Adjunct Faculty Handbook
On behalf of faculty, administration and students, we welcome you to the American University Washington College of Law. Our law school has a long and distinguished record of excellence in teaching, path-breaking scholarship, and significant service to the legal profession and the local, national and global community. In its curriculum, pedagogy and programs, WCL promotes justice, intellectual pluralism, mutual respect, the inculcation of the highest standards of professionalism and the mindful interaction of theory, doctrine, and practice in the education of students.

Although the Washington College of Law became a professional division of American University in 1949, it was founded in 1896 by two suffragists, Ellen Spencer Mussey and Emma M. Gillett, who established a coeducational school to ensure that women, as well as men, would have the opportunity to study law. The school's unique origins underlie the faculty and administration's special interest in the future of women in the law and have led to a long tradition of providing full opportunity for the study of law to those who have been excluded from the mainstream of the profession. Our commitment to diversity and pluralism in all of their forms is central to what we do as a law school and intellectual community.

You, as an adjunct faculty colleague, play a critically important role in the education of our students and in the cultivation of the qualities that make our academic community distinctive. Thank you for your many important contributions to our law school community and for your service to our students. If any of us could be of service to you, please do not hesitate to contact us.

Susan D. Carle
Professor of Law and Vice Dean
scarle@wl.american.edu
(202) 274-4188

William J. Snape, III
Assistant Dean of Adjunct Faculty Affairs
Practitioner in Residence and Legal Fellow
wsnape@wcl.american.edu
(202) 274-4443
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Adjunct faculty are highly valued by the Washington College of Law (WCL) for their significant contributions. As members of the law school’s community of teachers and scholars, adjunct faculty receive regular invitations to events concerning pedagogy, scholarship, and other topics, assistance in obtaining CLE certification for teaching, access to library privileges and the AU Center for Teaching, Research and Learning (CTRL), and more.

We recognize that practitioners have time constraints, but we do request that you make yourselves available to students outside of class by email, MyWCL discussion board, or telephone and that your preferred contact information be provided in your syllabus and on your MyWCL course page.

**RESPONSIBILITIES:**
- Create an AU email account and monitor during the appointment term once established.
- Monitor MyWCL course page for announcements and deadlines.
- Check faculty mailbox for important information, notices, or documents at least once each week.
- Select textbooks and other teaching materials and place orders in accordance with posted deadlines.
- Develop and be ready to distribute on the first day of class a detailed syllabus providing course structure, thematic progression, individual class assignments, and grading policies (including criteria on how assignments will be assessed.)
- Evaluate and provide timely feedback on all assignments.
- Provide an opportunity for students to discuss exams, other assignments, and their grades after everything has been completed.
- Actively participate in the course evaluation process.

**The Cycle of Adjunct Faculty Appointment**
- HR Paperwork established
- Rank and Salary set
- Email established
- Invitation to teach and scheduling
- Update information and check accounts
- Review conducted
- Information updated
- Rank and Salary reviewed
Adjunct faculty members are assigned a rank and salary based on a university-wide standard that considers practice, teaching and professional experience, and other relevant factors. These will remain constant for the entirety of the 3-year appointment.

Adjunct faculty are appointed at one of the three ranks: **Professorial Lecturer, Adjunct Associate Professor, or Adjunct Professor**. Adjunct Professor is typically reserved for those who hold extraordinary professional rank (judges, etc.) those with extensive law school teaching experience, and/or those who have achieved and maintained a high level of teaching performance at WCL for more than 3 years.

**Total gross salary is affected by many factors including:**
- Number of credit hours
- Number of faculty members teaching the course (co-teachers receive 2/3 of their individual gross salary total)
- Salary guidelines as described in the collective bargaining agreement between SEIU and AU

Salary payments are generally made six times per semester on a bi-weekly basis. The schedule of payment dates for each semester is posted on the AU Payroll homepage. Any questions concerning salary calculations should be addressed directly to Assistant Dean Bill Snape (wsnape@wcl.american.edu). Any perceived issue pertaining to payroll should be reported immediately to the Office of Academic Affairs (academic@wcl.american.edu) or call 202.274.4010.

