



Distance Education Adjunct Faculty Handbook

Table of Contents

A Note from President Khoury	5
Employment Handbooks	6
About Unity College	6
Accreditation	6
History	6
Mission Statement	6
Non-Discrimination Policy	6
Distance Education Programs	11
Distance Education Adjunct Faculty	11
Definition	11
Academic Freedom	12
Personal Information	12
Salary and Benefits	12
Distance Education 2017-18 Academic Calendar	12
Distance Education Adjunct Responsibilities and Requirements	14
Orientation	14
Class List	14
Adding and Dropping	14
Withdrawals	14
Instructor Attendance	14
Anticipated Absences	15
Unexpected Absences	15
Course Enrollment/Attendance Policy	15
Undergraduate Grading	15
Graduate Grading	15
Withdrawal	15
Incomplete	16
Credit Definition	16
Distance Education Teaching and Learning Guidelines	17

UNITY COLLEGE DISTANCE EDUCATION ADJUNCT FACULTY HANDBOOK

Teaching and Learning Model	17
Honor Code	17
Netiquette	18
Faculty Code of Conduct	20
Instructional Information	21
Course Cancellation	21
Syllabus Template	21
Canvas Template	21
Student Assessment	21
Helpful Hints for Teaching Online	22
Academic Quality Assurance	22
Quality Matters	22
Course-level Assessment	23
Program-level Assessment	23
Student Course Evaluations	23
Regulatory Requirements and Campus Policies	24
Family Educational Rights and Privacy Act (FERPA)	24
Americans with Disabilities Act (ADA)	25
Title IX	25
Copyright Law	26
Ethics	27
Social Media Policy	27
Class Posts	28
Grade Disputes and Grade Corrections	28
Available Resources	28
Distance Education Team	28
Other Important Resources	28
Computing Resources	29
Dorothy Webb Quimby Library	29
Textbooks/Campus store	30
Academic Accessibility	30

A Note from President Khoury

To our valued Distance Education Adjunct Instructors,

Welcome to Unity College, and thank you for your contributions to our educational community. Our students benefit in so many ways from your experience, your energy, and your expertise, and we are excited to have you with us.



As I'm sure you know, Unity College is a special place. Our sustainability science educational framework, our commitment to the liberal arts, and our emphasis on transdisciplinary pedagogy give Unity an extraordinary mission and an uncommon sense of community. Welcome to a team of people determined to make powerful and positive changes in the environmental century — one student at a time.

I am happy you are with us, and I hope that you find your work here satisfying and rewarding.

If you need help or have questions, please reach out to your supervisor and let me know if there is anything I can do.

In Unity,

A handwritten signature in blue ink, which appears to read "Melik Khoury". The signature is stylized and fluid.

Dr. Melik Peter Khoury
Unity College President

Employment Handbooks

This Distance Education Adjunct Faculty Handbook is meant as a guide for you as you fulfill the duties of your appointment at Unity College. Please note that your employment is also governed by the policies in the Unity College Employee Handbook. In cases of disagreement between this guide and the handbook, the Employee Handbook will apply. Please be sure to obtain a copy of the Employee Handbook [here](#) or by requesting a copy from Human Resources.

About Unity College

Accreditation

Unity College is accredited by the New England Association of Schools and Colleges.

History

Unity College was founded in 1965 by Bert G. Clifford and a group of nine prominent citizens in the town of Unity, Maine. "The Unity Institute of Liberal Arts and Sciences" was established on the 160-acre rural campus donated by George Edward Constable, and opened its doors to thirty-nine students in 1966. The "Institute" has evolved into Unity College, an independent, coeducational, liberal arts college of approximately 700 students, with a focus on sustainability science.

Mission Statement

Through the framework of sustainability science, Unity College provides a liberal arts education that emphasizes the environment and natural resources. Through experiential and collaborative learning, our graduates emerge as responsible citizens, environmental stewards, and visionary leaders.

