Temple University Rome Campus Faculty Handbook

INTRODUCTION

The Temple University Rome Campus Faculty Handbook is designed to provide pertinent information to faculty. This handbook, (published exclusively on the restricted area of the TUR website) is not intended to be an exhaustive source of University information, nor does this handbook create contractual rights between the University and any faculty member. Every effort has been made to ensure that all handbook information is accurate at the time of publication. University policies and procedures, however, are subject to change, as are various national and international laws and regulations. Faculty are encouraged to consult the website for future updates. University policies, statements, and/or applicable national and international laws take precedence over the contents of this handbook. This version has been revised September 2016.

About Temple University

1.1 The University

Temple University is a comprehensive research university with its main campus in Philadelphia, Pennsylvania. The University includes a Health Sciences Campus, the Ambler Campus, and educational centers in Center City Philadelphia and Harrisburg in addition to campuses in Tokyo, Japan, and Rome, Italy. Temple University also offers programs in Ghana, Germany, Great Britain, France, India, Jamaica, Ireland, and Spain, among others.

The Carnegie Foundation has designated Temple University as a Research Extensive University, including it among the top 106 of the nation's universities with comprehensive curricula and nationally recognized research programs.

1.2 Temple University Rome (TUR)

As one of the first study abroad programs to be founded in Rome, Temple University Rome has educated over 12,000 students over the last 50 years. Whether for a summer, a semester, or for a year, Rome provides an engaging location in which to study. Each semester and summer session, 150-200 undergraduate and graduate students study at Temple Rome from Temple University and

40 different colleges and universities; they leave enriched and changed by the experience, and better prepared for the global, interconnected world they will enter when they graduate. Founded on guiding principles of interdisciplinary study and research, the curriculum at Temple Rome allows for flexibility and creating connections beyond what is available to many students on their home campuses. As Italy itself evolves within the global context, so does Temple Rome's curriculum. The academic structure at Temple Rome offers students the chance to gain perspective on the historical layers that make up and support this modern, contemporary city facing opportunities and challenges with impact around the world.

2. Getting Started at TUR

2.1 Scope and Duration of Your Appointment

The scope and duration of your appointment is dictated by the terms of your contract.

2.2 Responsibilities

Your responsibilities as a faculty member at Temple University Rome Campus are outlined in your contract. If your responsibilities include teaching, you are required to make arrangements to be available before or after class to meet with students for each course you are teaching. All faculty members should also provide reasonable opportunities for students to reach them apart from class time and/or office hours, such as by e-mail or telephone.

2.3 Hours

The TU Rome campus is open from Monday to Friday, 8am-midnight, Saturday and Sunday from 10am-10pm, (subject to change, excluding holidays and break periods). No one is permitted in the school outside regular school hours.

2.4 Schedule of Classes

Once class times and days have been arranged with the Manager of Academic Support, they can be changed only with mutual agreement. Please ensure your availability during scheduled class time in advance; you are expected to be in your classrooms at least five minutes before class begins to set up and greet your students.

2.5   Paychecks

Your contract with TUR indicates when you should expect to be paid. For further information on how pay is made or if you are unclear about when you can expect to receive your paycheck/paystub or notice an error in your paycheck/paystub, please consult with our Payroll Office, Roberto Macale (roberto.macale@templerome.it) for more information.

2.6   TUPortal and Obtaining an E-mail Account

Once you have an AccessNet username and TUsecure password, which the Assistant to the Dean will provide you with, you can use TUmail for sending and receiving your @*temple.edu* e-mail. Your e-mail address is your AccessNet *username*@temple.edu.   To find out how to create aliases and to also update your TUmail From address, go to: http://computerservices.temple.edu/email-aliases-creating-and-using.

You can gain entry to TUportal, which offers a single sign-on gateway to some of Temple's most popular online services. These services, described below, include TUmail, Blackboard, TUlibrary, and Update Cherry & White. You can access TUportal at: http://tuportal.temple.edu

2.7 Temple University Rome Technology Policies and Procedures

Faculty members are required to adhere to all technology policies as posted at http://policies.temple.edu/getdoc.asp?policy_no=04.71.13, including but not limited to the extent permitted by the relevant applicable laws and regulations.   TUR's computers are connected to the technology system on Main Campus. You must save your files to your OWLbox account, Google Drive, USB flash drive or external hard drive. Any files saved to a Temple Rome computer will be deleted on logout. Computers logout automatically after 15 minutes of inactivity.

