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Who’s Who in Administration/Faculty

Administration Suite
Main Phone Number: 410.837.4468

Academic Affairs………………………………………………………….. Colin Starger
cstarger@ubalt.edu

Chair, Adjunct Faculty Committee………………………………………Hugh McClean
hmcclean@ubalt.edu
410.837.4339

Administrative Matters………………………………………………...Bronte Thomas Hall
bthomashall@ubalt.edu
410.837.4635

ADA Accommodations, Academic Advising & Support……………….Erin Brady
ebrady@ubalt.edu
410.837.4414

Student Concerns
Honor Code, Discipline, Academic Advising & Support……….Paul Manrique
pmanrique@ubalt.edu
410.837.5283

Registration/Enrollment Questions, Exam Administration …………Rhonda Stokes
Katie Rolfes
lawregoffice@ubalt.edu

LLM-US/Diversity Initiatives and Recruitment ……………………Mark Bell
mkbell@ubalt.edu
410.837.4464

LLM-Tax…………………………………………………………………Fred Brown
fbrown@ubalt.edu
410.837.4527

Office of Technology Services………………………………………callcenter@ubalt.edu
410.837.6262
Helpful Teaching Resources

Excellence in Teaching TWEN page:  

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

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

Mission Statement of the School of Law

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

Mission Statement for the J.D. Program

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

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

Adopted by the Faculty Council, 10/20/2015
Vision Statement of the School of Law

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

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

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

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

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

Once the signed contract has been received by the Office of Human Resources (OHR), new hire paperwork will be sent to any adjunct who has not been employed by the University within the last year. New hire paperwork includes:

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

In addition to completing the new hire paperwork, an official transcript and resume is to be sent to Bronte Thomas Hall (bthomashall@ubalt.edu) (if not received prior to hiring).

If currently employed or employed within the last year at UBalt, the adjunct professor must only complete and return the following, if applicable:

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

The adjunct will receive an email from OHR regarding the MYUB portal sign-in information and when/where to get a university identification card (Bee card) (if applicable).
Conflict of Interest

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

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

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

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

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

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

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

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

Faculty are expected to maintain appropriate professional standards in all dealings with students. This includes interactions both in and outside the classroom. Faculty who supervise students in non-classroom activities (including, but not limited to, moot court and trial teams) have an especially sensitive role with students because the instruction occurs outside the traditional classroom setting and may involve travel or meals with students. All interactions with students are subject to the requirements of Title IX, as well as appropriate professional norms. Faculty must conduct themselves accordingly and ensure that others participating in the instructional process adhere to these standards.
For traditional classroom credit courses, the Associate Dean for Academic Affairs shall, on a regular periodic basis, ask the faculty members teaching in a given subject matter to review the credit hours assigned to courses within that subject matter to ensure that the in class and/or out of class hours are both appropriate and required. As part of this review, the student evaluations of each course shall include a question asking the students “how many hours per week do you spend on out of class work for this course?” The reviewing faculty members and the Associate Dean shall consider the answers to that question as part of their review.

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

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

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

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

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

1. **Definitions**

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

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

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

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

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

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

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

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

3.4 **Completion of Take Home Examinations:** Take home examinations, by policy, are to be no more than 72 hours. In determining how much time students spend completing take home examinations, it will be assumed that a maximum of 12 hours are spent on the exam—including on those exams for which more time has been allotted. For take home exams for which 12 or fewer hours has been allotted, it will be assumed that students spend the entirety of the allotted time on the exam.
3.5 Preparation of Course Papers: For short writing assignments with no research required, an estimate of 30 minutes per page will be used. For short writing assignments which require research, an estimate of 60 minutes per page will be used. For upper-division course research or final paper assignments, an estimate of 150 minutes (or 2.5 hours) per page will be used.

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

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

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

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

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

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

4. Notification of Requirements for Credit Determination

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

5. Adherence to Guidelines for Credit Determination

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

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

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

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

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

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

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

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

Attendance
Attendance records are kept by faculty. To keep attendance, faculty should use an attendance software called Qwickly which is hosted in Canvas.

A student who is present but unprepared for class may be treated as absent if the instructor announces at the beginning of the semester, and includes in the syllabus, that unprepared students are treated as absent. Likewise, a student who arrives late for class may, at the discretion of the instructor, be marked absent if this policy is announced and included in the syllabus.