Non-Discrimination Policy

Unity College values a diverse college community where all individuals are treated with respect and dignity. Unity College is committed to providing a work environment for employees that is free of illegal discrimination, harassment, or retaliation. Illegal discrimination, harassment, or retaliation of individuals of the campus community is against our policy and will not be tolerated.

Unity College does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, marital status, age, disability, veteran status, status as a recipient or former recipient of worker's compensation benefits, whistleblower status, or other status protected under local, state or federal laws in the recruitment and employment of its employees. We offer reasonable accommodation to applicants and to

qualified individuals with disabilities, including accommodation in the application process. Unity College is an equal opportunity employer and operates in accordance with federal and state laws regarding nondiscrimination.

Distance Education Programs

The Unity College Distance Education Strategic Education Business Unit (SEBU) currently encompasses three program areas: 1) Bachelor's of Science degrees; 2) an M.S. in Professional Science graduate degree; and 3) a Sustainable MBA. Distance Education also offers two graduate level certificates, one in Sustainability and one in GIScience. The Bachelor's of Science programs focus on transfer students and degree completion and offers four programs: B.S. in Environmental Criminal Justice, B.S. in Wildlife Conservation, B.S. in Sustainable Business Management, and a B.S. in Environmental Studies. The M.S. in Professional Science graduate degree has three tracks: Sustainability Science, Sustainable Natural Resource Management, and Environmental Geographic Information Science (GIScience). For full program, certificate, and course descriptions, please visit the Unity College Distance Education webpage: <http://online.unity.edu>.

Distance Education Adjunct Faculty

Definition

"Distance Education adjunct faculty" are those persons teaching at the college on a course by course basis for the Distance Education SEBU. Distance Education adjunct faculty members are appointed on a term by term basis. Distance Education adjunct faculty members can teach a maximum of 18 credit hours a year.

Distance Education adjunct faculty members have different rights and responsibilities from full-time Distance Education faculty members.

Academic Freedom

The College believes that academic freedom is central to the fulfillment of the educational purposes of the College. Encouragement of an atmosphere of confidence and freedom is balanced by the substance of our chosen curriculum and an expectation of responsible judgment as it relates to respect for the individual and for the institution. Further, there is an obligation when expressing personal opinion to indicate it is not necessarily representative of the institution's position. The College believes in freedom from censorship, threat, restraint, or discipline with regard to the pursuit of truth in performance of teaching, research, publishing, or public service.

Personal Information

It is the responsibility of the Distance Education adjunct member to notify the Human Resource Office of any change in address, phone number(s), and/or any changes in your professional or academic standing. You can check your personal information at any time by contacting the Unity College Human Resource office.

Salary and Benefits

Unity College employees are paid on a bi-weekly schedule. Information pertaining to your rate of pay as well as the start and end date of your salary is included in your individual contract.

Distance Education adjunct faculty members may be issued a Unity College identification card and use the Dorothy Quimby library. Distance Education adjunct faculty members with physical access to the main campus may put funds on their Unity College ID to use as a "debit" card in the Student Center, bookstore or dining hall; use the fitness center located in the gym; and receive invitations to attend events on campus and at the Unity College Center for Performing Arts.

Distance Education 2018-19 Academic Calendar

Please see the webpage for the current academic calendar: [Academic Calendar](#)

Distance Education Adjunct Responsibilities and Requirements

Orientation

All Distance Education Adjuncts must review this handbook and the distance education orientation materials. This includes reviewing FERPA guidelines and all adjunct responsibilities and requirements.

Class List

Under no circumstances should copies of class lists be given to students. These lists are confidential documents covered by the **Family Educational Rights and Privacy Act**. This act, often referred to as simply FERPA, provides for access to student records and confidentiality of those records on a need-to-know basis, providing no information is released to a third party.

Adding and Dropping

Students may add or drop a class during the first three school days of each session by contacting their Distance Education Concierge. See Academic Calendar: [Academic Calendar](#).

Withdrawals

A student may withdraw from a course up to the designated date on the Distance Education calendar. In order to formally withdraw from a course, a student must complete a course withdrawal form. See [Distance Education Student Handbook](#) for details and the [Distance Education Withdrawal Policy](#).

