



# **ADJUNCT FACULTY HANDBOOK**

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## **ADJUNCT FACULTY HANDBOOK**

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## INTRODUCTION

Welcome to the University of Connecticut School of Law. This Handbook is designed to answer the questions most frequently asked by adjunct faculty members and provide general background information about law school policies and resources. We are interested in your feedback. Please communicate any comments or suggestions regarding this handbook to Anne C. Dailey, Associate Dean for Academic Affairs, at 860.570.5260 or [anne.dailey@law.uconn.edu](mailto:anne.dailey@law.uconn.edu).

The University of Connecticut School of Law is one of the leading public law schools in the country. Founded in 1921, the Law School is accredited by the American Bar Association and is a member of the Association of American Law Schools. It offers a professional education of the highest quality that prepares its graduates for a lifetime of fulfilling service in many careers, including the bar, government, business, and education. The Law School's program emphasizes intellectual discipline and the development of the wide range of professional skills required of lawyers in the twenty-first century.

Adjunct faculty are an essential part of the life of the Law School. Adjunct faculty keep the Law School connected to the real world of practice. Adjunct faculty bring professional expertise to the classroom and enrich the curriculum with classes ranging from Moot Court and Trial Advocacy to Comparative Insurance Regulation and Climate Law. The adjunct faculty's willingness to set aside time from the practice of law to help educate the next generation of sets an inspiring example for our students.

Adjunct faculty are hired and retained by the Dean with the advice and consent of the Faculty Appointments Committee. Adjunct faculty hold the title of Lecturer in Law. After ten years of satisfactory teaching at the school, adjunct faculty are given the title of Adjunct Professor of Law.

Appointment letters are sent by the Dean's Office prior to the start of the semester. The letter outlines teaching responsibilities and, if applicable, the compensation payment schedule. The format of the appointment letter is prescribed by a University policy which requires all adjunct faculty to provide certain information to the Law School regarding professional qualifications. If you have any questions concerning the terms of your appointment letter or the information requested, please contact Anne C. Dailey, Associate Dean for Academic Affairs, at 570.5260 or [anne.dailey@law.uconn.edu](mailto:anne.dailey@law.uconn.edu).

## GETTING STARTED AT THE LAW SCHOOL

### ADMINISTRATIVE SUPPORT

Claudette Landry, Faculty Support Staff (FSS), provides administrative support to the adjunct faculty. You may contact her at 570.5390 or by e-mail at: [claudette.landry@law.uconn.edu](mailto:claudette.landry@law.uconn.edu). If you have any questions regarding duties, please contact the FSS supervisor, Delia Roy at 570.5277 ([delia.roy@law.uconn.edu](mailto:delia.roy@law.uconn.edu)) or in her absence, the associate dean of finance and administration, Ann Crawford at 570.5130 ([ann.crawford@law.uconn.edu](mailto:ann.crawford@law.uconn.edu)).

#### Small Copying Jobs (100 pages or less)

The Business Office maintains photocopy machines on the first and second floor of Hosmer, the legal clinic, the second floor of Chase, and in the Career Services Office in Starr. These machines can be used for small jobs (not to exceed a total of 100 pages per job).

#### Large Copying Jobs (100 plus)

Please do **not** use law school copy machines for jobs that exceed a total of 100 pages per job. All large jobs should be done by the outside contractor hired for copying services. Ms. Landry can make the request.

### COMPENSATION

Compensation checks, issued bi-weekly, are forwarded by Ms. Landry to your home address unless directed otherwise.

### COURSE INFORMATION

Course information is maintained on the Law School website at: <http://www.law.uconn.edu/academics/courses> and on the PeopleSoft® Student Administration System. Adjunct faculty members, upon request to the Registrar's Office (570.5136), will be given login credentials for the PeopleSoft® System. This will allow an instructor access to course details as well as class rosters.

### FACULTY LOUNGE

The faculty lounge is stocked with a variety of daily newspapers for the convenience and enjoyment of faculty. Please do not remove these materials from the lounge. Duplicate copies of all materials are maintained by the Library and may be obtained from that source.

During the day, coffee is available in the lounge for adjunct faculty members. A sink, refrigerator and microwave are available for use in the staff lounge on the second floor.