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

Book Orders
Book orders should be emailed to Bronte Thomas Hall (bthomashall@ubalt.edu) who will place the book order with the bookstore. Questions regarding your book order should be directed to the bookstore. Deadlines are as follows: Fall semester-April 1, Spring semester- October 15, Summer semester- March 1.
Calendar
We follow a standard calendar, which means you will have the same number of classes each semester--14 classes if you teach once a week and 28 classes if you teach twice a week. You must teach all scheduled classes or hold an appropriate make-up.

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

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

Class Cancellations
Illness or Personal Emergency. When illness or personal emergency causes you to cancel a class and you do not have time to arrange a substitute, please email your students through the class roster, put a message on your voice mail, and inform your administrative assistant and School of Law Registrar’s Office (lawregoffice@ubalt.edu). Please arrange a make-up time with your class since faculty members are expected to make up missed classes. Room reservations for make-ups are made in the usual manner (see Room Reservations section).

Snow. Official university closing announcements can only be found at:
• University's text messaging system;
• University’s e-mail system;
• University’s Web page (www.ubalt.edu); and
• Emergency Notification line at 410.837.4201.
  When classes are canceled, online classes will proceed as scheduled unless otherwise indicated by the instructor.

We also urge you to sign up for UB's EMERGENCY TEXT ALERT SYSTEM. You can do that at http://www.ubalt.edu/about-ub/offices-and-services/university-police/campus-safety/campus-alerts/campus-txt-alert-system.cfm. It's easy, and it's free to join. (Make sure you opt-in for the weather alert portion of the system.) Your participation in this automated system allows the UB POLICE DEPARTMENT to more effectively and efficiently handle situations that frequently arise during emergency situations.

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

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

Complimentary Textbooks
The major publishers will provide complimentary copies of textbooks for faculty review. To obtain a copy of a textbook, contact Bronte Thomas Hall (bthomashall@ubalt.edu).

Computers
OTS provides technology support to the UB community. Contact 410-837-6262 if you need to report problems with your computer, software, or e-mail account.
Computers in the Classroom
With faculty permission, students may use laptop computers for class-related purposes. Faculty may also ban laptop computers or adopt other rules to restrict their use. Students take all exams on a computer.

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

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

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

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

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

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

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<tr>
<th>Grade</th>
<th>GPA</th>
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<tr>
<td>A+</td>
<td>4.33</td>
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<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
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<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<td>D+</td>
<td>1.33</td>
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<td>D</td>
<td>1.00</td>
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<td>D-</td>
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<td>F</td>
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**Honor Code and Academic Integrity**
Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another’s book or study materials without consent; unapproved multiple submissions; material misrepresentation of one’s academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports. The School of Law Honor Code and information about the process is available at [https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm](https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm).

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

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

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

If a student is in your class but not on your roster, the student may not get credit for the course. In this case, please direct the student to the Office of Academic Affairs. Only students on the grade roster may earn credit in the course. You are responsible for entering final grades for students. See **APPENDIX B: ACCESSING YOUR CLASS ROSTER** and **APPENDIX C: ENTERING GRADES/GRADE ROSTER** for details.
Syllabus
A syllabus including at least the first class assignment is to be sent to Bronte Thomas Hall via email by the due date below so that it can be posted to the UB Law School website for students. The syllabus shall include:

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

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

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

See APPENDIX A: SAMPLE SYLLABUS.
Student Policies

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

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

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

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

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

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

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

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

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

Student Attendance
Class attendance is a critical component of the learning process and reflects professional responsibility. Research demonstrates that students who regularly attend class are more likely to succeed. Additionally, the American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. In alignment with this policy, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore’s School of Law. (Note that attendance at clinics is governed by a separate policy listed in the J.D. Clinical Law Program—Practical Skills Experience section of the Student Handbook.)

Modality
For a student to be considered present, their attendance must be consistent with the modality of the specific class meeting. For example, if a class meeting is in-person, a student must attend in-person to be considered present. If a class meeting is virtual, a student must attend virtually to be considered present.

Student Attendance Requirements
As detailed in the chart below, the number of absences a student may accrue is determined by the total number of times a course is scheduled to meet throughout the semester.