Instructor Attendance and Availability

Instructors are expected to be regularly available to students with preferred methods and hours of availability announced to students, and are encouraged to provide a regular schedule of availability in their syllabus and through regular communications with their class. All prior commitments must be disclosed to the Chief Distance Education Officer prior to hire. If an unavoidable commitment arises after your hire date notify the Chief Distance Education Officer that you will be away from your computer, include specific times and dates, and convey that information to your students as soon as possible. If possible, also add any planned absences to the course calendar on Canvas. See [Faculty Engagement Policy](#).

Unexpected Absences

If an emergency or some other unforeseen circumstance arises and you are unable to be available for your course for a period of time, please contact the Chief Distance Education Officer, who will contact the students. If you are able to, you should also notify your class.

Course Enrollment/Attendance

Unity College does not allow students who are not registered for a course to audit or "sit in" on a class for no credit. Students who have not participated in the course in any way prior to the end of the add/drop period should be referred to the Registrar's Office for documentation based on their circumstance. Please see [Course Enrollment Policy](#).

Distance Education Grading

Undergraduate Grading Scale

The grading system used in Unity College Distance Education Undergraduate courses is as follows:

A	(94-100%)	Excellent
A-	(90-93.9%)	
B+	(87-89.9%)	

B	(84-86.9%)	Good
B-	(80-83.9%)	
C+	(77-79.9%)	
C	(74-76.9%)	Satisfactory
C-	(70-73.9%)	
D	(60-69.9%)	Poor, but Passing
F	(0-59.9%)	Failing

Graduate Grading Scale

The grading system used in Unity College Distance Education Graduate courses is as follows:

A	(94-100%)	Excellent
A-	(90-93.9%)	Very Good
B+	(87-89.9%)	Good
B	(84-86.9%)	Satisfactory
B-	(80-83.9%)	Satisfactory, but needs improvement
C+	(77-79.9%)	Needs improvement
C	(74-76.9%)	Unsatisfactory
C-	(70-73.9%)	Poor
F	(0-69.9%)	Failing

Please see the Unity College Distance Education Catalog for specific grading guidelines for graduate and undergraduate students.

W – Withdrawal (No credit)

Recorded but not calculated as part of the GPA. Faculty may not give a grade of "W", that grade designation is applied by the registrar's office

I – Incomplete (No credit)

Course work not completed because of circumstances beyond the student's control. All work must be completed within one calendar year of the final day of the session in which the incomplete was received. Instructors may specify a timeframe shorter than one year. Work not completed within one year will automatically be changed to a course grade of F. Distance Education adjuncts considering granting a final grade of "I" should work closely with the Dean or Chief Distance Education Officer. A grade of "I" is not factored into a student's GPA.

Credit Definition

The Unity College Flagship policy defines one undergraduate credit hour as a semester hour, the standard measure of progress toward a degree at most institutions. For most

standard lecture courses, it represents 50 minutes of class time each week of the 15 week semester and 2 hours of out of class work each week (i.e., one 3 credit undergraduate class is approximately 135 hours of student work). Thus, one equivalent distance education undergraduate credit in an eight-week term is equal to at least 45 hours of student work.

Graduate students are expected to perform not only additional work beyond undergraduate expectations, but work that is more in-depth and of higher quality as befits a graduate-level course. Graduate students are therefore expected to perform roughly a third more work than their undergraduate counterparts. Thus, one Unity College graduate credit hour in an eight-week term is equal to at least 60 hours of student work.

Distance Education Teaching and Learning Guidelines

Teaching and Learning Model

Learning theory conceptualizes the learning process as one of active inquiry rather than passively transmitted content, and recognizes that the characteristics of learners calls for a context-driven framework focusing on real world, relevant learning activities.

Constructivist approaches to instructional design and purposeful instruction supports learners in using prior knowledge to construct new learning. The Distance Education teaching and learning model reflects brain-based learning theory by valuing knowledge about individual learner differences in intellectual strengths, learning styles, disposition, and motivation. This approach transforms the role of the faculty to one of managing the overall instructional process and serving as a catalyst encouraging learners to challenge assumptions, engaging learners in self-reflection, and providing a foundation for new learning to occur.