Adjunct faculty are appointed for three-year terms. Faculty members are eligible to teach at any time during active appointment without submission of additional paperwork. At the conclusion of a three-year appointment period, adjunct faculty members are eligible for a rank and salary review. Adjunct faculty members must submit an updated CV to be eligible for reappointment. Changes to personal information can be updated at this time as applicable.

All information should be submitted to the Office of Academic Affairs (academic@wcl.american.edu).

**CHANGES TO PERSONAL CONTACT INFORMATION:**
To review current contact information, proceed to the MyAU Portal and review information located in the Work @ AU tab. Emergency contact information can be changed directly in the MyAU portal. Personal contact information can be changed using the Personal Data Change Form. Forms with an original signature may be submitted to the Office of Academic Affairs (academic@wcl.american.edu).
CREATING AN ACCOUNT: MyAU

All adjunct faculty members must create an account in MyAU upon receipt of the AU ID number. This is the gateway to your MyWCL course page, your employment/payroll information, online grading, email, wireless network, and other essential services.

All official correspondence must be sent solely to American University email addresses. This includes, but is not limited to, appointment and payroll notifications, requests for information from other departments and students, and pertinent guideline and deadline information. In addition, American University addresses will be listed as points of contact on the WCL website and will be used for distribution lists provided to other offices. This account cannot be created on your behalf, but assistance is available from the Main Campus Helpdesk (helpdesk@american.edu).

STEPS TO FOLLOW:
1. Open a Web browser and go to myAU.american.edu/accounts.
2. Click I AM UNIVERSITY FACULTY OR STAFF link.
3. Select START THE ACCOUNT CREATION PROCESS.
4. Enter the following personal information when prompted:
   • your seven-digit AU ID number, which can be obtained from the Office of Academic Affairs (required)
   • your name (required)
   • both of the following: (required)
     o the last four digits of your social security number
     o your date of birth in the format of MMDDYYYY
5. Your new username and email address will be displayed on the screen; be sure to record this information for future reference.
6. You will be asked to agree to AU’s technology policies.

The system will take a moment to create your user name. When you see the message stating that your user name has been successfully created, you are ready to log in to the MyAU Portal for the first time.

You will be required to change your password every 365 days. If you wish to have a shorter password, it will have to be changed every 90 days. If you want to change your password at any time, you may do so via the Self-Service Password Reset tool. If you need any assistance, contact the IT Help Desk by email (helpdesk@american.edu) or by phone (202.885.2550).
FORWARDING YOUR EMAIL

If you do not wish to monitor your AU email separately, please forward your AU email to the email address of your preference. To forward your AU email to a personal email account, you can log into Outlook Web Access and configure forwarding through your settings.

**STEPS TO FOLLOW:**

1. In an internet browser, sign-in to Office 365 with your AU email account.
2. At the top of the page, choose Settings.
3. Click on Mail (under your app settings).
4. Choose Forwarding (on the left side of the screen).
5. Enter your preferred email address.

AU ID CARD

An AU ID card is necessary to access the main building, library, and parking garage, among other things. Adjunct faculty may obtain an AU ID card on the main campus in Mary Graydon Center, Room 123. All AU staff and faculty may upload a photo on their MyAU portal or email a photo, which meets the submission guidelines below, to the One Card Office (idcards@american.edu). At time of issuance, all new cardholders must present a form of photo identification, such as a driver’s license or passport. More information is available at AU One Card.

DIRECT DEPOSIT

Adjunct faculty members must actively select a preference for direct deposit in the MyAU Portal. Individuals who do not express a preference will automatically be paid via the Money Network Service Total Pay Card.

The Total Pay Card is administered by a third-party vendor. Any questions or concerns pertaining to payroll distributions on the card must be addressed directly with the vendor at 1.866.402.1237.

To Enroll:

- Login to the MyAU Portal.
- Follow path: Finance > Payroll > Direct Deposit
- Follow on-screen instructions

PARKING

The AU and WCL parking policy stipulates the parking requirements of all American University students, faculty, and staff. In accordance with Washington, D.C. regulations and the University’s good neighbor policy, parking is not allowed on the residential streets surrounding the AU main campus or the Washington College of Law.