2.7.1 OWLbox

OWLbox can be found in the TUPortal under TUApplications and is Temple University's cloud-based data storage system. Further training on using OWLBox can be found once you up OWLbox under 'Get Training'.

2.7.2 Accessing Technology Resources

You are responsible for all actions performed on Technology Resources through your account. The university reserves the right to hold you liable if, through negligence or deliberate action, Technology Resources are misused in any way by the account owner or anyone using your account.

Once an account becomes inactive due to retirement, resignation or termination of employment, all associated electronic data belongs to the university, including university-related files, all email, and all personal files not removed prior to the employee's last day of employment or provision of services. It will be your responsibility to remove all personal (non-business) information prior to leaving. The university will make reasonable efforts to respect the privacy of exiting employees and, if practicable, only access business-related files and email.

Without limiting its rights in any way, the university specifically reserves the right, in its sole discretion, to limit, restrict, suspend or terminate any user's account or use of Technology Resources, for any reason.

2.7.3 Usage

E-mail and other computer files (collectively, "files") should not be considered private, particularly in light of (i) the open nature of the internet and related technology and (ii) the ease with which files may be accessed, copied and distributed. Individuals must not send messages by e-mail or store information in computer files that are of a confidential or extremely personal nature, including, without limitation, information protected by privacy laws such as FERPA or HIPAA, and relevant Italian laws.

2.7.4 Privacy

The privacy and security of files, electronic communications, and other information belonging to individual university users will be protected to the extent reasonably possible. However, computers, computer systems and networks generally and the university network specifically must never be considered private, particularly in light of (i) the open nature of the Internet and related technologies, and (ii) the ease with which files and data can be accessed, copied and distributed. Users must take all appropriate precautions to protect sensitive and confidential information stored on their systems.

Computer systems and network devices may be monitored to ensure the security and protection of Technology Resources. Log file data shall be protected to ensure the privacy of our users. In support of the goal to protect privacy, all authority to log, intercept, inspect, copy, remove or otherwise alter any data, file, or system resource on Temple University's systems and traffic on Temple University's network rests with the vice president for computer and financial services &

chief information officer. The vice president may take action when, at his/her sole discretion he/she determines that there is a potential or actual threat to the security or integrity of university computers, computer systems or networks or their authorized use. All such actions will be reviewed by university counsel.

2.8 Safety and Security at Temple University Rome

Personal safety is a joint responsibility of the TUR community; if a TUR faculty member encounters a situation that could have an impact on the safety of the community, they are encouraged to send an email to the Dean and the Associate Director.

Security is provided by a private security company during the school's open hours. You can help protect yourself by remembering that the best defense against crime is prevention. Use common sense and good judgment in your day-to-day activities and do not become overconfident about your safety and security. In the event of an emergency, please call TUR emergency number at +39 06 96701506.

3. Planning Your Course

When planning and preparing for your teaching responsibilities you need to be aware of several policies and procedures that guide the instructional activities of all faculty.

3.1 Instructional Policies

Faculty members are required to follow instructional policies regarding teaching, including, but not limited to the following: Policy on Academic Progress in Lower Division Courses (Policy #02.78.15), Policy on Course Syllabi (Policy #02.78.13), and the Policy on Course and Teaching Evaluations (Policy #02.78.14). These and many other instructional policies are available online at http://policies.temple.edu.

3.2. The Syllabus

At TUR, there is a template for syllabi. Please see the Associate Director for the template and for assistance in inserting your syllabus into the template. Please ensure that you become familiar with the Policy on Course Syllabi (Policy #02.78.13): http://policies.temple.edu/PDF/313.pdf.

The Policy on Course Syllabi clearly outlines what all Temple instructors must include in the course syllabus.

No later than the end of the first week of classes, you are required to provide copies of the syllabus for each course you are teaching to: the Student Affairs Office; the Library; and the Education Abroad Office on Main Campus.