The model is based on the assumption that the learner's active involvement in the learning process is essential. Faculty are expected to serve not only as teachers but also as facilitators of learning. As such, faculty may manage the learning process by engaging learners in a variety of activities that lead students to an understanding of course content and development of academic and professional competence.

Please see [Faculty Engagement Policy](#).

Honor Code

The Unity College Honor Code requires that students be honest in all academic work. By joining the Unity College Community, we express our willingness to accept the responsibilities and privileges of the academic community. Academic dishonesty threatens the mission of Unity College and potentially jeopardizes the success and integrity of our community members and others. Every member of the Unity College community is responsible for upholding the principles of academic honesty. Personal ethics and integrity should govern all actions.

Academic Dishonesty

Cases of dishonesty in Distance Education academic matters are referred to the Chief Distance Education Officer (CDEO). The CDEO's actions may include any combination of the following:

- Investigate alleged violations of the Honor Code
- Arbitrate instances of academic dishonesty not settled to the student's or the faculty member's satisfaction
- Determine if the Honor Code has been violated and to specify consequences
- Maintain a record of alleged infractions and subsequent findings

If a Distance Education adjunct faculty member suspects a violation of the Honor Code, he or she will notify the Chief Distance Education Officer and discuss the matter with the alleged violator. If the matter is not resolved to the satisfaction of both parties, either party may appeal to the proper administrative channels which are first, the Chief Distance Education Officer, and then if the parties feel that the Chief Distance Education Officer did not follow due process, the CAO. The CAO's decision is final.

Academic dishonesty includes, but is not limited to, the following:

Plagiarism

We acknowledge the difference between citation errors, in which a writer incorrectly cites a source, and plagiarism, in which a writer engages in any of the following:

- Quoting, summarizing, or paraphrasing any part or all of a source without acknowledging the source in the text of any work.
- Incorporating any information—data, statistics, examples, etc. — that is not common knowledge without attributing the source of that information.
- Using another's images, sounds, opinions, research, or arguments without attribution.
- Failing to follow fair-use policies, which dictate informal acknowledgement or formal citation depending upon the context and assignment.
- Submitting work that someone else completed.
- Submitting an assignment for one class in another class without approval of both instructors.

Cheating

Submitting an assignment for one class in another class without approval.

Claiming credit for work not done independently (excluding college support services such as the Collaborative Learning Center) without giving credit for aid received.

Seeking out, accepting, or actively aiding in any unauthorized collaboration or communication during examinations. This includes but is not limited to sharing answers and using technology without prior permission.

Misrepresentation

When someone other than the student enrolled in the course completes any part of the coursework.

Falsification

Falsifying or deliberately misrepresenting data and/or submission of work.

Faculty Code of Conduct

Unity College Distance Education faculty accept an obligation to conduct themselves in a manner that creates a positive learning environment compatible with the College's policies and philosophies as an institution of higher education. Conduct that is determined to be a misuse of academic freedom, where the actions or behaviors of a member or members of the College community impair the opportunities of others to teach or learn, are unethical or illegal, or disrupt the orderly functions of the College, will be deemed misconduct and will be subject to appropriate disciplinary action.

Distance Education Adjunct Faculty are expected to conduct themselves with honesty, integrity, and the highest ethical standards.

These ethical standards include:

- A commitment to providing world-class service to our students and each other
- Embracing and supporting our diversity and demonstrating respect for all
- Abiding by and complying with the laws, regulations, and rules that govern the College in all areas

Instructional Information

Course Cancellation

Courses to which Distance Education adjunct faculty are assigned are subject to cancellation due to low enrollment or other circumstances at the discretion of the institution. See [Course Schedule and Cancellation Policy](#).

