

# Concordia University Chicago Adjunct Faculty Handbook



2023/2024

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## Introduction

This *Adjunct Faculty Handbook* contains policies and administrative procedures developed by the faculty, staff, and Board of Regents of Concordia University Chicago, as well as policies developed by the Lutheran Church-Missouri Synod, detailing the functional relation of its Board for University Education to this institution and its adjunct faculty.

This Handbook is an official document of the institution and presents the approved procedures of the institution to its adjunct faculty. It is to be used for informational purposes only and should not be interpreted as creating a contract of any kind between the university and adjunct faculty members.

This handbook is for the use of all adjunct faculty, undergraduate and graduate, on and off campus.

## CUC Mission

### Mission Statement

Steadfast in Jesus Christ as revealed in the Holy Scriptures, Concordia University Chicago promotes academic rigor in its liberal arts and professional programs; grounds students in objective truth, integrity, and excellence; and practices faithfulness to the Confessional teachings of the Lutheran Church—Missouri Synod, as it forms students for vocations in church, family, and the world.

### Vision Statement

Concordia University Chicago is a Christ-centered Lutheran university where truth, freedom, and vocation form students for lives of influence and service for the common good.

### Core Values

As a Christian university of the Lutheran Church—Missouri Synod, we, at Concordia University Chicago, value:

- *Christian Faith:* The Christian faith is an integral part of our community.
- *The Individual:* As a member of God's creation, each person is unique and is blessed with inherent worth.
- *Excellence:* We strive for excellence in who we are and what we do.
- *Integrity:* Our community demonstrates the accord between our beliefs and practices.
- *Service:* Recognizing and addressing the needs of others is a response to God's love for us, and a reflection of God's love for them.

## Greetings

Greetings and welcome to Concordia University Chicago!

Our university is pleased to contract you to teach as an adjunct faculty member because you have, not only the academic credentials and professional experience that we believe are necessary, but also the disposition and commitment to help us carry out our mission and serve the educational needs of our students.

I thank you for your willingness to join us in this essential work, and I want you to know that our university colleagues hold you in high esteem, as we welcome you to our university community.

Please feel free to contact your division chair, college dean, or my office for any needs you may have. If there are any questions that remain unresolved, feel free to contact me personally.

God bless your work with us, as we collaborate to provide our students with a transformative educational experience.

Grace and peace,

Dr. Eli Hesterman  
Vice President for Academic Affairs  
Chief Academic Officer

## University Structure

### The University Faculty

The faculty of Concordia University Chicago consists of:

- the **President**,
- the **full-time faculty** (Instructors, Ambassadors, Assistant Professors, Associate Professors, Professors, or full-time faculty without rank), and
- **part-time or adjunct members** distinguished by an appropriate prefix or suffix (visiting, emeritus).

Adjunct faculty are *limited in the number of credit hours they may teach* during a term. These credit hours may also include additional duties (e.g., leading internships, supervising clinical work). You may contact Human Resources ([Human.Resources@CUChicago.edu](mailto:Human.Resources@CUChicago.edu); 708-209-3512) if you have any questions about what your teaching load limit is.

All adjunct faculty members shall hold non-voting membership on the faculty and are invited to attend meetings.

### Colleges of the University

The colleges of Concordia University Chicago are the College of Business (COB); the College of Education (COE); the College of Health, Science & Technology (HST); and the College of Theology, Arts & Humanities (TAH). Colleges consist of and are defined by the programs they house for which they are responsible. The policy committee of each college must approve all recommendations for their programs. The major administrator of the college is the dean of that college who is responsible for carrying out the policies approved by the faculty of the college and the Board of Regents.

### Division Structure

Divisions are incorporated into the structure of the colleges. Divisions will service the programs of the colleges. Membership in a division is determined by the discipline of appointment. A faculty member may teach in multiple divisions without being a member of each.

#### *Division Chair*

The division chair is an appointed position and is responsible to the appropriate college dean for faculty, curriculum and instruction, and administration. The division chair is the major source of information needed by adjunct faculty.



COE	HST	TAH
<p><i>Teaching &amp; Learning:</i> <b>Kari Pawl</b></p> <p><i>Curriculum, Technology &amp; Inclusive Education:</i> <b>Andrea Dinaro</b></p> <p><i>Educational Leadership:</i> <b>Paul Sims</b></p>	<p><i>Health Sciences &amp; Human Performance:</i> <b>Theresa Miyashita</b></p> <p><i>Natural, Math &amp; Computer Sciences:</i> <b>Kathy Craft</b></p> <p><i>Social Sciences &amp; Human Services:</i> <b>Jenna Mahay</b></p>	<p><i>Arts:</i> <b>Charles Brown</b></p> <p><i>Humanities:</i> <b>David Bates</b></p> <p><i>Theology:</i> <b>James Lee</b></p> <p><i>Research:</i> <b>Steve Song</b></p>