All members of the university community - including faculty, staff, students, and visitors - are required to park at campus locations or use public transportation. Faculty who wish to drive to and from the law school must register their vehicles with the Facilities Office and sign-up for a virtual parking permit. Virtual parking permits can be managed online in the AU Parking Portal. If you have not received your AU credentials yet, you can stop by the Facilities Office in YT05, call 202.274.4499 to receive a parking permit.
# IMPORTANT CONTACT INFO

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<tr>
<th>OFFICE</th>
<th>PHONE*</th>
<th>EMAIL</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURITY</td>
<td>202.885.3636</td>
<td></td>
<td>EMERGENCY ONLY</td>
</tr>
<tr>
<td></td>
<td>202.885.2527</td>
<td></td>
<td>Non-emergency</td>
</tr>
<tr>
<td>Faculty Support</td>
<td>202.274.4135</td>
<td><a href="mailto:adjunctsupport@wcl.american.edu">adjunctsupport@wcl.american.edu</a></td>
<td>Course preparation, textbooks, and exams.</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>202.274.4010</td>
<td><a href="mailto:academic@wcl.american.edu">academic@wcl.american.edu</a></td>
<td>Appointment processing, payroll, pedagogy, and course evaluations.</td>
</tr>
<tr>
<td>Registrar</td>
<td>202.274.4080</td>
<td><a href="mailto:registrationservices@wcl.american.edu">registrationservices@wcl.american.edu</a></td>
<td>Grades, course schedule and exams.</td>
</tr>
<tr>
<td>Facilities</td>
<td>202.274.4357</td>
<td><a href="mailto:facilities@wcl.american.edu">facilities@wcl.american.edu</a></td>
<td>Room and building conditions and parking.</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>202.274.4030</td>
<td><a href="mailto:studentaffairs@wcl.american.edu">studentaffairs@wcl.american.edu</a></td>
<td>ADA or Title IX accommodations</td>
</tr>
<tr>
<td>AU Information Line</td>
<td>202.885.1100</td>
<td></td>
<td>Inclement weather and other closures</td>
</tr>
<tr>
<td>AU OIT</td>
<td></td>
<td><a href="mailto:helpdesk@american.edu">helpdesk@american.edu</a></td>
<td>MyAU and AU Email</td>
</tr>
<tr>
<td>WCL OIT</td>
<td></td>
<td><a href="mailto:mywcl@wcl.american.edu">mywcl@wcl.american.edu</a></td>
<td>MyWCL access, system Issues, and training</td>
</tr>
<tr>
<td></td>
<td>202.274.4021</td>
<td><a href="mailto:helpdesk@wcl.american.edu">helpdesk@wcl.american.edu</a></td>
<td>Internet and classroom technology</td>
</tr>
<tr>
<td>Media Control</td>
<td>202.274.4479</td>
<td><a href="mailto:mcc@wcl.american.edu">mcc@wcl.american.edu</a></td>
<td>Web and podcasts</td>
</tr>
</tbody>
</table>

*Only the last four digits are required when using on-campus phones. For more information, please visit the [full phone directory](#).
The Office of Faculty and Administrative Support Services’ Adjunct Support team is available to assist you with all matters pertaining to course preparation and communication with students enrolled in your course. You can reach Adjunct Support (adjunctsupport@wcl.american.edu) at 202.274.4135.

**ADJUNCT SUPPORT CAN ASSIST WITH:**
- Textbook adoption and desk copy requests.
- Supplemental course materials.
- Posting of course materials, including syllabus and course description, to MyWCL and/or the WCL Website.
- Emails and other announcements to students in your class.
- Tent cards and photo rosters.
- Classroom reservations for meetings, review sessions or make up classes
- Class recordings and requests for A/V equipment.
- Exam preparation and administration.

Classrooms are set up for teaching as seminar rooms or fixed-tier classrooms based on the general teaching configuration requirements at the beginning of the semester.

Please do not change the configuration of the room in which you are teaching. Moving furniture on your own may disrupt the classroom requirements for your colleagues following your class. Should you require a special classroom set up, please make requests in advanced to Adjunct Support.

**ADJUNCT FACULTY WORKSPACE:**
The Adjunct Faculty workspace is located on the third floor of the Yuma Building, in room Y343. The room is currently accessible 24 hours and contains individual work areas. It is equipped with a printer, telephone, snacks, and a private space for professor-student consultations.
The Office of Technology strives to enhance the interactive learning environment for students, faculty, and staff of WCL using Information Technology (IT). To this end, we provide a broad range of technology support services.