<table>
<thead>
<tr>
<th>Number of scheduled meetings</th>
<th>Number of absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and spring semesters, 2 or more meetings per week</td>
<td>4</td>
</tr>
<tr>
<td>Fall and spring semesters, 1 meeting per week</td>
<td>2</td>
</tr>
<tr>
<td>Summer semester</td>
<td>2</td>
</tr>
</tbody>
</table>

A student whose accrued absences exceed the limits above will be withdrawn from the course with a grade of FA (failure due to excessive absence) unless the Associate Dean for Academic Affairs extends the limit, up to the following maximums: (1) in the fall and spring semesters, up to 4 additional absences for a course scheduled to meet 2 or more times per week; (2) in the fall and spring semesters, up to 2 additional absences for a course scheduled to meet once per week; (3) in the summer semester, up to 1 additional absence. A student whose accrued absences exceed the extended limit will be withdrawn from the course with a grade of FA.

A student who anticipates accruing excessive absences may be eligible for a Leave of Absence and should contact the Dean of Students to discuss available options.
A. Formative Assessment Requirement.

Beginning with the Fall 2020 semester, faculty teaching law and Graduate Tax courses are required to provide at least one graded exercise that assesses legal analysis, along with meaningful feedback, prior to the final course assessment. Specific types of pre-final assessment exercises and feedback are provided below.

B. Types of Formative Assessment Exercises and Feedback

Doctrinal Courses

For doctrinal courses (i.e., courses other than seminars, Advanced Legal Research, simulation and experiential courses), faculty are required to provide at least one graded written assessment exercise in addition to the final exam. This can take a variety of forms, including an essay exam, a short-answer exam, a multiple-choice exam, a memorandum involving legal analysis, or a legal drafting exercise.

Faculty should provide meaningful and individualized feedback to students on the assessment. This could include an individualized grading rubric and model answer, individualized written feedback on exam answers or other student work product, or meetings with individual students.

While faculty can satisfy the formative assessment requirement in a variety of ways, faculty in doctrinal courses are encouraged to provide at least one pre-final graded assessment for which students must present coherent written legal analysis. This can include either an essay question in a pre-final assessment (which may also have multiple choice questions), a memorandum involving legal analysis, a legal drafting exercise, or some similar exercise where students must present organized, thorough legal analysis. Faculty also are encouraged to provide students with an individualized grading rubric and model answer and to meet with a significant number of students individually to provide feedback on the pre-final assessment.

Seminars and Advanced Legal Research

For seminars and Advanced Legal Research papers, faculty are required to mandate that students submit a draft paper (in addition to the final paper); and faculty are required to review and grade the draft paper (in addition to the final paper), and provide individualized written feedback on the draft paper.

In addition, faculty should consider requiring and reviewing a detailed outline of the paper, along with individualized written feedback on the outline. Faculty also should consider requiring students to present their papers in seminar courses, along with individualized written or oral feedback on the presentations. Outlines and presentations may be graded or ungraded.
Simulation and Experiential Courses (including Workshops but not including Clinics)
For simulation and experiential courses (including workshops but not including clinics), faculty are required to mandate that students complete at least two written products and/or oral exercises throughout the semester; this includes the final assessment exercise. Faculty are required to review and grade the written products and/or oral exercises, and faculty should provide individualized written or oral feedback for each assessment.

Counting Formative Assessment Grades in Final Course Grades
The grades for the formative pre-final assessments are required to count for purposes of determining students’ final course grades. While faculty have latitude in assigning weight to the pre-final assessment exercises, faculty are encouraged to assign meaningful weight to these pre-final assessment exercises.

C. Other Exam and Grading Policies

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

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

The petition for an incomplete grade has moved online and signatures are recorded through DocuSign. Faculty may access the form using their myUB credentials.
- Petition for Incomplete Grade (for faculty use only)

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

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

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

Final Exam Requirement
For all required courses except Introduction to Lawyering Skills and Introduction to Advocacy, a final examination is required and may not be a take home exam.

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

Grade Changes
Course grades submitted via the Faculty Portal are final. A faculty member can change a grade if there has been a clerical error in calculating the student's grade or pursuant to the rules and policies governing academic misconduct if there has been a finding of an Honor Code violation. The faculty member shall complete a grade change form and submit it to the Associate Dean for Academic Affairs. Under no circumstances may a grade be changed after one year.

The grade change form is online and uses DocuSign for signatures through the process.