### INFORMATION TECHNOLOGY

Most communication with students and colleagues is done electronically, either via e-mail or with notices posted on the web. As a member of the adjunct faculty, you are automatically subscribed to an e-mail listserv through which we occasionally disseminate announcements of and invitations to campus events, as well as other information of interest and importance to adjunct faculty. This is a private list: members'

identities and e-mail addresses are available only to list administrators. If you have any questions about the list, would like to change any of your personal options, or for any reason would like to be unsubscribed from the list, please contact Ms. Landry at 570.5390 or [claudette.landry@law.uconn.edu](mailto:claudette.landry@law.uconn.edu).

*Please note: All E-mail traffic is subject to the Freedom of Information Act, and must be treated as a public record pursuant to C.G.S. §1-18(d).*

### **Lexis/Westlaw**

Access to Lexis/Westlaw as well as the Library's on-line catalog, CTCAT, is available to adjunct faculty. To obtain a password for Lexis and Westlaw, contact the Head of Reference at 570.5071 or e-mail [facserv@law.uconn.edu](mailto:facserv@law.uconn.edu).

### **Copyright Issues**

To learn more about the policy on faculty copying, classroom use and copyright, contact the Head of Reference at 570.5071 or e-mail [facserv@law.uconn.edu](mailto:facserv@law.uconn.edu).

### **MEETING SPACE**

Should you require an office to meet with a student, a room can be reserved for such purposes. Contact Ms. Landry at 570.5390 if you want to request a room.

### **OBTAINING YOUR LAW SCHOOL ID**

Photo identification cards are provided to adjunct faculty to allow access to the classrooms, buildings on campus, and library privileges. Photos can be taken during the student photo session at the beginning of the fall semester. To schedule a photo session for your ID card, please contact the Help Desk at 570.5158 or access the Law School's web "help" page at <http://www.law.uconn.edu/infosys/help>.

### **PARKING**

To park a motor vehicle on campus, adjunct faculty members must obtain a parking sticker. The sticker also allows you to park at the Law School and at the Storrs campus in any available space which is not otherwise prohibited. The vehicle registration form, an attachment to the offer letter, is to be completed and returned to room Chase 104 so a parking sticker can be forwarded to your mailing address. Cars should not be left on campus overnight without permission from UConn Police.

### **ROOM RESERVATIONS**

Please see the Law School web site for policies and procedures for event scheduling and room reservations: <http://www.law.uconn.edu/events-management/event-calendars>. Ms. Landry will also provide any assistance you may need in making room reservations at the Law School.

## **TEACHING**

### **ACADEMIC CALENDAR**

The academic calendar can be found on the Law School website at:

[www.law.uconn.edu/academics/calendar/](http://www.law.uconn.edu/academics/calendar/)

### **ADD/DROP**

Students select courses via a self-service component of the PeopleSoft® Student Administration system. Initial course selection for a specific term will take place months before the start of the term. Add/drop continues for students through the first week of the term for JD students and through the second week of the term for LL.M. students. Instructors should not consider a roster final until after the add/drop period. After this time, students will need to secure the permission of the faculty member to add/drop a course.

### **ATTENDANCE POLICY**

Regular class attendance is expected but attendance records are not required. Under the Standards of the American Bar Association, regular and punctual class attendance is necessary to satisfy residence and class-hour requirements. In cases of excessive absence, the instructor may deny course credit. However, the instructor does not have the right to give a student an "F" for excessive absences.

Upon timely notice, instructors may require attendance at regular or specially called classes, relevant lectures, conferences, or similar sessions.

### **BOOKS & CLASS MATERIALS**

#### **Ordering Books**

Textbook requisition forms are distributed by the UConn Co-op to instructors each semester. Please return the requisition forms by the deadline stated on the form. The UConn Co-op is located in Knight Hall.

Desk copies for your courses can be obtained from the publisher by the UConn Co-op. To obtain a desk copy or for questions about ordering books, contact the UConn Co-op Manager at 570.5313.

Special orders for any book can be placed through the UConn Co-op.

#### **Course Packets**

In addition to textbooks, instructors may wish to compile their own course materials for students to buy. Because of copyright issues, the material needs to be received by the UConn Co-op in a timely manner in order to insure that it is available to students prior to the first day of class. Please contact the UConn Co-op Manager at 570.5313 for complete details.

## **Photocopying Materials for Class**

### **Classroom Handouts**

Classroom handouts of fewer than 10 pages may be distributed to students without charge. Copying and distribution should be handled by Ms. Landry.

Classroom handouts of ten pages or more must be processed through the UConn Co-op resale process. Provisions should be made to ensure receipt of all classroom materials by any students with mobility impairments.