3.3 Text Book Selection

If you have not been provided with a text book or other materials and you have been advised to select your own course textbook, please be aware that all such orders should be placed through the Assistant to the Dean as far in advance of the semester as possible.

3.4 Blackboard

Blackboard is an e-Learning platform used by colleges and schools at Temple University to deliver and manage course material on the web. Rome faculty should use Blackboard to post announcements, place syllabi and course materials on the web, administer examinations, submit student grades, track appointments and due dates, and communicate with their students through e-mail discussion forums, and live chat sessions.

Blackboard enrollment and assistance is managed by the Assistant Librarian. To access Blackboard, you will need an AccessNet account (this will be the same as the TU user ID for your Temple e-mail account). To log in, go to http://blackboard.temple.edu/ and follow the step-by-step instructions on screen. If you run into difficulties with setting up your Blackboard account, contact the Assistant Librarian; if he/she cannot resolve your issue please visit the Technical Support website at http://computerservices.temple.edu/technical-support.

3.5 Copying Instructional Materials

If, as part of your course, you require duplicating services such as customized course packets, speak to the Assistant to the Dean as soon as possible before the start of your course so we can ensure copyright clearance for all copy requests.

3.6 Library and Library Reserve Materials

Placing Library Materials on Reserve

Please see the Librarian at least two months before your course begins to place library materials on reserve. Books ordered from the U.S. can take a long time to arrive, hence the need to anticipate our orders.

Library Media Services

Our collection is available online through the Temple libraries catalog: http://www.library.temple.edu (books and DVDs in the catalog are located searching under Rome Library).

You and your students have access to all Temple University libraries. Please visit http://library.temple.edu/home for a full explanation of their services.

4. Teaching Your Class

4.1 Responsibilities During Your First Day of Class

Faculty members should structure their first day of class to include a careful review the syllabus and course expectations with their students. This orientation will provide both you and your students with an opportunity to discuss goals and objectives and to understand what is expected of them in performance and behavior. Clear and specific information on attendance policies, content, form, and criteria for evaluation can assist the students in responding to course expectations and can also assist in resolving student disputes about grades.

4.2 Disability Resources and Services

Persons with disabilities at Temple University are entitled to reasonable accommodations and academic adjustments under Section 504 of the Rehabilitation Act of 1973. As required by the Americans with Disabilities Act of 1990 (ADA), Temple University strives to offer equal opportunities and access to all programs, activities, and services for students and other persons with disabilities.

All Temple faculty are required to provide their students with a disability disclosure statement that invites students to disclose their needs. An announcement regarding the availability of accommodations should be made both publicly in your first day of class and in all syllabi. An example of a disability disclosure statement is as follows:

Any student who has a need for accommodation based on the impact of a disability should contact me privately to discuss the specific situation as soon as possible.

If necessary, contact the Coordinator of Student Life to coordinate reasonable accommodations for students with documented disabilities. All faculty members are strongly encouraged to become familiar with the Disabilities section of the Temple University Disability and Services Resource Guide, which can be found at http://www.temple.edu/disability/facts.htm.

4.3   Class Lists

Class lists are available online through TUPortal. Link to TUPortal from Temple's main home page, or go to http://tuportal.temple.edu, and enter your AccessNet username and password. On the TUPortal screen, click on the "Teaching Tools" tab on the upper right, and choose "Class List." If a student's name does not appear on your class list, they must obtain verification of enrolment in your class. Please inform the Manager of Academic Affairs of any changes or discrepancies in the class list.

4.4.   Cancellation of Class/Emergency Closure of University

Please check your TU email for notice of any class cancellations or school closures. Ensure that the Student Affairs office has your current cell phone number so they can contact you in case of emergency.

4.5.   Reporting Illness and Other Absences

Faculty who find themselves unable to attend their regularly scheduled classes due to illness should contact a member of the TUR administration as soon as possible to arrange for appropriate coverage. Please consult with the Dean for up-to-date policies and procedures for reporting missed classes and for arranging coverage. In case of illness, please contact the Payroll Office for relevant administrative procedures.