Syllabus Template

All Distance Education instructors must use the assigned syllabus template. That template is found linked to your Canvas course, or you can get it from the Dean, Chief Distance Education Officer, or Information Technologist. It is your responsibility, as the course instructor, to generate the information in the syllabus. The Dean or Chief Distance Education Officer will review your syllabus and course development and approve these products prior to the beginning of class.

Canvas Template

All Distance Education instructors must use the assigned Canvas template. That template will be already set up when you receive access to your course. You may change the format slightly but any major change, such as changing the home page key features, must be approved by the Chief Distance Education Officer. All courses **MUST** include discussion posts for encouraging participation.

Student Assessment

Evaluating student work includes a myriad of activities, such as assessing student learning and program objectives, providing feedback to students, utilizing different pedagogies and assignments for meeting learning goals, and assigning grades. An important aspect of a faculty member's role is to facilitate a course in a manner that helps students attain the course objectives. Faculty members should also be concerned with an assessment of student progress. This assessment is necessary both to provide feedback on a student's academic performance and a basis for grades. Assessing student learning enables a faculty member to evaluate the extent to which course goals and objectives have been attained. In addition, assessment provides faculty with information for improving less successful elements of a class session and for extending effective practices. Feedback is provided to students in many ways during a course and should be timely and clear and build on previous assignments, with support provided to students so they can be successful.

Private feedback occurs during the grading process. Thorough and timely feedback is critical for affirming students' effort, sustaining academic standards, and promoting continued improvement. Feedback must be comprehensive, addressing areas of strength, areas needing additional development, and include strategies to promote reflection and deeper learning.

Helpful Hints for Teaching Online

- Get to know your students immediately. Always address your students by name.
- Be genuine and fair. Do not allow your personal preference to influence how you treat students. Give all students an opportunity to succeed and prove themselves to you.
- Encourage Student-Faculty contact. Establish multiple formats for communicating with students online.
- Find out what your students know about the subject area you're teaching. While this may result in having to be flexible in your plans, the benefits far outweigh having the majority of your students being bored or completely lost with the material you're presenting.
- Encourage cooperation among the students. Well-designed discussion assignments facilitate meaningful cooperation among students and are required in every distance education course.
- Provide students clear expectations about their online presence and your availability.

- Seek feedback from your students. Do not wait until the end of the course to discover that students failed to grasp some important concepts. There are a number of ways you can achieve this. Closely monitor student discussions; conduct an ungraded test; regularly ask students to summarize concepts; etc.
- Give prompt feedback. Answer questions about assignments in a timely manner and provide timely feedback on graded assignments.
- Emphasize time on task. Set deadlines so students avoid procrastination. Provide multiple opportunities for feedback.
- Respect diverse talents and ways of learning.
- Be the example. If you expect your students to engage in learning, be thoughtful listeners, respect other opinions (even when there is disagreement), read the textbook, and follow through with deadlines.

Academic Quality Assurance

Quality Matters

Unity College Distance Education follows the Quality Matters rubrics in the development and assessment of its courses. Many of the features of the CANVAS course templates used are structured around criteria specified by Quality Matters. Quality Matters has multiple criteria dealing with issues that specifically require action by the instructor including the course overview, how course learning objectives are communicated and assessed, and how students interact with the content, instructor, and other students. You should review the criteria of the the [Quality Matters rubric](#).

Course-level Assessment

All Unity College Distance Education courses have specified course learning outcomes. These outcomes should be communicated explicitly to students in the course and the course assignments and activities should be built around meeting these objectives. Graded activities should address one or more of the course learning outcomes. All instructors are responsible for ensuring that student achievement of course learning outcomes is met and that this achievement is measurable through assessment tools. The use of rubrics that explicitly have course learning objectives as criteria, whether for points or not, is highly encouraged as this provides a direct means of evaluating the effectiveness of course activities in promoting these learning outcomes. Please contact the Dean or Chief Distance Education Officer for assistance on building and using rubrics for assessment of learning outcomes.

Program-level Assessment

Unity College Distance Education is responsible for assessing effectiveness of all degree programs. Part of the program-level assessment involves student success in individual courses. Course learning outcomes are directly tied to programmatic outcomes, therefore

it is imperative that assessment of course learning outcomes occurs as this provides critical information to program assessment.