WCL offers wired and wireless network service throughout the school and in classrooms. To access the wireless network “WCL”, click on your computer’s wireless access icon, choose the “WCL” network and enter your AU user name and password (the password you typically use to log in to MyAU and MyWCL).

The Help Desk provides technical assistance to all faculty and staff members of the WCL community, including troubleshooting, system configuration, software installation, and network connectivity. To request assistance please send an email to Help Desk (helpdesk@wcl.american.edu) or call our help line at 202.274.4021.

MEDIA CONTROL CENTER:
The Audio/Visual Department provides assistance with classroom AV equipment, podcasting, and webcasting. It also provides equipment (microphones, projectors, screens, televisions, and DVD players). Laptops are not provided for classes, because each room has Microsoft Surface installed. Please bring VHS tapes to the MCC, so the department can digitize the material for class use.

Requests should be made at least 24 hours in advance and can be emailed to Adjunct Support (adjunctsupport@wcl.american.edu) or Media Control (mcc@wcl.american.edu). Weekend requests must be made by the Wednesday before that weekend. Emergency requests will be accepted depending upon resource availability. For emergencies, please call 202.274.4479.

Please note: Only WCL faculty, the academic deans, or the associate dean of student affairs may request that a class be recorded. These policies are designed to ensure that requests are processed properly and to ensure a smoother working environment.

Additional information about services can be found here.
Faculty members may borrow circulating materials from the law library for a period of 18 weeks, on a renewable basis. To borrow materials, faculty members should present their AU ID card to the staff at the circulation desk. Additional information about borrowing materials is available online at the Pence Law Library page. Contact the Circulation Staff (circ@wcl.american.edu) or 202.274.4300 with any questions.

The Pence Law Library can borrow materials needed for curricular or scholarly needs from other libraries on your behalf. Materials requested through Interlibrary Loan will be delivered to your campus mailbox. Some requests may take several weeks to arrive so please allow sufficient time for your request to be processed. Additional information can be found in the Inter-Library Loan Guide. You may also contact Interlibrary Loan (ill@wcl.american.edu) or 202.274.4327.

WCL faculty also have access to American University Bender Library resources, accessible through the Bender Library's home page.

**LEAGLE:**
The Pence Law Library Catalog, Leagle, is available through the library website. Leagle contains information on the holdings of the Pence Law Library collection in all formats. Bibliographic records can be retrieved by author, title, subject, key word and several numerical formats. Encore is a web-based search engine and will allow library patrons to gather a wide range of information from a single, “Google-like” search. MyLeagle allows you to renew your library materials and to review what materials you have borrowed from the library by signing in with your last name and AU ID number.

The Search Tools page is the portal for access to collections and resources. Use the Databases A-Z and by Topic page to access subscription databases. The Frequently Used Research Tools page allows easy access to the most popular databases and provides links to articles, indexes, library catalogs, and websites, as well as topical research guides.

Most of the library’s electronic resources are available remotely. To access these resources, start on the library’s home page. Select the desired resource as you would if you were on campus. The proxy server will prompt you for your MyWCL login and password. If the resource you need is part of the Bender Library, you can access it through the Bender home page. The proxy server will prompt you for your AU ID number, last name, and institution - choose American.

To put materials on course reserve, email the Circulation Staff (circ@wcl.american.edu). If you require assistance incorporating copies of materials on your MyWCL class web page, please contact Adjunct Support (adjunctsupport@wcl.american.edu).

**LEXIS, WESTLAW, AND BLOOMBERG:**
Lexis, Westlaw and Bloomberg passwords are available for educational use at the Washington College of Law, as governed by our contracts with the database providers. For further information, please contact Ripple Weistling (rweistling@wcl.american.edu) or 202.274.4382.

Additional information is available online at the Pence Law Library’s Electronic Resources Guide.
There are 14 weeks of classes during the fall and spring semesters and 9 weeks in the summer session. Three and four-credit offerings typically meet twice each week on Mondays and Wednesdays or Tuesdays and Thursdays. Two-credit classes generally meet once each week. There are no classes on Friday evening. Students are not permitted to enroll in courses whose meeting times overlap.