4.6   Grading and Grade Changes

4.6.1 Grading

The work of all undergraduate and graduate students is graded and reported at the end of each semester. Students may access their semester grades on Self-Service Banner within 48 hours of

the end of examination period for that semester. For further information, see: http://www.temple.edu/bulletin/Academic_policies/policies_part3/policies_part3.shtm#grading.

4.6.2 Grading Scale

While there is no University-wide grading scale, we have included a scale below that is commonly used by faculty. You may use it as a guide.

Grade Scale

A:	93 – 100		D+:	67 – 69
A-:	90 – 92		D:	63 – 66
B+:	87 – 89		D-:	60 – 62
B:	83 – 86		F:	less than 60
B-:	80 – 82			
C+:	77 – 79			
C:	73 – 76			
C-:	70 – 72			

4.6.3 Grade submission:

Faculty access their grade lists through the TUportal and Self-Service Banner on the "Teaching Tools" tab. The deadline for submitting final grades through Blackboard will be announced by the Manager of Academic Support in advance of final exam week.

Any grades that are not submitted by the due date and time will be recorded as "MG" (Missing Grade). Each "MG" grade will require an electronic Change of Grade request.

A short demonstration has been designed to guide you through the process. You will find it at: http://www.temple.edu/cs/training/ssbgrading

4.6.4   Incomplete Grades

Temple University currently allows for the recording of incomplete "I" grades. An instructor will file an "I" for incomplete only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student's control. At the time of the assignment of an incomplete grade, you must also report a 'default' grade that will be assigned if the coursework is not completed one year following the assignment of the incomplete grade. You are also required to develop an agreement with the student specifying the nature of the work to be completed and a timeline for completion. Incomplete grades may be changed by the instructor to a letter grade if the student completes the coursework within one calendar year. For more detailed information about incomplete grades, you are encouraged to consult the Policy on Incomplete

Coursework, which can be found on the University's Policy and Procedures website at: http://policies.temple.edu/PDF/41.pdf.

For more specific information on the deadlines for grade submissions or for general questions, please consult with the Manager for Academic Support.

4.6.5   Grade changes:

Grade changes must be initiated by the instructor through Self-Service Banner, which includes a tutorial on the process. For more detailed information, see: http://www.temple.edu/registrar/facultystaff/gradechanges.asp.

4.6.6   Grade Dispute Process:

Grade appeals are a student-initiated process. Only a final course grade may be appealed and the appeal of a final grade must be of a substantive nature. Concerns regarding individual assignments such as examinations, term projects/papers, lab grades, etc., are to be handled between the course instructor (or course coordinator) and the student.   To initiate a grievance for a final course grade at TUR, the process is as follows: the student notifies the Associate Director, who in turn notifies the faculty member in question and attempts to facilitate an informal resolution. If they cannot resolve the grievance informally, the student must file a grievance initiation letter with the Associate Director. At that point, the grievance goes to Main Campus, where the department chair will be asked to provide a written evaluation of the grade, after receiving and reviewing all relevant documentation and information from the faculty member.

5.   Course and Teaching Evaluations

Temple University is committed to high quality instruction in graduate and undergraduate programs. Student feedback regarding instruction is an integral part of assuring quality in the University's educational programs.

Instructors are required to have their teaching evaluated by students every semester using a standard form adopted for such purpose. The sole exceptions to this policy are (a) courses in which student anonymity cannot be guaranteed, including courses with small enrollment (four students or fewer), (b) independent studies, and (c) courses involving one-on-one instruction. In these instances, paper evaluation forms will be placed in your mailbox by the Manager for Academic Support for distribution to your students. During the class period that the evaluation will be

completed, instructors should ensure that they ask for a student volunteer to collect completed evaluations and to return them to the front office. Instructors must leave the classroom when students are completing their evaluation forms.

Instructors are encouraged to take a few minutes during class to speak to their students about the importance of providing course and instructor feedback and to encourage them to complete the Student Feedback Forms online, even reserving time to bring students to the TUR Computer lab as a group. The students included in the administration of online SFFs will be sent an e-mail, asking them to complete their evaluations online.