If there are students with documented disabilities who receive accommodations, please be sure that Ms. Landry makes arrangements for distribution of the material in the appropriate format.

## **CLASS CANCELLATION**

Class cancellations are sometimes unavoidable. The following procedures should be utilized when a class cancellation is necessary.

Whenever possible, class cancellation notices should be announced in class and with as much advance notice as possible. Instructors should make every effort to avoid short notice cancellations. When advance notice is not possible, the following procedure should be followed:

The instructor should contact Ms. Landry at 570.5390 or by e-mail at [claudette.landry@law.uconn.edu](mailto:claudette.landry@law.uconn.edu) to cancel a class. Ms. Landry will post cancellation information to all students via e-mail and copies the Registrar's Office and Communications Center. Notice of the cancellation is posted to the class cancellation phone recording and placed on the classroom door.

### **Scheduling Make-up Classes**

The American Bar Association requirements for class hours of instruction can only be met by making up all cancelled and missed classes.

Class time may be made up by adding time onto several earlier or later classes, or by rescheduling a class, provided there is a classroom available and reserved. Reserving classrooms for rescheduled classes may be done by completing the room request form <http://www.law.uconn.edu/form/room-request>.

The times indicated below are generally available for scheduling make-up classes:

Day Division - Day division classes are rarely scheduled between 12:30 p.m. and 2 p.m. Friday afternoons are also available for make-up classes.

Evening Division - Regular classes are rarely scheduled for Friday evenings, and this time may be used to schedule evening make-up classes.

In both the Day and Evening Divisions, there are "reading days" set aside between the end of classes and the start of exams. These reading days may also be used for make-up classes. Please consult the academic calendar for dates.

## **Severe Weather**

Class cancellations due to severe weather or other emergencies are posted to the pre-recorded message line 570.5145 and on the website home page in a red box. Every effort is made to provide the message by 6:00 a.m. for morning classes, 10:00 a.m. for afternoon classes, and 3:00 p.m. for evening classes.

If inclement weather, car problems, or other unforeseen circumstances cause you to leave your car overnight, please contact the UConn Police Department at 570.5173. This will alert them that the car should not be towed.

## **CLASS HOURS**

The schedule of class times provided by the registrar does not reflect the actual teaching time. An hour of schedule class time means 50 minutes of actual class time. Thus, a one-hour class that starts at 9:00 should let out at 9:50. Similarly, an hour-and-a-half class that starts at 9:00 should let out at 10:15. Finally, a two-hour class that starts out at 9:00 should let out at 10:40 (unless for example, the professor provides a ten-minute break, in which case the class may let out at 10:50). Please do not exceed the actual teaching time for the class as students need the time to get to the next class.

## **CLASSROOM SET-UP**

Each classroom has been provided seating to accommodate students for all classes scheduled for that classroom. Seating charts are available at the Communications Desk. Many instructors use these seating charts, and depend on the established seating plan. Therefore, chairs and tables should not be re-arranged or moved to other areas, and lounge furniture should not be taken into classrooms.

If a different seating arrangement is required for a special class or event, please contact the administrative assistant for the associate dean for finance and administration at least 48 hours in advance. If any changes are made to the classroom set-up, please have the students return the seating to its original format before they leave the room.

## **Technology**

Contact the Help Desk at 570.5158 to request training on the use of the computer and AV equipment in the classrooms.

## **Seating Chart**

A seating chart is optional and attendance records are not required. A chart, however, enables an instructor to learn the names of students, and may alert an instructor to a student who is not attending class because of academic or personal problems. Blank seating charts for the large classrooms are available in the classrooms and at the Communications Center.

## CLASSROOM USE

Please keep in mind that other faculty will be using the room after you. As a courtesy, please keep the following suggestions in mind.