- Grade Change Form School of Law -- Form access requires UB login.
- Grade Change User's Guide

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

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

Failure to Appear for an Exam
In the absence of a documented emergency, students who fail to take a final exam during the scheduled time will receive a grade of F. Decisions about what constitutes a documented emergency are made by the Associate Dean for Academic Affairs. Students should not contact faculty about missed exams.
Anonymous Grading Policy (Adopted 1986)

i. The Records Office shall assign to each student for each final exam period an anonymous grading number. These exam numbers will be available to students through the Student Portal. Each student will have a different exam number each semester.

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

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

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

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

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

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

Use of Computers During Exams
Laptops are required for all students. Students are expected to use laptops computers with the designated exam software for their in-class final exams.

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

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

In the event that a faculty member leaves the Law School on sabbatical, leave of absence or permanently, before the expiration of the year referred to above, the faculty member shall deposit with Law School administration all such papers covered by this policy. (Adopted 3/13/97)
Midterm Exam Procedures
Please refer to communications from Exam Administration for information regarding exam procedures.

Mandatory Grading Range for First-Year Courses
In order to make grades as consistent as possible within administrative and pedagogical constraints, the School of Law has established the following policy.

All sections of Civil Procedure I and II, Constitutional Law I, Contracts I and II, Criminal Law, Introduction to Advocacy, Introduction to Lawyering Skills/Civil Procedure I, Introduction to Lawyering Skills/Torts, Introduction to Lawyering Skills/Criminal Law, Property, and Torts shall be subject to a mandatory grading range. Under the mandatory grading range, each faculty member teaching a section of any of these courses shall have an average grade for the section taught by that faculty member, i.e., the arithmetic average of all of the grades assigned to students in the section, that is no lower than 2.67 and is no higher than 3.00.

Faculty members teaching any of these courses shall submit their grades to the academic administrator approved by the Dean prior to submission of the final grades to PeopleSoft or the Registrar. Such early submission will permit verification that the grades are within the mandatory grading range. In the event that the average grade for the section(s) taught by the faculty member is lower than 2.67 or higher than 3.00, the grade roster(s) shall be returned to the faculty member for appropriate adjustments that ensure compliance with the mandatory grading range, prior to submission of the grades to the Registrar. If the faculty member does not want to make adjustments, the faculty member may turn over the raw data to the Associate Dean for Academic Affairs, or his or her designee, to make the necessary adjustments. After the grades have been submitted and posted on PeopleSoft in conformance with this rule, subsequent grade changes will not be considered in determining the class average.

The grades considered for purposes of the mandatory grade range will not include Incompletes (I) because a student did not take the exam or for some reason, the exam was not graded.

A faculty member who teaches more than one section of any of these courses and gives identical exams for the sections may use the average grade for all of the sections taught by that faculty member, i.e., the arithmetic average of all of the grades assigned to students in all of the sections taught by that faculty member, to determine whether the grades are in compliance with the mandatory grade range. The faculty may revise this policy for administrative or pedagogical reasons at any time before grades are recorded. Such changes could be effective for the semester in which they are made. Therefore, students should not rely on this policy in deciding how to study for any course.

Mandatory First Year Grade Distribution
- Required first year courses shall range between 15-25% in grades of A- or higher, with no more than 1 A+ grade,
- Required first year courses shall range between 7-14% in grades of C- or below, except that, in each section of Introduction to Lawyering Skills the 7-14% range of grades of C- or lower is recommended but not required.
- In applying said curve, the number of minimum and maximum grades in first year courses shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product to the nearest whole number using standard conventions (e.g. 2.01-2.49 is rounded to 2 and 2.50-2.99 is rounded to 3).
Mandatory Grading Range for Upper Level Courses
One A+ may be assigned per course in courses with more than 10 students enrolled.

Upper Level required and Open Enrollment Courses
Upper level required and open enrollment courses shall average between 3.00 and 3.50 if the course has 11 or more enrolled. For courses with 10 or fewer students, this average is recommended.

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

In applying said curve, the number of minimum grades in an applicable course shall be determined by (i) multiplying the applicable percentage by the number of students in the course and (ii) rounding the product to the nearest whole number using standard conventions (e.g. 2.01–2.49 is rounded to 2 and 2.50–2.99 is rounded to 3). For such courses with enrollments of 20 students or less, the minimum grade percentages are recommended but not required.