Law school administrators discuss enrollment caps with instructors, but options are somewhat limited by type of course and classroom availability. Requests regarding class size should be directed to the Registrar’s Office (registrationservices@wcl.american.edu) or 202.274.4080.

When enrollment limits are reached, classes close automatically, and students can put their names on wait lists. As spaces become available students are admitted to these classes from the wait list. To ensure fairness, faculty may not grant permission to individual students to enroll in the class to bypass the waitlist procedure. Faculty members are discouraged from discussing the possibility of accepting additional students if they have not first spoken with the law school registrar.

Students may add or drop classes until the end of the first full week of classes. The last day for add/drop is listed on the academic calendar. Additional time is given to students to enroll in independent studies and externships.

The Office of the Registrar has incorporated all officially recognized holidays into the academic calendar.

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**MAKING UP MISSED CLASSES:**

Classes must meet as scheduled and must meet for the fully allotted time. ABA Standard 310 requires that courses meet a requisite number of minutes per credit. If you have questions about the number of credits offered for your course or your required number of meeting minutes per class section, please contact the Registrar’s Office (registrationservices@wcl.american.edu). When a class is cancelled for any reason, the missed meeting minutes must be made up in their entirety before the last class session of the term.

The semester schedule as published in the academic calendar includes make up days for classes cancelled for holidays.

When it is necessary for an instructor to cancel a class, that instructor should schedule a make-up day and time based on the best availability for the majority of the class. It is important to have the class recorded for those students who are unable to attend the make-up session. Please email all room reservation requests to adjunctsupport@wcl.american.edu.
The President of the University will decide if inclement weather conditions exist and warrant a delayed opening or a closing of the University. To the extent possible, operating status announcements will be made no less than 1.5 hours prior to the time of scheduled classes and events so that students and employees can make appropriate arrangements (weekend class announcements follow the same guidelines as weekdays).

**When the University is closed:** No classes will meet and offices will be closed. The Law Library is open 24 hours each day.

Faculty who are unable to hold class after a delayed opening or before closing early should notify their students via MyWCL. Both email to students enrolled in your classes and notices can be processed through MyWCL. Use “email the entire class” feature to send a notice to students. If power failure or other problems occur, the WCL Website may not be available for class information so please print this page for your reference.

Information pertaining to delays/closing can be accessed from a variety of resources:
- **AU Information:** 202.885.1100
- **WCL Website:** wcl.american.edu
- **AU Twitter:** @AmericanU
- **WAMU 88.5 FM**

**AU ALERT (RAVE MOBILE SAFETY):**
In partnership with Rave Mobile Safety American University has recently implemented a campus-wide alert system that sends communications about university closures and delays directly to the devices of your choice. While alerts are automatically sent to AU email accounts, many members of the WCL community find it more convenient to have information sent to a cell phone. [Register online for AU Alert.](#)
Students are expected to attend classes regularly to receive credit. If a student accumulates an excessive number of absences without good cause, such as illness, he or she may be denied credit for that semester or be barred from taking a final examination in the particular course.

Excessive absence means failure to attend a substantial number of classes indicating a lack of seriousness of purpose on the part of the student.

Faculty members may reserve the right to add more specific guidance related to attendance, provided that they write it explicitly in the course syllabus.

**GRADING:**

All courses should have a stated method of assessment. This may be a written final exam, research paper, oral presentation, or any combination of these and other types of assessment. Instructors also may give appropriate weight to written assignments, classroom performance, in-class exercises such as negotiations, and attendance records. **The course syllabus should explain the basis for determining students’ grades for the class and should be distributed no later than the first class meeting. It should not be modified once it has been published.**

Letter grades are assigned as described by the numerical equivalents for computation of grade point averages.

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<td>0</td>
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</table>

Grades of In Progress (IP) may not be assigned for courses having examinations. An “IP” may be assigned for an externship, independent study, or paper course. Such approval should be granted only when a student is unable to complete the course work by the end of the semester due to circumstances beyond his or her control. The work must be completed by the deadline set by the faculty member, but no later than the end of the subsequent semester. If the work is not completed by that time and an extension has not be granted by the instructor, the “IP” is converted to an “F.”