Student Course Evaluations

Student evaluations of Distance Education adjunct faculty are required and take place at the end of each course. Students must complete an evaluation of each class before they can see their final grade. Student End-of-Course Surveys provide an ongoing evaluation of the curriculum, individual class experience, and more. Students are prompted to complete these surveys electronically through their portal. Results of student surveys are shared with the faculty member after the end of each course to assist them in becoming more effective. The Dean or Chief Distance Education Officer or the Dean will review the evaluations and provide feedback as needed.

Regulatory Requirements and Campus Policies

Family Educational Rights and Privacy Act (FERPA)

[The Family Educational Rights and Privacy Act was enacted in 1974](#) and applies to all schools receiving funding through the Department of Education. FERPA provides legal guidelines on student right to access, confidentiality, and institutional responsibilities. Faculty may not release personal (non-directory) information about a student without the prior written or authorized electronic consent of the student, a judicial order, or a lawfully issued subpoena. The student's signature on the written requests shall be verified before acting upon the request. Faculty should refer any requests for non-directory information to the campus.

Personal (non-directory) information includes:

- Place of birth
- Month and day of birth
- Social Security Number or Individual Record Number (IRN)
- Grades
- Grade Point Average
- Course schedules
- Employment information including: employer, position held, work address, or work phone number
- Academic performance information, such as academic suspension, probation, disqualification, or academic dishonesty charges
- Admission information including: test scores or entry grade point averages
- Financial and accounting information

- Gender
- Race
- Ethnicity
- Citizenship
- Country of origin

Please talk to the Chief Distance Education Officer if you have any questions about FERPA regulations.

Americans with Disabilities Act (ADA)

Unity College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of disability and requiring the College to provide reasonable accommodations to otherwise qualified disabled individuals in all University programs, activities, and employment. No student or faculty member shall be retaliated against for seeking accommodation under this policy or for participating in any grievance procedures brought against the College because of alleged noncompliance with the policy.

Accommodations for Students

The Unity College Collaborative learning Center (CLC) is available to assist individuals with disabilities or temporary health issues who self-disclose and request accommodations. Students have the responsibility to both self-disclose and request accommodations through the CLC if accommodations are desired.

Faculty members to whom students submit an accommodation must meet that accommodation and work with the Dean or Chief Distance Education Officer or the Dean of Distance Education Undergraduate Programs and the student to fulfill the accommodations. It is important to note that faculty members cannot request, coerce, or pressure a student to self-disclose a disability or probe to determine if a student may have a disability. Any question that is designed to gain further information about the student's medical condition or disability is prohibited.

If a student provides documentation for an accommodation and you have any questions, you can contact the Collaborative Learning Center for assistance:

collaborative@unity.edu: (207) 509-7265 or the Chief Distance Education Officer.

Title IX: Sexual Discrimination Reporting

Unity College is committed to making a safe place for students. Because of this commitment, if you tell any Unity College employee about sexual discrimination involving members of the College, that employee is required to report this information to the Human Resources Office.

Behaviors that can be “sexual discrimination” include sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct, and gender discrimination. Therefore, all of these behaviors must be reported.

Why do employees have to report sexual discrimination?

The College can better support students in trouble if we know about what is happening. Reporting also helps us to identify patterns that might arise – for example, if more than one victim reports having been assaulted or harassed by the same individual.

What will happen to a student if an instructor reports?

An employee from the Human Resources Office will reach out to the student and offer support, resources, and information. If the student has requested confidentiality, the College will weigh the request that no action be taken, against the institution’s obligation to provide a safe, nondiscriminatory environment for all students. If the College determines that it can maintain confidentiality, the student must understand that the institution’s ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, may be limited. There are times when the College may not be able to honor a request for confidentiality because doing so would pose a risk to its ability to provide a safe, nondiscriminatory environment for everyone. If the College determines that it cannot maintain confidentiality, the College will advise the student, prior to starting an investigation and, to the extent possible, will share information only with those responsible for handling the institution’s response.