For more information about student evaluations of courses and teaching, please refer to Policy #02.78.14 which can be found on the University's website at http://policies.temple.edu/PDF/371.pdf.

6.   Final Examinations

Final examination dates are fixed and cannot be changed. A detailed examination schedule, by day and time, is published by the TUR administration for all classes a few weeks before the end of the semester.   University policy requires that final examinations be given only during the final examination week.

7. Teaching and Learning Resources

All faculty members at TUR are encouraged to seek help with questions they may have about courses, teaching, and other relevant matters from colleagues and administrators. As a member of the TUR faculty, you can access a number of resources dedicated to supporting instruction and research.

7.1   The Teaching and Learning Center (TLC)

Although based on Main Campus, the TLC promotes the value and practice of excellent teaching, teaching that facilitates student learning and growth. The TLC provides programs and resources designed to promote teaching methods that are consistent with the research on how people learn. The TLC provides opportunities for all TUR faculty to reflect on their work, and to share, and

learn, from the experience and expertise of their colleagues. For further information on the TLC and its services, please visit: http://www.temple.edu/tlc/.

7.2   Computer Services and Support

Please contact the Assistant to the Dean for computer support. Please see section 2.7 for Computer Procedures at TUR.

8.   Where to Refer Students

If you notice that a student is in need of assistance for personal or academic issues, please contact the Coordinator of Student Life, Francesca Cuccovillo or our on-site Counsellor, Laura Di Giunta Ph.D.   For appointment or drop-in hours at TUR, contact the Coordinator of Student Life for her current schedule.

9.   Class excursions – both day and overnight trips

9.1   Policies

All policies regarding behavior and standards of conduct outlined in this Handbook are applicable during class excursions.

9.2   Procedures

TUR pays all the museum/site entry fees for students and faculty. In addition, Temple Rome pays room and board for faculty for trips lasting more than one day. Please let the Manager of Academic Support know how much you will need for your class(es) and where you are going, at the time requested. We ask that you let the Manager of Academic Support know usually the last week of the month before (i.e. if you are going to the Vatican in October, you would need to request the money the last week of September). The Manager of Academic Support will give you the amount requested and you must return receipts for each site visit/entry to Manager of Academic Support by the end of the month or you will be held financially responsible for the amount. All previously approved receipts and/or invoices (restaurants included) should be as follows:

Temple University Abroad

Lungotevere Arnaldo da Brescia, 15 00196 Roma

Codice Fiscale: 80148950589

10.   Behaviour/ Standards of Conduct

Temple University Rome has certain expectations and standards regarding the conduct and job performance of each faculty member. Those who do not adhere to these standards or fail to meet the expectations for their position are subject to such consequences as provided by the relevant laws and regulations and to the national labor contract for private teaching institutions, as applicable.

Temple University will not tolerate any conduct that is against the law. Rome faculty members must notify the Dean within five days of an arrest, a plea of guilty or *nolo contendere* or conviction for a felony, or any drug-, alcohol- or sex-related offense occurring on or off University premises. Failure to disclose any such conviction is likewise grounds for disciplinary action to the extent permitted by the relevant applicable laws and regulations.

10.1   Non-discrimination

Temple University is an academic community that respects diversity. The university emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff and students. Discrimination or harassment in the workplace, academic setting or its programs or activities based on an individual's age, color, disability, marital status, national or ethnic origin, race, religion, sex, sexual orientation, gender identity, genetic information, or veteran, familial, or domestic or sexual violence victim status will not be tolerated. Any faculty member who feels discriminated against should immediately report it to the Dean or the Office of Equal Opportunity Compliance on Main Campus, so that a prompt investigation can be conducted.   Any faculty member engaging in any type of discrimination in violation of this policy will be subject to such consequences as indicated by the relevant laws and regulations and to the national labor contract for private teaching institutions, as applicable.