- Before leaving the classroom, please turn off all instructional technology you may have used.
- If you rearrange any furniture in the room, please return it to its appropriate location.
- The custodial staff cleans the rooms and empties the trash weekdays between 7:30 and 8:00 a.m. With that in mind, please leave the room in useable condition for the next faculty member.
- Drinks are allowed only in a spill-proof container. Food is not permitted in classrooms and courtrooms.
- The technology classrooms and courtrooms (Chase 110, Chase 210, Knight 115, Library 202, Library 422, Starr 108, Starr 204) remain locked. You may access the Chase and Knight rooms by swiping your UConn ID card at the swipe pad located at the doorway. If you do not have an ID card, you can request a room access card from the associate dean for finance and administration at 570.5130. The staff at the Circulation Desk can assist you in opening Lib 202. That room will not be opened until the instructor is present. For Lib 422, you should have an access code that can be used at the code access panel.
- Please do not prop open doors to the technology classrooms at the end of class.
- If you want to use the AV or technology equipment in the technology classrooms and need instruction on how to do so, arrangements can be made through the Help Desk (570.5158) for training prior to the start of the semester. The Circulation staff is not trained on the use of equipment and should not be asked for assistance with the equipment.
- If you are experiencing problems with the equipment during the hours of 9:00 a.m. and 7:00 p.m. (Monday through Friday), please contact the Help Desk at 570.5158. For evening classes, occasionally you may find a lab assistant on duty in the library computer lab who may be able to help.
- Each classroom has a black or white board, a TV/VCR or a projector/VCR. The school has a limited supply of tape recorders, video cameras and overhead projectors that can be reserved by contacting the Help Desk at 570.5158 or access the Law School's web "help" page at <http://www.law.uconn.edu/infosys/help>.

## COUNSELING

Student Services, located in Chase Hall - Room 313, provides individual counseling along with off campus referrals. The Director of Student Services can be reached at 570.5130 or by e-mail at [jane.brown@law.uconn.edu](mailto:jane.brown@law.uconn.edu). Students who show signs of stress, fatigue, or depression, may benefit from counseling.

## **COURSE EVALUATIONS**

At the end of the semester, you will distribute to students a Course Evaluation form, on which they rate both the instructor and the curriculum. The results of these evaluations are provided to instructors and the administration, as well as made available to students.

## **COURSE INFORMATION FOR STUDENTS**

Instructors should provide the following information to students at the beginning of the semester:

### **Course Expectations**

Course expectations should be clearly stated, and should include such matters as weight of class participation in final grade, any special course expectations, schedules for submitting drafts and final papers in seminar courses, and similar matters.

### **Exam Expectations**

Expectations for the course examinations and other graded assignments should be clearly stated, and should include post-examination procedure opportunities for timely examination feed-back.

### **Syllabus**

A written syllabus should be prepared for each course containing the following:

- Title of course and when and where it meets.
- The instructor's e-mail address.
- The assigned materials to be purchased at the UConn Co-op.
- A rough schedule of reading assignments for the semester.

### **TWEN: The West Education Network**

TWEN is a convenient on-line mechanism for distribution of syllabi and class materials. It can also be used to contact students and for students to hand in assignments electronically. In addition to TWEN, Information Services creates class e-mail lists, updated regularly to insure that students who add the class late are included. The TWEN website enables you to send messages to students, post new material and class information.

Contact the Help Desk at 570.5158 or e-mail [compserv@law.uconn.edu](mailto:compserv@law.uconn.edu) to make arrangements for your TWEN class website. Please note that Information Services will do the set-up for faculty who do not set up their own courses.

## **DISABILITY SUPPORT SERVICES**

The University of Connecticut School of Law strives to assure that students with disabilities have access to the full range of programs and services it offers. The director of student services is available for academic accommodations and support services for otherwise qualified students with appropriate documentation.

Please do not arrange accommodations in the classroom or for exams. Refer all requests to the director of student services at 570.5130 or by e-mail jane.brown@law.uconn.edu.

## **EXAMINATIONS**

### **Alternative Examinations**

When the associate dean of finance and administration causes the registrar to enter a grade of incomplete in a course, the student is required to complete a substitute examination or alternate written work as described below:

- If the student is not scheduled to graduate from the Law School at the end of the semester, and if the course (whether or not taught by the same instructor) will be offered within the next twelve months (or before the student's scheduled graduation, whichever is sooner), then the instructor may require that the student remove the incomplete by taking the examination in a designated section of the course. If the instructor does not require the student to wait until the next time the course is offered, then the instructor should offer the student a substitute examination or alternative written requirement to be completed not later than the end of the following semester (not including the summer term). If the student does not remove the incomplete, then the student will receive a failing grade for the course.
- If the student is scheduled to graduate from the Law School at the end of the semester, the instructor shall designate a substitute examination or alternate written requirement for the student to be completed within a designated number of days as determined by the instructor (if the student otherwise has sufficient credits to graduate, the instructor may require that the student be withdrawn from the course). If the student does not complete the work within the allotted time, the student will receive a failing grade for the course. The student has the option of changing his/her graduation date in order to complete the alternate written requirement. The graduation dates are January 31, Commencement Day in mid-May and July 10. There are no additional graduation dates.
- Pass/fail option. If the course is not a required course, the instructor may specify that the substitute work will be graded on a pass/fail basis. Work so graded will not be counted as part of the student's permitted pass/fail load.