The College is committed to the well-being of all students and will take steps to protect all involved from retaliation or harm.

If you want to talk in confidence to someone about an experience of sexual discrimination, please contact these resources:

For confidential resources on campus: Health Clinic: 207-509-7126.

For confidential resources off campus: Rape / Sexual Assault Hotline 1-800-550-3304 or Rape Response Services: 1-800-310-0000.

Definition of Consent

Consent: An individual’s agreement to engage in sexual contact. Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Consent is clear, knowing and voluntary. Consent is active, not passive. Consent may be withdrawn at any time. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and conditions of) sexual activity. Past consent does not imply future consent. Consent to engage in one form of sexual activity does not imply consent to engage in any other sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with any other person. There is no consent when the exchange involves unwanted physical force, coercion, intimidation and/or threats. If an individual is mentally or physically incapacitated or impaired such that

one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious. Consent is not valid if the person is too young to consent to sexual activity under applicable law.

Copyright Law

Faculty members agree to use only lawfully acquired copyrighted works, with proper attribution and citations, as part of their teaching tools in support of the identified curriculum. Ordinarily, use of copyrighted material without the permission of the copyright owner is a violation of the rights of the copyright owner. The particular use of a copyrighted work will not be an infringement of the copyright if it is considered a fair use under Section 107 of the Copyright Act of 1976, as amended (the "Act"). The determination as to whether a given use amounts to a fair use is made on a case-by-case basis and is dependent on the specific facts of the use. No single factor is determinative; that is, there is no one fact about the copying at issue that will automatically make it fair or unfair. All factors must be examined and the conclusions as to each weighed and balanced. This case-by-case balancing is so fact-dependent that it is nearly impossible to predict what constitutes a fair use except in the most obvious situation.

For example, articles in the College Library are protected by copyright laws and are included in the library with the understanding that copyrights will be honored. In practical terms, one of the implications is that faculty must not copy library articles into the class environment, but should instead let students know where and how to locate articles for class use in the Library.

Ethics

Questions or concerns regarding the bulleted items below should be reported immediately to the Chief Distance Education Officer or the Chief Information Officer.

Reports may be made anonymously, if desired.

- Ethics
- Workplace violence
- Compliance with laws, regulations, or University policies
- Discrimination or harassment
- Fraud, bribery, or corruption
- Accounting or internal control issues or weaknesses

Social Media Policy

For the purpose of this policy, social networking activity is defined as participation in or creation of blogging, social networking/online communities (e.g. Facebook®, YouTube®, Twitter®, MySpace®, LinkedIn®) including, but not limited to, wikis, online discussion forums, and any other published form of user-generated media.

Faculty members that participate in social networking activities are bound by all College policies, including but not limited to this policy and the Unity College Distance Education Adjunct Handbook. Adjunct Faculty members are personally responsible for their actions and compliance with all applicable laws including copyright rules and compliance with the terms of use and other policies of the site(s) visited. In setting up a user profile for participation in social networking activities or when engaged in social networking activities, faculty members shall indicate that any views expressed are those of the individual user and not those of Unity College.

Faculty members engaging in personal interactions on social networking sites shall not use Unity College logos, brands, or marketing materials in their personal profile or social networking interactions. Faculty members shall not use social networking sites to contact students for personal or educational purposes. Please see Unity College Social Media Policy.

Class Posts

It is a best practice for all faculty and students to double check what they post to the class environment to ensure 1) each intended post has indeed been posted, 2) the post does not contain serious typing, spelling, or grammatical errors, and 3) the body of the post and attachments, if any, convey what the author intended to post. If a faculty member notices that a student has erroneously posted something in a class that should not have been posted, faculty should immediately contact the student to request the student delete the post.

Grade Disputes and Grade Corrections

Change of Final Course Grade - Process for Instructors

If an error has been made in the calculation or transcription of the original grade, the instructor will notify the Chief Distance Education Officer of the error, and the warranted correction will be made. Under no circumstances will a change in grade be allowed because of the submission of additional work after the grade has been submitted. Should an instructor wish to change a grade for any other reason, the request, with justification, should be submitted to the Chief Distance Education Officer for consideration. The Chief Distance Education Officer will review the evidence, seek additional information as appropriate, and make a determination.