This grading curve does not apply to LLM US or graduate tax courses (even if such courses are open to JD students).

Limited Enrollment Courses
Upper level limited enrollment courses (including seminars and workshops) shall average between 3.00 and 3.67 if the course has 11 or more enrolled. For clinics and courses with 10 or fewer students, this average is recommended.

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

Release of GPA and Class Rank
In order to comply with federal privacy laws, all release of GPA and class rank information shall be through the Office of Academic Affairs.
The Law Library at the University of Baltimore School of Law is deeply committed to providing the highest support for the scholarly and curricular needs of our faculty. The staff is committed to providing skilled research assistance through our extensive knowledge of legal reference materials and databases and deep grasp of research methodologies. This section is intended to be an introduction to our comprehensive library service for faculty. We welcome your suggestions and very much look forward to working with you, your research assistants and our UB law students.

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

Charles A. Pipins II, Interim Director, 410-837-4373, AL 829
David Matchen, Assistant Director for Access Services, 410-837-4674, AL 727
Bijal Shah, Electronic Resources, Interlibrary Loan and Reference Librarian, 410-837-4578, AL 1131
Savannah Long, Digital Services Librarian, 410-837-4583, AL 830
Charlie Amiot, Government Documents/Serials Librarian, 410-837-4562, AL 1135
Lisa Bellamy-Smith, Acquisitions and Cataloging Library Specialist, 410-837-4591, AL 1134
Gina Brandon, Serials and Government Documents Library Specialist, 410-837-4582, AL 1134
Tyler Link, Business Services Specialist, 410-837-4568, AL 827

Teaching Support

A. Research Instruction

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

B. Reserve Material

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

C. 1L Casebooks Collection

The Law Library collects one copy of all 1L casebooks and add them to the reserve collection. If you are teaching a 1L class and plan to use a casebook, please contact C.J. Pipins, with pertinent title information at your earliest convenience.
D. Exams

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

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

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

Current Awareness Services.
The Current Index to Legal Periodicals (CILP) is a weekly service that provides a list of recent articles by subject. You will find CILP under our Databases page. You may also sign up to receive weekly emails with notices and links to new articles in your areas of interest through SMARTCILP. The code to receive these emails is 6141 and please use your UB email address to register.

Many databases, including Lexis+ and Westlaw, also provide current awareness services. To set up an Alert, contact your liaison or our reference librarians. Consult our Alerts and Current Awareness resources guide as well.

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

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

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

A. Scholarworks @ UB School of Law

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

B. Social Science Research Network (SSRN)

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

C. Scholastica

The Law School has an institutional account with Scholastica. This service enables you to easily submit unpublished articles to law reviews to be considered for publication. Scholastica also helps you manage and track submissions to multiple journals. If you have any questions about using Scholastica or have questions about publishing in general, contact Charles Pipins, 410-837-4373.

D. Faculty Publications Display

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

Other Library Services

A. Requesting Materials

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

B. Borrowing Materials

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

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

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

D. Scanning

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

E. Computer and Technical Support

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

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

F. CALI

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

G. Room Reservations

You may reserve the 9th floor Library classroom or any of the conference rooms in the Library. To reserve the Library classroom, contact Tyler Link, Business Service Specialist, 410-837-4568 or David Matchen, 410-837-4674. You may reserve a regular study room here.
H. Routing of Publications

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

Visit our homepage for the latest Law Library news!
This document is a syllabus template that also contains mandatory university/law school language. Please use this template as a guide when you make your syllabus for the Summer of 2023. Explanatory notes are highlighted in yellow. Your syllabus should be provided to your administrative assistant and posted to TWEN/Canvas by August 1, 2023.

Course: Course Name  
LAW Course Number  
Section NUMBER

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

OFFICE HOURS (Explain how and when you will be available for students. You can conduct office hours in-person and/or virtually (over Zoom, etc.). If you conduct virtual office hours, please include a Zoom link)

Administrative Assistant: NAME  
CONTACT INFORMATION (Explain when students should contact your administrative assistant and for what reasons.)

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

Course Description:  
CATALOG DESCRIPTION (Please be sure to use the official catalog description for your course. Course descriptions for all courses appear on UB’s web site. Note that the description also contains information on whether your course is “Open Enrollment” or “Limited Enrollment”).