**There is no required curve or scale for grading.** During each semester, the Registrar’s Office provides information on grade distribution for past semesters as a guide for faculty.

Each term students are assigned **anonymous grading numbers (AGN).** Only the anonymous grading number should appear on final examinations for identification. Students obtain anonymous grading numbers for the semester through the MyAU portal. You will have access to your list of AGNs on the grading portal located on MyWCL. You can use this list of AGNs to create a gradebook by which you can record various graded assignments throughout the semester.
Faculty have **3 weeks** to grade exams and papers and submit final grades in the grading portal. The due date for grades is based on the date of the final exam or due date of the final paper.

A request for a grading deadline extension must be submitted and approved by the Vice Dean or Associate Dean of Academic Affairs prior to the due date. A fine of $100.00 per work day may be assessed when waiver requirements do not apply. Late submission of grades may be considered when evaluating faculty status, rank promotions, and other personnel matters.

Grades are submitted by faculty using the online grading portal found on [MyWCL](#). You can indicate whether you issue grades anonymously using students’ AGNs or using students’ names (in the event of a paper or presentation). Complete instructions for the grading portal are found on the Office of the Registrar page on [MyWCL](#). Questions may be directed to the Office of the Registrar (registrationservices@wcl.american.edu) or 202.274.4080.

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**HIGHEST-GRADE DESIGNATION:**

Instructors may designate the student(s) with the highest grade in their course or seminar. Students are notified of this honor and may choose to place it on their resumes. If you would like to submit a highest-grade designation, please use this form to submit your highest grade recipients to the Office of Student Affairs. We prefer that you certify one student per course to receive the highest-grade designation, but in close cases, we can allow for two recipients. Questions should be directed to Shira Cohen (cohens@wcl.american.edu) or 202.274.4030.
Final examinations may be given to all students at the same time in-class or may be take-home examinations. In-class examinations are scheduled by the Office of the Registrar and published prior to the first week of class. You will be asked for your exam preferences early in the semester by Faculty and Administrative Support Services (FASS) so they will know the parameters of your exam (e.g.: open book, closed book, multiple choice, essay). Exams are not administered during the scheduled reading period.

In some cases, there are valid reasons why a student may not be able to take a final exam on its scheduled day and time. The Office of the Registrar is responsible for decisions on student requests to take an exam at a time other than that scheduled (deferral) and for the administration of those exams. The faculty policy on exam deferral is published in the law school catalog.

Generally, the number of hours allotted for taking an examination is the same as the number of credits for which the course is offered. For example, a three-credit course would have a three-hour examination. Space constraints make it impossible to administer an examination that is more than four hours long.

**ACCOMODATIONS:**

The law school complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and District of Columbia requirements regarding students with disabilities. You will be asked to submit a copy of your exam questions in editable format (Microsoft Word preferably) to a secured email at least 3 business days prior to your exam date. This will allow the Office of Student Affairs to make any necessary modifications to the format to conform with any accommodations that a particular student may be allowed. Questions regarding exam accommodations for students must be addressed to the Office of Student Affairs (studentaffairs@wcl.american.edu).

At the discretion of the instructor, law school policy allows extra time (up to one hour for an in-class exam) for students for whom English is not a native (first) language except that, absent special circumstances, no such time extension shall be granted to any student who has graduated from a university operating with English as the principal language. Additional time for take home exams longer than 5 hours is not granted. Questions regarding additional time for non-native English speakers should be directed to the Office of the Registrar (registrationservices@wcl.american.edu).

WCL uses Exam4 secure testing software for all written exams. Exam4 allows students to type their essay exams using either an open notes or closed notes option based on your preference and it provides a multiple-choice section that records students’ answers. Students assume the risk of all technical difficulties that may arise during an examination. Technology staff members are not available to troubleshoot. A student whose computer malfunctions is expected to handwrite the examination in blue books.
EXAM ADMINISTRATION, DISTRIBUTION AND PROCTORING:
The Offices of Academic Affairs, Faculty and Administrative Support Services, Registrar and Student Affairs developed a set of procedures for the administration of exams at WCL. These procedures, which have been formally approved by the faculty, are primarily designed to maintain student anonymity and to reduce confusion associated with the duplication and distribution of exams.

