance, through the formation of an adjunct faculty advisory committee in each college/school that will meet periodically, but not fewer than two times per year, with the dean of the college/school.

2. The Provost will invite all adjunct faculty members to meet once a semester to share ideas for improving adjunct faculty work-life.

3. In recognition that adjunct faculty are compensated only for course-by-course instructional services, the University shall provide reimbursement for travel and other reasonable expenses, consistent with USM and University travel policies, to each adjunct faculty member who serves on a University-wide shared governance body.
Academic and Administrative Units by Building

H. Mebane Turner Learning Commons (4)
1425 Maryland Ave.
- Langsdale Library
- Center for Digital Communication, Commerce and Culture
- Huff Center for Professional Ethics
- Office of Academic Innovation
- Bank of America Center for Excellence in Learning, Teaching and Technology
- Office of the Helen P. Denit Honors Program
- Yale Gordon College of Arts and Sciences
  - Division of Applied Behavioral Sciences
  - The Bob Parsons Veterans Psychology Clinic
  - Division of Legal, Ethical and Historical Studies
- Mathematics Learning Center
- Office of Academic Foundations and Transitions
- Office of Freshman Advising
- Office of Advising
- Office of the Dean

Academic Center (6)
1420 N. Charles St.
- Division of Administration and Finance
  - Mail Services
  - Office of Administration and Finance
  - Office of Administrative and Financial Systems
  - Office of Campus Card Operations
  - Office of Institutional Research
  - Office of University Budget
  - Office of the Bursar
  - Office of the Comptroller
- Division of Enrollment Management and Student Affairs
  - Achievement and Learning Center
  - Campus Recreation and Wellness
  - Center for Educational Access
  - Counseling Center
  - Office of Community Life and the Dean of Students
  - Office of EMASA Technology
  - Office of Enrollment Services
  - Office of International Services
  - Office of Financial Aid
  - Office of the Senior Vice President for Enrollment Management and Student Affairs
  - Office of Support Services for Enrollment Management and Student Affairs
  - Office of the University Registrar
  - Offices of Admission
  - The Bob Parsons Veterans Center
  - UB Housing
- Division of Science, Information Arts and Technologies (CAS)
- Jami R. Grant Forensics Laboratory (CFA)
- Office of Government and Community Relations
- Office of Planning
  - Office of University Relations
- Office of the President
  - Office of the Provost
- Office of Sponsored Research
- Wegman Psychology Laboratory (CAS)

John and Frances Angelos Law Center (7)
1400 N. Charles St.
- UB School of Law
  - Center for Applied Financial Law
  - Center for International and Comparative Law
  - Center for the Law of Intellectual Property and Technology
  - Center for Medicine and the Law
  - Center for Sport and the Law
  - Clinical Law Office
  - Law Center Development Office
  - Law Library
  - Office of Academic Affairs
  - School of Law
  - Office of Academic Support
  - Office of Law Admissions
  - Office of Law External Relations
  - Office of Law Finance and Administration
  - Office of Law Information Technology
  - Office of the Dean
  - Saya and Noll Mayhew Hall Center for Families, Children and the Courts

UB Student Center (8)
21 W. Mt. Royal Ave.
- Career and Professional Development Center
- Diversity and Culture Center
- Henry and Ruth Blaustein Rosenbloom Center for Student Involvement
- Office of the Associate Vice President for Student Affairs
- Publishing Center

William H. Thumel Sr. Business Center (9)
11 W. Mt. Royal Ave.
- Merrick School of Business
  - Center for Entrepreneurship and Innovation
  - Department of Accounting
  - Department of Finance and Economics
  - Department of Information Systems and Decision Science
  - Department of Management and International Business Management
  - Department of Marketing and Entrepreneurship
  - Jacob France Institute
  - Merrick Advising Center
  - Office of the Dean
  - Office of Technology Services
  - UB Retired Faculty Lounge

Charles Royal Building (10)
1330 N. Charles St.
- Office of Auxiliary Enterprises
- Conference Services
- Office of Facilities Management and Capital Planning
- Office of Human Resources
- Office of Procurement and Materials Management
- University of Baltimore Police Department

Liberal Arts and Policy Building (12)
10 W. Preston St.
- College of Public Affairs
  - Office of the Dean
  - School of Criminal Justice
  - School of Health and Human Services
  - School of Public and International Affairs
- Klein Family School of Communications Design (CAS)
- Amersig and Institute for Words & Images (CAS)

UB Foundation Building (13)
1310 N. Charles St.
- Office of Institutional Advancement
- Office of Alumni and Donor Services
- Office of Annual Giving
- Office of Donor Relations
- Office of Major and Principal Gifts
- Office of Research and Database Management
- University of Baltimore Foundation

1104 Maryland Ave. (14)
- Parking and Shuttle Management

40 W. Chase St. (15)
- Office of Technology Services

5 W. Chase St. (16)
- Schaefer Center for Public Policy (CFA)

College Key
(CAS): Yale Gordon College of Arts and Sciences
(CPA): College of Public Affairs

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