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

Student Learning Outcomes:  
The learning outcomes for the JD and LLM Tax Programs as a whole are on our website. If you need reference materials on creating learning outcomes for your course, please see the Excellence in Teaching TWEN site.
SUMMARIZE THE SUBSTANTIVE KNOWLEDGE AND RELATED SKILLS STUDENTS WILL GAIN FROM THE COURSE

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

*NOTE THAT EVERY DOCTRINAL COURSE (NOT SEMINARS, CLINICS, OR EXPERIENTIAL COURSES) MUST INCLUDE AT LEAST ONE GRADED INTERIM ASSESSMENT THAT PROVIDES STUDENTS WITH MEANINGFUL FEEDBACK. PLEASE INDICATE THE DATE OF YOUR MIDTERM ASSESSMENT IF RELEVANT.

** The midterm exam period for Fall 2023 is Tuesday, September 26 through Monday, October 16. This is weeks 6, 7, and 8 of the semester. Note that Monday, September 25 is Yom Kippur.

Course Expectations:
American Bar Association Standards for Law Schools establish guidelines in respect to the work students should expect to complete for each credit earned. Students should expect approximately one hour of classroom instruction and two hours of out-of-class work per week for each credit earned in a class, or an equivalent amount of work for other academic activities, such as simulations, externships, clinical supervision, co-curricular activities, and other academic work leading to the award of credit hours. See ABA Standard 310.

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

Attendance policy:
Class attendance is a critical component of the learning process and reflects professional responsibility. Research demonstrates that students who regularly attend class are more likely to succeed. Additionally, the American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance for all students. In alignment with this policy, regular and punctual class attendance is a condition of receiving credit in all courses at the University of Baltimore’s School of Law. (Note that attendance at clinics is governed by a separate policy listed in the J.D. Clinical Law Program—Practical Skills Experience section of the Student Handbook.)

Modality
For a student to be considered present, their attendance must be consistent with the modality of the specific class meeting. For example, if a class meeting is in-person, a student must attend in-person to be considered present. If a class meeting is virtual, a student must attend virtually to be considered present.
**Student Attendance Requirements**

As detailed in the chart below, the number of absences a student may accrue is determined by the total number of times a course is scheduled to meet throughout the semester.

<table>
<thead>
<tr>
<th>Number of scheduled meetings</th>
<th>Number of absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and spring semesters, 2 or more meetings per week</td>
<td>4</td>
</tr>
<tr>
<td>Fall and spring semesters, 1 meeting per week</td>
<td>2</td>
</tr>
<tr>
<td>Summer semester</td>
<td>2</td>
</tr>
</tbody>
</table>

A student whose accrued absences exceed the limits above will be withdrawn from the course with a grade of FA (failure due to excessive absence) unless the Associate Dean for Academic Affairs extends the limit, up to the following maximums: (1) in the fall and spring semesters, up to 4 additional absences for a course scheduled to meet 2 or more times per week; (2) in the fall and spring semesters, up to 2 additional absences for a course scheduled to meet once per week; (3) in the summer semester, up to 1 additional absence. A student whose accrued absences exceed the extended limit will be withdrawn from the course with a grade of FA.

A student who anticipates accruing excessive absences may be eligible for a Leave of Absence and should contact the Dean of Students to discuss available options.

**Bases for Extensions**

The Associate Dean for Academic Affairs can extend the number of absences a student may accrue based on a student’s religious observance or extraordinary individual circumstances. Extraordinary individual circumstances include, but are not limited to, the following: bereavement (as defined in the University of Baltimore Student Bereavement Policy), significant physical or mental health incidents, and attendance at activities required for academic credit, such as clinic court appearances and moot court competitions.

Minor illnesses, doctor’s appointments, traffic, practice rounds for student competitions, personal events, and professional events (including those sponsored by the law school) are examples of circumstances that do not qualify as extraordinary individual circumstances. A student must provide documentation for extraordinary individual circumstances upon request and must provide advance notice to the Faculty Member whenever possible.

**Attendance Tracking Procedures**

To keep attendance, this class will use attendance software called **Qwickly**. Qwickly is hosted in Canvas, UB’s official learning management system. With Qwickly the professor will have a choice to either take attendance manually OR to have you check-in using a pin number generated at the start of class.