### **Anonymity**

To ensure anonymity, students identify their exams only by exam number. Exam grades by number will be submitted to the Registrar on forms distributed by the Registrar for that purpose. The Registrar will then return the grade sheet to the faculty member indicating the student's name and exam number. Each faculty member will submit final course grades, taking into account such factors as he or she deems appropriate.

### **Examination Day**

#### **Proctor**

The proctor will pick up the exam materials and bring them to the exam room. At the conclusion of the exam, all materials are accounted for and prepared for pick-up by the instructor approximately 24 hours after the exam is administered. Adjunct faculty

members are welcome to visit the exam rooms during the exam for a portion of the exam. Every effort should be made to inform the Registrar's Office where you may be reached during the exam in case of questions.

### **Severe Weather**

If a significant weather event occurs on the day of an exam, which causes an exam to be postponed, an information announcement will be posted to the Homepage on the Law School website and recorded on the Law School Hotline at 570.5145. When an exam is postponed, we try to provide this information via the homepage and the hotline at least two hours before the scheduled exam. On occasion, however, emergencies occur that require postponement without the normal notice.

The Law School does not contact radio or television stations to announce exam postponements because of numerous broadcast errors in the past.

### **Examination Length**

The duration of final exams should roughly correspond to the number of credit hours assigned to the course, i.e. a three-credit course should have a final exam that lasts about three hours. The faculty has resolved that no proctored exam may be scheduled for more than three hours, including review time at the beginning of the exam period.

### **File Copies of Examinations**

With the instructor's written approval, your faculty support person, Ms. Landry, will submit an electronic copy of your exam to the Law Library to be placed on the school's secured, permanent, reserve website for access by students.

### **Grading**

#### **Instructors Notification to Students of Course Policy**

Adjunct faculty members should announce their policy on grading, including consideration of classroom participation, at the beginning of the course.

**For information on Grading Scale, "B" Median Rule, Pass/Fail Grading, Due Dates for Submitting Grades and Release of Grades go to: <http://www.law.uconn.edu/student-handbook/academic-regulations/grades#PF>.**

#### **Lost or Misplaced Examination Books and Papers**

A student whose examination books have been lost or misplaced after receipt by the proctor or instructor may elect to take a grade of "P" (Pass) for the course or to take a make-up examination. In all other circumstances involved loss or misplacement of examination books, the student involved should secure the consent of the instructor and the associate dean of administration and finance or of academic affairs to take a make-up examination in order to receive credit for the course.

## **Preparation of Exams**

Ms. Landry has the responsibility for preparing exams from the original copy supplied by the adjunct faculty member. Both an electronic and hard copy must be submitted at least ten working days prior to the exam. All special instructions must be in writing and accompany the exam copy.

## **Take-Home Exams**

Distribution and collection of take-home exams is handled by the Registrar's Office. This is done via a secure website which tracks exam time. Take home exams may not be longer than 24 hours in length and are student self-scheduled during the exam period.

## **Use of Computers**

Faculty members can determine whether students taking their exam may do so on computer. If allowed to use a computer for exams, students download software that creates a secure environment on their laptop. The software blocks access to all other laptop functions once activated for exam taking.

## **OTHER ACADEMIC & WRITING PROGRAMS**

### **Upperclass Writing Requirement**

Each student is required to complete a writing of an intensive and analytical character under the supervision of a faculty member. The faculty member should require as many drafts as is necessary to produce a substantial paper of high quality, but at least one draft is required in all cases.

This requirement may be met by a paper for a seminar designated by the instructor as requiring writing that would satisfy the requirement. No additional credits or grades will be granted for the writing requirement apart from the grade or credit attached to the course. If a student is using a seminar paper to satisfy this requirement, the student may not receive a pass/fail grade for the seminar. For more information, see the *Student Handbook* at [www.law.uconn.edu/students/handbook/](http://www.law.uconn.edu/students/handbook/).

## **STUDENT ASSISTANCE**

Students who need assistance with: 1) Exam deviations, 2) Leaves of absence, 3) Exiting Law School, 4) Transferring schools/credits, or 5) Visiting other Schools should contact Student Services in Chase 313.