- All in-class exams will be administered and proctored by Faculty Administrative Support Services (FASS). There is no charge for proctoring services. You will not be permitted in the exam room during the scheduled exam time.

- Faculty members should submit a final copy of their exam(s) three business days before the scheduled date of the exam to examssubmission@wcl.american.edu. Last minute corrections to an exam that has been submitted creates confusion and often results in errors when administering the exam so please proofread your final version carefully prior to the submission deadline and submit only one exam for duplication.

- Proctors will be instructed to contact the faculty member during their exam in the event it becomes necessary to do so. We will not contact you in the event of a typographical error on your exam. Students are instructed to make an assumption, state it, and continue with the exam. For a serious question regarding your exam that affects how it will be proctored, FASS will make every effort to contact you. Please provide a phone number where you may be reached when you submit your exam for duplication.

- Exam answers and the exams themselves will be collected by FASS after completion of the exam and the answers, along with the answers from students taking accommodated exams. Grading numbers are checked for accuracy and will be returned 24 hours following the exam.

- Completed exams of students taking deferred exams will be accessible to faculty as they become available and will be sent to you from the Office of the Registrar.

You will receive additional information as the exam period approaches. Adjunct faculty members are expected to remain alert to communications pertaining to exams and respond to inquiries promptly. If you have questions or concerns, please feel free to contact Adjunct Support (adjunctsupport@wcl.american.edu).

Graded examinations must be retained for one year either in the law school registrar’s office or by the instructor if they are not returned to students.

The faculty has adopted the following formal policy: evaluation of student work is one of the fundamental obligations of law professors. Examinations and assignments should be conscientiously designed, and all students work should be evaluated with impartiality. Grading should be done in a timely fashion and should be consistent with standards recognized as legitimate within the university and the profession.

**It is the affirmative obligation of faculty members to provide a general or specific explanation of the basis on which grades on examinations and assignments have been awarded.** If exams and/or papers are to be returned to students, they should be taken to the WCL Office of the Registrar (C101). Instructors who do not wish to return materials to students must arrange to provide student access to the graded examination or other graded materials. Grades should be written inside the covers of exams and papers that are returned to students.
COURSE EVALUATIONS

All adjunct faculty members are expected to participate in the online course evaluation process electronically via MyWCL. Other evaluation methods may be conducted in tandem, but not in lieu of those conducted by the Office of Academic Affairs. Evaluation data is used in the determination of raises and reappointment, so we suggest that faculty members are prompt and encourage students to actively participate.

For the best techniques to reach the target response rate (i.e., 80% or higher), think of the mnemonic "NERDS."

**BEST PRACTICES:**

1. Notify students one class in advance that they should bring a WiFi-enabled device to the next class.
2. Early in the following class, you should...
3. Reserve at least 15 minutes for your students to complete the electronic evaluations, have students navigate to the MyWCL homepage, select the appropriate evaluation link for your course, seminar or clinic.
4. Depart the classroom while students are completing the evaluations.
5. Send an all-class email message later that day or evening asking any students who have not yet completed the evaluation to do so ASAP.

Read the following statement to students:

“At the AU Washington College of Law, student evaluations are a critical component in our assessment of faculty members and courses. They affect salaries, promotions and retention. They are instrumental in curricular decisions including the scheduling of courses and the sequencing of courses from one semester to the next. They are reviewed by the Dean, Academic Deans, and faculty committees evaluating full-time and adjunct faculty. They are NOT made available to professors until final grades are submitted and there is no method by which faculty or administrators can identify the author of a response. We ask that you please take time to fill out the evaluation carefully. A separate evaluation link must be completed for each professor if the class you are taking has more than one professor. Please note that a rating of ‘5’ is positive and ‘1’ is negative. Responses are not transmitted until the submit button at the bottom of the evaluation is selected. Responses cannot be saved, nor can they be edited, reassigned or retracted after submission.”

The Office of Academic Affairs will reopen any course evaluations that do not reach the 80% response rate on a subsequent date (prior to exams) as necessary.