To check-in for class using a pin number, you must log into the Canvas site for the course via myUB or at this link [NB put link here]. Click “Qwickly Attendance (Law)” on the left side of the navigation bar and enter the pin. Qwickly will automatically email you if you are marked absent for the day. If
you believe this email was sent in error, please contact the professor and their administrative assistant immediately.

**Course Learning Management System:**
Provide information about your TWEN or Canvas site (e.g., This course has a CANVAS/TWEN page with links to this syllabus, announcements, the class assignments, and other class materials. You are responsible for self-enrolling and checking the website regularly for course information. You should include the link to site)

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

**Class Recording Policy**
Please inform students whether it is your policy to record all, some, or no classes.

Note that faculty must follow existing law school policies regarding reasonable accommodations due to qualifying disabilities (which may include allowing a student to record the class for instructional purposes only).

[Please include the following law school and UB university statements on recording]

**UB Law Recording Statement**
Any class recordings, audio or video, are for the sole use of that specific class instruction and study and may not be used or reproduced by students for any other purpose. Similarly, students may not capture video, audio, images or chat text from a class without permission from the instructor for use specific to that class instruction and study, and such images may not be used or reproduced by students for any other purpose. Violating these directions is an honor code violation.

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

**Class Cancellation:**
If the instructor must cancel a class, notices will be sent to students via UB email. (To comply with ABA 310, classes that are canceled must be made up.)
Academic Integrity:
Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another’s book or study materials without consent; unapproved multiple submissions; material misrepresentation of one’s academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports.

[If you have a specific policy about ChatGPT and other AI tools, feel free to insert here. We will work on generic language for faculty to use during fall semester. In the meanwhile, we believe that inappropriate use is generally covered under “misrepresentation of any academic matter” above]

The School of Law Honor Code and information about the process is available at https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm.

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

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

Disability Policy:
The law school works hard to ensure compliance with the Americans with Disabilities Act (ADA). For detailed information on reasonable accommodations, please see the student handbook.

If you are a student with a documented disability who requires an accommodation for academic programs, exams, or access to the University’s facilities, please contact Erin Brady, the Law School’s Director of Student Support, at ebrady@ubalt.edu or the University’s Office of Disability and Access Services at das@ubalt.edu. Note that classroom accommodation requests should be submitted 2 weeks before the start of the semester (by August 7, 2023). Exam accommodation requests should be submitted no later than 2 weeks after the start of the semester (by September 5, 2023).

General student issues/Mental Health:
For general student issues, students should contact Dean Paul Manrique (pmanrique@ubalt.edu; 410-837-5283). For mental health concerns, students can contact Dean Manrique or Tony DuLaney, the University’s Clinical Case Manager (tdulaney@ubalt.edu; 410.837.5159). Dean Manrique’s office is located in the AL 7th floor Dean’s Suite and he welcomes students to walk in. Both Dean Manrique and Mr. Dulaney are also able to schedule phone and zoom appointments.
**Academic Support:**
For questions about academic challenges including preparing for and participating in your classes, reviewing and outlining for exams, and studying for and taking exams, students can contact Prof. Marta Baffy (mbaffy@ubalt.edu; 410-837-6370). Prof. Baffy’s office is located on the 5th floor in Room AL 513.

**READINGS AND ASSIGNMENTS**
Fill in here with your daily/weekly reading and other assignments. You can choose to release your readings/assignments at intervals. Just make sure to update this syllabus accordingly and let your students know when updated versions are available.
1. Sign on to your MyUB Home page.

2. On the upper left side you will see a heading that says “My Faculty Center.”

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

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

Class Roster features:
- The course number, class number and name of class
- Class time, room number, instructor and meeting dates
- Once in the class roster, the enrollment status pull-down menu allows you to view:
  - Enrolled students, Waitlisted students and Dropped students
- Email features:
  - Notify Selected Students- Check the box next to the appropriate name, then click the Notify Selected Students button.
  - Notify Listed Students- To contact all students in your class by email, click the Notify Listed Students button.
APPENDIX C: ENTERING GRADES/GRADE ROSTER

1. Sign on to your MyUB Home page.
2. On the upper left side you will see a heading that says “My Faculty Center.”
3. Select the current term for the list of your current classes, then click the “Continue” button.
4. Click the Grade Roster icon.
5. Using the pull-down menu in the Roster Grade column, select the appropriate grade for the student.