From time to time you may encounter a student whom you believe needs assistance of a kind you cannot give. Please remember that such students may be referred to the director of student services (570.5130) or by e-mail at [jane.brown@law.uconn.edu](mailto:jane.brown@law.uconn.edu). The director of student services is available to meet with students having difficulty coping with various aspects of Law School. The director is also the Law School's disability support services coordinator with special expertise in this area.

## **WRITTEN WORK OF DISTINCTION**

Papers of high excellence submitted to fulfill the requirements of any course, seminar, special research project or upper-class writing requirement may, with the permission of the student and the approval of the Dean, be deposited in the Law Library as an "Honor Paper."

The faculty member grading the paper must certify that the paper is (1) of high excellence and makes a substantial contribution to its field which will be of value to others thereafter working in the field; (2) free from serious defects of organization and workmanship and appropriate to serve as a model for students writing similar papers in the future.

Subject to the right of the Law Library to make the manuscript available to readers and to make single photocopies, the literary rights of the manuscript are reserved to the author who may publish the manuscript and to take steps to secure statutory copyright for the paper.

## SCHOOL OF LAW LIBRARY

The library staff is pleased to provide a range of services to assist you in your role as an adjunct faculty member at the University of Connecticut School of Law. For more detailed information you may go to: [www.law.uconn.edu/library/](http://www.law.uconn.edu/library/).

### HOURS

Regular library hours, when classes are in session:

|                         |                     |
|-------------------------|---------------------|
| Monday through Thursday | 8:00 am to 11:00 pm |
| Friday                  | 8:00 am to 9:00 pm  |
| Saturday                | 9:00 am to 5:00 pm  |
| Sunday                  | 1:00 pm to 9:00 pm  |

### SERVICES

#### Circulation

A library account will be created for you approximately two weeks before the start of the semester in which you teach. As an adjunct professor, your circulation privileges are the same as full-time faculty. You may check out circulating materials from the general collection for the semester, and most reserve materials for seven days. For questions, please contact the Head of Access Services at 570.5016.

#### Databases & On-line Catalog

You can find the library's catalog and suite of databases by starting at <http://www.law.uconn.edu/library/> and following the appropriate links. For database access offsite, you will need to obtain a login and password from the Information Systems Department (access the Law School's web "help" page at <http://www.law.uconn.edu/infosys/help> or call 570.5158).

#### Interlibrary Loan

If you need materials that are not available at the Law School, the Law School Library will borrow them from another library. Please send requests to Facserv, our faculty research and document delivery service, at [facserv@law.uconn.edu](mailto:facserv@law.uconn.edu).

#### Reference

The library has five reference librarians, and a group of student R.A.s to help with your research needs. Please send requests to facserv at [facserv@law.uconn.edu](mailto:facserv@law.uconn.edu). You can also stop at the reference desk or call 570.5068. For questions, please contact the Head of Reference Services at 570.5071.

The reference desk, which is located on the third (main) floor of the library, is open the following hours, when classes are in session:

|                         |                                      |
|-------------------------|--------------------------------------|
| Monday through Thursday | 9:00 am to 8:00 pm (Fall Semester)   |
| Monday through Thursday | 9:00 am to 7:00 pm (Spring Semester) |
| Friday                  | 9:00 am to 5:00 pm                   |
| Sunday                  | 1:00 pm to 5:00 pm                   |

Between semesters and during July and August, there is no evening or weekend reference service. Contact the Head of Reference at 570.5071 or e-mail [facserv@law.uconn.edu](mailto:facserv@law.uconn.edu) for current hours or questions about hours.

### **Reserve**

The library will put all of your required or suggested course material on reserve for students to read in the library. Additionally, if you are assigning students research projects that require a large number of them to use a few key texts, you may put these books on reserve as well. This ensures that all students have an equal opportunity to utilize these resources.

Contact Access Services at 570.5111 or 570.5113 for more information or just drop by the Circulation Desk with your materials.

## SCHOOL SUPPORT SYSTEMS

### PUBLIC SAFETY

#### **Criminal or Suspicious Behavior**

If you notice someone behaving criminally or suspiciously, or have reason to suspect that an uninvited person is in one of the law school buildings, call the UConn Police Department immediately (570.5173).

#### **Escort Service**

The UConn Police Department provides an escort service on campus. To request an escort, call 570.5173.

#### **Fire Procedures**

In case of fire, close all the windows and doors in your office and leave the building immediately. If you spot a fire, call 8-911 from any law school phone.