Available Resources

The mailing address for all Unity College correspondence is:

Unity College, 90 Quaker Hill Road Unity, ME 04988-9502
College Switchboard: (207) 509-7100
College Website: www.unity.edu

Distance Education Team

Chief Distance Education Officer (CDEO), Dr. Amy Arnett
aarnett@unity.edu: (207) 509-7204

Distance Education Concierge, Heather Stetkis
hstetkis@unity.edu: (207) 509-7155

Distance Education Concierge, Jason Aylmer
jaylmer@unity.edu: (207) 509-7154

Dean of Distance Education Undergraduate Programs, Dr. David Rogers
drogers@unity.edu: (207) 509-7159

Distance Education Professor of Wildlife Biology, Dr. Brent Bibles
bbibles@unity.edu: (207) 509-7125

Other Important Resources

Registrar, Kelsey Gilbert
kgilbert@unity.edu: (207) 509-7218

Director of Library and Information Resources, Kate Russell
krussell@unity.edu: (207) 509-7176

Instructional Technologist, Ben Stafford
bstafford@unity.edu: (207) 509-7299

Information Technology Help Desk
helpdesk@unity.edu: (207) 509-7110

Director of Human Resources, Beth Driggs
bdriggs@unity.edu: (207) 509-7169

Campus Store Manager, Leigh Juskevics
ljuskevics@unity.edu: (207) 509-7208

Computing Resources

Distance Education adjunct faculty will receive a Unity email address as well as access to the CAMS faculty portal and the College's Learning Management System (LMS), Canvas. Distance Education adjuncts are expected to use their Unity email address and/or Canvas when corresponding with students. Conversely, you should only email students at their Unity

email address as opposed to using their personal Yahoo, Hotmail, Gmail, etc. addresses. Faculty are expected to check their Unity email regularly. If you are having a difficult time accessing your email, CAMS, or Canvas accounts, you can contact helpdesk@unity.edu or call (207) 509-7452 to reach the Unity College Information Systems Help Desk.

Questions related directly to Canvas can be directed to Instructional Technologist Ben Stafford (bstafford@unity.edu: 207-509-7299). Distance Education adjunct faculty are expected to provide their own computers and devices for teaching Distance Education courses. All distance education faculty members teaching online courses are required to complete an introduction to Canvas and orientation prior to the start of their teaching term. This training is arranged through the Chief Distance Education Officer or the Dean of Distance Education Undergraduate Programs after the faculty member signs and returns his or her Distance Education adjunct teaching agreement.

Dorothy Webb Quimby Library

The library is a resource for both students and faculty. The librarians and information services staff can assist students and faculty in locating and accessing research material. An extensive list of online databases is available through the Quimby Library. Quimby Library is also a source for information regarding copyright law at [Quimby Library](#). Please visit the website for hours or email: library@unity.edu.

Textbooks/Campus store

The campus store does not physically stock or sell textbooks but has partnered with Follett to provide textbooks to students. Because students will have to purchase their books from an off-campus site, textbook orders should be placed at least eight weeks before the course start date. Questions about which textbook may be most appropriate for your course should be directed to the Chief Distance Education Officer or the Dean of Distance Education Undergraduate Programs. Some publishers will provide an examination copy of the text or instructor's manual to instructors for free. See the individual publisher website for examination/desk copy information or contact Leigh Juskevice at the Campus Store at ljuskevice@unity.edu: 207-509-7208.

Academic Accessibility

A learning disabilities specialist is available for mentoring students with disabilities. If a student provides documentation for an accommodation and you have any questions, you can contact the Collaborative Learning Center for assistance: collaborative@unity.edu: (207) 509-7265. The Chief Distance Education Officer and the Dean of Distance Education Undergraduate Programs will also help you work with student accessibility concerns.

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Adoption Chain: DEAB, President