<table>
<thead>
<tr>
<th>Notify</th>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Program and Pla</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>B+</td>
<td>GRD</td>
<td>UGRD</td>
<td>Liberal Arts Degree - English - Senior</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>B+</td>
<td>GRD</td>
<td>UGRD</td>
<td>Liberal Arts Degree - English - Junior</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>B+</td>
<td>GRD</td>
<td>UGRD Liberal Arts Degree - English</td>
<td>Junior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>B+</td>
<td>GRD</td>
<td>UGRD Liberal Arts Degree - English</td>
<td>Junior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>B+</td>
<td>GRD</td>
<td>UGRD Liberal Arts Degree - English</td>
<td>Senior</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. When you have entered all grades and are ready to have the grades posted to the student’s transcript, press the SAVE button.
7. Next, change the APPROVAL STATUS button from “Not Reviewed,” to “Approved.”
8. Press SAVE.
APPENDIX D: OFFICE OF THE PROVOST POLICY GUIDELINES

University of Baltimore VI-2.4
Employment of Adjunct Faculty

Approved by University Faculty Senate: 5/11/11
Approved by Provost: 7/20/11
Approved by AG’s Office: 7/29/11 with recommended changes
Approved by President: 9/15/11
Clarifications requested by USM: 10/19/16; reviewed with UFS 11/2/16

I. Purpose: This policy is designed to establish baseline standards for University of Baltimore (“University”) related to search processes, appointments, contracts, and conditions of employment for adjunct faculty. The goal of the policy is to ensure a high quality of instruction by individuals with appropriate credentials and experience and to provide a set of policies that will lead to continuous improvement in the status of adjunct faculty at the University. It is intended to comply with University System of Maryland (USM) policy II-1.07, Policy on the Employment of Adjunct Faculty in the University System of Maryland (http://www.usmd.edu/regents/bylaws/SectionII/), December 3, 2010.

II. Applicability

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIII. Compensation and Benefits

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

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

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

IX. Grievance and Appointment Rights

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

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

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

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

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

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

A. Shared Governance Participation

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

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

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

**H. Mebane Turner Learning Commons (4)**
1415 Maryland Ave.
- Langsdale Library
- Center for Digital Communication, Commerce, and Culture
- Hoffberger Center for Professional Ethics
- Office of Academic Innovation
  - Bank of America Center for Excellence in Learning, Teaching, and Technology
  - Office of the Helen P. Denit Honors Program
- Yale Gordon College of Arts and Sciences
  - Division of Applied Behavioral Sciences
  - The Bob Parsons Veterans Psychology Clinic
  - Division of Legal, Ethical and Historical Studies
  - Mathematics Learning Center
  - Office of Academic Foundations and Transitions
  - Office of Freshman Advising
  - Office of Advising
  - Office of the Dean

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

**Office of Government and Community Relations**
- Office of Planning
- Office of University Relations
- Office of the President
- Office of the Provost
- Office of Sponsored Research
- Wagner Psychology Laboratory (CAS)

**John and Frances Angelos Law Center (7)**
1400 N. Charles St.
- UB School of Law
  - Center on Applied Feminism
  - Center for International and Comparative Law
  - Center for the Law of Intellectual Property and Technology
  - Center for Medicine and the Law
  - Center for Sport and the Law
  - Clinical Law Offices
  - Law Career Development Office
  - Law Library
  - Office of Academic Affairs—School of Law
  - Office of Academic Support
  - Office of Law Admissions
  - Office of Law External Relations
  - Office of Law Finance and Administration
  - Office of Law Information Technology
  - Office of the Dean
  - Syra and Neil Wererhoff Center for Families, Children and the Courts

**UB Foundation Building (13)**
1500 N. Charles St.
- Office of Institutional Advancement
  - Office of Alumni and Donor Services
  - Office of Alumni Relations
  - Office of Annual Giving
  - Office of Donor Relations
  - Office of Major and Principal Gifts
  - Office of Research and Database Management
- University of Baltimore Foundation

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

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

**Charles Royal Building (10)**
1320 N. Charles St.
- Office of Auxiliary Enterprises
- Conference Services
- Office of Facilities Management and Capital Planning
- Office of Human Resources
- Office of Procurement and Materials Management
- University of Baltimore Police Department

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

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