The UConn Police Department holds fire drills periodically.

#### **First Aid**

First aid kits are available at the following locations:

|         |  |
|---------|--|
| Chase   | Second floor near room 202   |
| Hosmer  | First floor near room 109  |
| Knight  | First floor near the UConn Co-op   |
| Library | To the right of the circulation desk in the photo copy room                      |
| Starr   | First floor near the blue reception desk<br>First floor in the maintenance area. |

For severe medical emergencies, call 8-911 and then call the UConn Police Department (570.5173).

### SCHOOL BUILDINGS

#### **Building Hours**

In general, the building hours of the law school campus follow the hours the library is open. Please plan to leave before the buildings close. The security staff cannot set the alarm system until everyone has left the buildings. All buildings are closed on some holidays.

During Monday through Thursday (non-holidays), Chase, Hosmer, Knight and Starr are unlocked from 8:00 a.m. until 9:00 p.m. On Fridays (non-holidays), due to security concerns because the campus is less populated, Chase Hosmer, Knight and Starr are unlocked from 8:00 a.m. until 5:00 p.m. A photo ID card will not be required for access to your building during those hours. The ID card will allow you to access/egress from your building at the card swipe doorways between the hours of 7:00 a.m. and 8:00 a.m. and again from 9:00 p.m. until 10:00 p.m. (5:00 p.m. until 10:00 p.m. on Fridays). To enter the building for one hour prior to the normal opening time of 8:00 a.m.

or one hour after the normal closing time of 9:00 p.m. (5:00 p.m. on Fridays), swipe your card at the card reader as you enter or leave the building. By swiping your card, the system will unlock the door and turn off the interior alarm system. As soon as you enter the building and the door closes behind you, the door will lock behind you, and the perimeter of the building will remain alarmed. **If you fail to swipe or fail to securely latch the door, the system will issue an alarm that will summon the Hartford and UConn police.** Should you need weekday access before or after the hours outlined above, please contact the Associate Dean for Finance and Administration at 570.5130.

**Your card replaces a key for the exterior doors. If you lose the id card, there will be a charge of \$40 to your departmental budget to cover the cost of replacement and recoding.**

#### **After or before hours access to Chase, Hosmer, Knight & Starr**

Faculty and staff must have a photo ID card to use with the swipe pad at the entries to the buildings if they wish to have after hours access to their building. Please contact the Help Desk at 570.5158 or [compserv@law.uconn.edu](mailto:compserv@law.uconn.edu) to make an appointment to have your photo taken if you do not have a photo id card. It will take about one week to receive the card from the main campus.

To enable us to keep the rooms locked, as needed, card access swipe pads have been installed at the ramped entries to Chase, Hosmer, Knight and Starr as well as the faculty lot entry to Hosmer. We have also installed pads for Chase 110, Chase 210, Knight Hall 115, Starr 204 - the William R. Davis Courtroom, Starr 108 – The Moot Courtroom, and Starr 200 – the Reading Room.

#### **How to Swipe Card When Entering or Exiting the Building**

To enter buildings early or leave buildings after the normal closing time, it is imperative that you remember to swipe out of the building at the designated interior card reader exit. You will hear a beep and a slight click. You can then exit. Please be sure that the door latches completely so that the alarm to the building will engage. This activity (swipe card/listen for click/securely shut door) will be much like remembering to lock your home when you leave. The system logs in your card. If you fail to swipe out or fail to securely latch the door, the system will issue an alarm that will summon the Hartford and UConn police.

People with mobility impairments can request that their card be programmed to activate the automatic door opener at ramp entries in addition to unlocking the door. If you have mobility impairments that would be assisted by such technology, please contact the associate dean for administration and finance at 570.5130 to add this capability to your card.

#### **Smoking**

In accordance with state law, smoking is not permitted in any interior areas of the buildings. Exterior butt receptacles are located near the main entrances to all buildings which are to be used to minimize unsightly litter and avoid fire hazard.

## UNIVERSITY & LAW SCHOOL PERSONNEL POLICIES

### CODE OF ETHICS STATEMENT

It is strongly suggested that faculty members avoid all situations which are ethically questionable or may give the appearance of being so. When in doubt or unsure, the member should consult the Dean. The Connecticut Ethics Commission is the ultimate authority on what conduct constitutes an ethics violation under the law. Therefore, the member is strongly encouraged to discuss any situation which may pose a conflict of interest or other ethics problem with the Commission staff attorneys.