**VIEWING EVALUATION DATA**

Data is available for review after grade submission is complete. Response data will be available to the WCL community once released. Narrative responses are only visible to the faculty member being evaluated and the Office of Academic Affairs. Narrative response data may also be provided to department and program directors for evaluation purposes with authorization from an academic dean. Data is available through the “Evaluations” section on the menu bar located at the top of MyWCL. Faculty members experiencing difficulties viewing data should contact the Office of Academic Affairs (academic@wcl.american.edu) or 202.274.4010.
Every law school has students who receive accommodations under the Americans with Disabilities Act (ADA) or Title IX. The Office of Student Affairs is responsible for facilitating the proper accommodations for these students, including providing recordings of class lectures or the arrangement for the taking of an examination with extended time. “Pop” or surprise exams are generally discouraged for this reason and any assessment outside of the finals period should be brought to the attention of the Office of Student Affairs (studentaffairs@wcl.american.edu) for proper administration of any testing accommodations.

Student Affairs will generally not make professors aware of any students receiving accommodations to preserve the students’ confidentiality and anonymous grading. However, Student Affairs will let professors know if their class is being recorded as an ADA accommodation or if there are other classroom accommodations requiring the professor’s attention.

Students who request classroom or testing accommodations or other questions pertaining to ADA accommodations should be directed to Lucy Goss, Assistant Director for Student Affairs (lgoss@wcl.american.edu).

There are also occasions where student distress due to exigent medical or personal circumstances may become evident in various ways, including tardiness in submitting class assignments, attendance issues, or other observable behaviors during class meetings. Faculty serve as the first line of defense on these matters which may severely affect students not only academically, but personally.

Should you find that a student in your class is underperforming or is frequently missing class, please reach out to Student Affairs (studentaffairs@wcl.american.edu) or refer the student to David Jaffe (djaffe@wcl.american.edu) for consultation. Student Affairs will work with the student and the faculty member to determine appropriate next steps in order to allow the student to address his/her concerns and to complete the course successfully.

CONFIDENTIALITY OF STUDENT RECORDS:

University policy and procedures for confidentiality of student records may be found online.

Students at American University have the following rights regarding their education records: 1) to have access to their education records, 2) to consent to release a record to a third party, 3) to request nondisclosure of directory information, 4) to seek amendment of information in an education record that the student demonstrates is inaccurate, 5) to be notified of their privacy rights, and 6) to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by American University to comply with the Act.

The university does not maintain education records in one central office. Education records are maintained in the various departments, schools, or colleges. A student should contact the Office of the University Registrar, or, for law students, the WCL Registrar, for guidance in determining which unit(s) a student should contact about an education record.

Faculty-student interaction may extend beyond the classroom. Faculty members may have pre-existing relationships with students or they may form such relationships during the semester. Such relationships may affect not only the students involved, but also others in the class who worry about favoritism.
While romantic relationships between student and professors clearly are inappropriate, professors must be aware that other sorts of interactions short of intimate relationships (including personal comments that may seem innocuous to the speaker) can also create a negative and even intolerable academic atmosphere. Interactions during regularly scheduled office hours, review sessions, and similar opportunities which are extended to the entire class are a familiar and expected component of most courses.

Invitations from professors to students for extraordinary meetings outside of class (even those made in good faith and with only the best of intentions) can, however, produce an air of coercion for students. The Office of Academic Affairs recommends that when meetings between professors and students outside of class are necessary or useful to the pedagogical goals of a course, they be scheduled in a manner and in a setting that ensure a professional interaction between professor and student, i.e., at the law school or in a professional office.

Student distress due to academic or personal problems may become evident in various ways, including inability to complete class work, attendance issues, or observable behaviors during class meetings. Such matters should be referred to the Office of Student Affairs (202.274.4030) or, if necessary, Public Safety (202.885.2527).

**DISCRIMINATION AND SEXUAL HARASSMENT POLICY:**

The Harassment Prevention Project Team, which is made up of faculty, staff, and students, composed a new Discrimination and Sexual Harassment Policy that went into effect on August 31, 2011. This is a university-wide policy that complies with local and federal laws as well as the Title IX guidance received in spring 2011 from the Office of Civil Rights.

Training for the entire university community, including all faculty, is an integral component of the Discrimination and Sexual Harassment Policy. In order to accomplish this mandatory training, American University will be offering training sessions online. Adjunct faculty members should be alert to email notifications from AU HR and/or Workplace Answers. The most current [Discrimination and Sexual Harassment Policy](#) can be reviewed online.