Temple's policies specifically prohibit any retaliation against an employee who makes a good faith complaint or reports conduct prohibited by Temple's policies, procedures or Rules of Conduct or other conduct prohibited by law or regulation. Temple University policy further requires that all faculty member cooperate with Temple University in any internal investigation of any matter and

to provide honest, truthful and complete information to the best of the faculty member's ability. A copy of the official university's Non-discrimination Policy and Anti-Retaliation Policy is located on the Temple University website at http://policies.temple.edu/PDF/221.pdf

10.2 Anti-Harassment, Including Sexual Harassment

Temple University is committed to creating and maintaining a work environment free of all forms of harassment, including harassment based on an individual's age, color, disability, marital status, national or ethnic origin, race, religion, sex, sexual orientation, gender identity, genetic information, or veteran, familial, or domestic or sexual violence victim status. The university advises each member of the university community that harassment is prohibited both by law and by university policy. A copy of the Sexual Harassment Policy is located on the Temple University website at http://policies.temple.edu/PDF/366.pdf

10.3 Faculty and Student Relationships

The power disparity between faculty members and their students could make such relationships subject to exploitation, both actual and perceived. The respect and trust accorded a member of the faculty by a student as well as the power exercised by faculty in giving grades or recommendations for future study and employment make voluntary consent by the student suspect. Individuals should be aware that consensual sexual or romantic relationships can result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists. Therefore, sexual or romantic relationships between instructors and students currently in their classes will not be tolerated. If a sexual harassment claim subsequently is filed, the argument that the relationship was consensual will be evaluated in light of this power differential. Any person who feels he or she has been subject to harassment in violation of this policy or otherwise believes that a violation of this policy has occurred can make an informal complaint to the Dean or our Ombudsperson on staff (the Associate Director). A formal complaint may be made by contacting the Office of Equal Opportunity Compliance on Main Campus.

10.4 Drug-free Workplace

Faculty are expected and required to report to work on time and in appropriate mental and physical conditions for work. Each faculty member is responsible to help ensure that TUR remains a drug-

free, healthful, safe and secure work environment. TUR absolutely prohibits the unlawful sale, possession, purchase, manufacture, use, distribution or dispensing of controlled substances, including drugs, on university premises or while conducting university business off premises. Violations of this policy will result in such consequences as indicated by the relevant laws and regulations and to the national labor contract for private teaching institutions, as applicable.

11. University Investigations and Internal Hearings

Temple University may, from time to time, conduct internal investigations and/or hold Student Code of Conduct Hearings as well as other proceedings in accordance with applicable university policy to the extent provided by the relevant laws and regulations and to the national labor contract for private teaching institutions, as applicable. All faculty members are expected to cooperate with university authorities in any of these proceedings.

12. Representing Temple as a Faculty Member

Faculty members may use their TUR ID Card as a form of identification in their professional or academic endeavors and are encouraged to do so in presentations, papers, publications, and other creative or scholarly works. When used in documents or correspondence, titles are to be used in full. Faculty members should not, however, use their faculty titles to purport to represent Temple University or Temple University Rome, or to seek or solicit clients, business relationships, or other economic arrangements, or to advocate or endorse causes that are not part of their University-related academic assignments.

13. Temple University Policies on the Web

Temple University has developed policies that reaffirm its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community. These include, but are not limited, to the following:

- Sexual Assault Policy http://policies.temple.edu/PDF/364.pdf
- Sexual Harassment Policy http://policies.temple.edu/PDF/366.pdf
- AIDS Policy http://policies.temple.edu/PDF/65.pdf

- Student Code of Conduct & Disciplinary Procedures
  http://policies.temple.edu/PDF/365.pdf
- Computer Usage Policy http://policies.temple.edu/PDF/84.pdf
- Conflict of Interest Policy http://policies.temple.edu/PDF/129.pdf

14. Useful Telephone Numbers/Contacts and Websites

Hilary Link, Dean

hilary.link@temple.edu

Caitlin Hurley, Assoc. Director

caitlin.hurley@temple.edu

Roberto Macale, Payroll Office

roberto.macale@templerome.it

Teri Morelli, Student Affairs Coordinator

tmorelli@temple.edu

Manuela Proietti, Assistant to the Dean

manuela.proietti@templerome.it

Francesca Cuccovillo, Student Life Coordinator

f.cuccovillo@temple.edu

Education Abroad Office

study.abroad@temple.edu

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