A copy of the *University's Guide to the State Code of Ethics Statement*, July 2007 may be found at <http://www.audit.uconn.edu/doc/codeofethics.pdf>. It is the responsibility of each faculty member to be familiar with these provisions and to comply with them.

### DRUG FREE CAMPUS AND ALCOHOL ABUSE STATEMENT

The University of Connecticut's *Drug Free and Alcohol Abuse Statement* provides in pertinent part,

"The University of Connecticut supports students and employees in demonstrating responsible conduct in the best interest of their personal health and well being, the community's general welfare, and the rights of others. Persons are expected to assume responsibility for their behavior and must understand that being under the influence of drugs/alcohol in no way lessens their accountability."

The complete University policy relating to drug and alcohol abuse is contained in [http://www.aod.uconn.edu/resources\\_dfc\\_policy.html](http://www.aod.uconn.edu/resources_dfc_policy.html).

### GENERAL RULES OF CONDUCT FOR ALL UNIVERSITY EMPLOYEES

The University may discipline or dismiss an employee who violates the General Rules of Conduct. A copy of the Rules, including a non-exhaustive list of forbidden conduct may be found at <http://www.audit.uconn.edu/doc/codeofconduct.pdf>.

### POLICY OF NON-DISCRIMINATION

The University of Connecticut School of Law prohibits discrimination in education and employment, and the provision of services regardless of age, ancestry, color, national origin, marital status, race, religion, sex, sexual preference, status as a disabled veteran or veteran of the Vietnam Era, physical or mental disability or record thereof, or mental retardation.

University policy also prohibits discrimination in employment on the basis of a criminal record that is not related to the position being sought, and complies with all state and federal civil rights statutes whether or not specifically cited within this statement. Law School policy prohibits discrimination in education and in the provision of services on the basis of a criminal record.

A copy of the policy can be found at: <http://www.law.uconn.edu/career-planning-center/nondiscrimination-policy>.

Any employee, student, or other member of the University community injured by the discriminatory behavior of an employee may file a complaint under the *Discrimination Complaint Procedures*. These may be found at <http://www.ode.uconn.edu/dcp.pdf>.

**KEY TELEPHONE NUMBERS**  
**860 area code for all phone numbers**

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|--|----------|
| Adjunct Faculty Support – Claudette Landry   | 570.5390 |
| Assistant to the Associate Dean for Academic Affairs – Claudia Hallas  | 570.5127 |
| Associate Dean for Academic Affairs – Anne Dailey  | 570.5260 |
| Acting Associate Dean for Finance & Administration – Ann Crawford  | 570.5130 |
| Associate Dean for Library & Technology – Darcy Kirk   | 570.5109 |
| Acting Director for Computer Services – Ricardo Mardales   | 570.5059 |
| Business Office – Donna Gionfriddo   | 570.5139 |
| Classroom Technology Assistance – Help Desk  | 570.5158 |
| Computer Help Desk or web <a href="http://www.law.uconn.edu/infosys/help">http://www.law.uconn.edu/infosys/help</a>      | 570.5158 |
| Dean's Office  | 570.5127 |
| Director of Student Services – Jane Thierfeld Brown  | 570.5130 |
| Emergency Closing – Pre-recorded message   | 570.5145 |
| ID Card – Help Desk or web <a href="http://www.law.uconn.edu/infosys/help">http://www.law.uconn.edu/infosys/help</a>     | 570.5158 |
| Library – Head of Reference or e-mail <a href="mailto:facserv@law.uconn.edu">facserv@law.uconn.edu</a>                   | 570.5071 |
| PeopleSoft® System – Registrar's Office  | 570.5136 |
| Registrar- Lisa Rodino   | 570.5136 |
| TWEN Access – Help Desk or web <a href="http://www.law.uconn.edu/infosys/help">http://www.law.uconn.edu/infosys/help</a> | 570.5158 |
| UConn Co-op – Bookstore Manager  | 570.5313 |
| UConn Police Department  | 570.5173 |
| WESTLAW &LEXIS Access or web <a href="http://www.law.uconn.edu/infosys/help">http://www.law.uconn.edu/infosys/help</a>   | 570.5071 |

**ACADEMIC CALENDAR**

<http://www.law.uconn.edu/academics/calendar/>

**CAMPUS MAP**

<http://www.law.uconn.edu/content/map-school-law-campus>

**LAW SCHOOL STUDENT HANDBOOK**

<http://www.law.uconn.edu/node/4>