COB
<p><i>Accounting:</i> <b>Michael (Mick) Carroll</b></p> <p><i>Business Intelligence Analysis:</i> <b>Lynn Hunnicutt (temporarily)</b></p> <p><i>Communication/ Journalism:</i> <b>Laura Pollom</b></p> <p><i>Econ/Finance/Statistics:</i> <b>Don Granholm</b></p> <p><i>Entrepreneurship and Innovation:</i> <b>Rachel Ferguson</b></p> <p><i>Ethics in Business:</i> <b>Rachel Ferguson</b></p> <p><i>Healthcare Management:</i> <b>Karen Calendo</b></p> <p><i>Human Resources Management:</i> <b>Don Granholm</b></p> <p><i>Intro to Business:</i> <b>Don Granholm</b></p> <p><i>Management (including Organizational Management):</i> <b>Karen Calendo</b></p> <p><i>Marketing:</i> <b>Beth Dellegrazie (temporarily)</b></p> <p><i>Sports Management/Leadership:</i> <b>Lynn Hunnicutt (temporarily)</b></p> <p><i>Organizational Leadership:</i> <b>Lynn Hunnicutt (temporarily)</b></p>

## Employment Information

### Salary, Benefits & Contract

The salary agreed upon for adjunct teaching is paid on a monthly basis, on the last business day of each month. Please see the [Supplemental Faculty/Adjunct Compensation Information document](#) in the CUConnect portal. It is the responsibility of the adjunct faculty member to provide Concordia-Chicago with the following documents:

- Faculty Certification of Credentials (FCC) form
- Vita
- Official College/university transcripts
- Appropriate tax forms (I-9) etc.

*Failure to do so may cause a delay in receiving remuneration for services.*

Contracts are issued online. The adjunct will receive an email to their official CUC email that states, "Please read the entire text of this email carefully; the full text of your contract and instructions on how to access and electronically accept your contract for this course." At the end of the contract, there are *Instructions To Access and Accept Your Contract and Mileage*. Mileage reimbursement is applicable to:

- Internship and student teacher supervisors if they drive more than 40 miles round-trip for a site visit;
- Adjunct instructors if they are teaching at a site other than CUC that is more than 75 miles each way from their home.

See [Adjunct Faculty Mileage Reimbursement Policy](#).

### *Concordia Retirement Savings Plan - 403(B) Defined Contribution Plan*

The 403(b) is a tax-deferred retirement plan available to employees of educational institutions and certain non-profit organizations as determined by section 501(c)(3) of the Internal Revenue Code. Depending on if you contribute on a pre-tax or Roth after-tax basis, contributions and investment earnings in a 403(b) grow tax-deferred or tax-free until withdrawal (assumed to be retirement), at which time they may be taxed as ordinary income. See IRS Publication 571 for IRS details on the 403(b). Employees can also obtain this document by calling 800-829-3676.

Employees who are interested in this program are encouraged to contact Human Resources or visit [Concordiaplans.org](http://Concordiaplans.org) for more information. Employees are fully responsible for the determination of their own maximum eligible contribution, based on Internal Revenue Service (IRS) regulations.

### *Adjunct Tuition Reduction Benefit*

Adjunct faculty will receive one-semester hour credit for every two semester hours taught, with a maximum of six semester hours that can be earned in any academic year. A minimum of six semester hours must be taught in an academic year to be eligible for the credit. The credit must be used by the end of the following academic year that the credit is earned. Contact Human Resources for more information.

### Update Address, Phone, and Personal Records

It is the responsibility of the faculty member to report changes in address or phone number to Human Resources ([HumanResources@CUChicago.edu](mailto:HumanResources@CUChicago.edu); 708-209-3512) as soon as available or effective. Any change in marital status and the number of children or other dependents in the immediate family should be reported promptly to the Director of Human Resources.

## Services for Adjunct faculty

### Identification “Cougar” Card

Each adjunct faculty member can be issued a Concordia University Chicago Campus Cougar Card, which would contain the name and #H number (Banner ID number) of the faculty member. The ID card will be needed to physically check items out of the Concordia-Chicago Klinck Memorial Library, identify the faculty member at off-campus sites, easily log into printers around campus, and for admission to a variety of on-campus events. This card can only be issued to adjunct faculty who come to campus to sit for a picture for the ID card. Campus Card Office Information: 708-488-4105, [Cougar.Card@CUChicago.edu](mailto:Cougar.Card@CUChicago.edu); Upper Level of the Klinck Memorial Library at the CougarNet Helpdesk.

### Campus Bookstore

[Concordia-Chicago Bookstore](#) is owned and operated by Slingshot. Its purpose is to serve the university community in general.

### *Hours*

Monday through Friday: 9:00 a.m. – 4:00 p.m.

Store hours may vary on holidays, during semester breaks, and during the summer semester.

### *Book Returns*

When books are purchased for a class, the student has the first week of classes to return their textbook for a full refund with a valid receipt. When a faculty member changes a textbook at the last minute, the student will be able to return the text for a full refund with a receipt within a week of the faculty member notifying the bookstore of the change.

### *New Editions*

The bookstore orders the edition requested by the teaching staff. Once the book has been updated, the old one has no value.

### *Buy Back*

Students who purchase their textbooks may try to sell them back to the bookstore. The bookstore will not guarantee a monetary value unless the student is in the store to return with a valid Concordia University Chicago ID.

## Klinck Memorial Library

The [Klinck Memorial Library](#) collaborates with the Concordia community to provide exceptional service and meaningful research. Faculty and students have access to millions of digital resources including eBooks, databases, and streaming videos anywhere on and off campus. Professional librarian research services are available in person, by phone, email, or Zoom every day of the week. The library is a member of three consortiums: RAILS, LIBRAS, and CARLI. [Learn more about our memberships here.](#)

### *Classroom Instruction*

The Klinck Memorial Library collaborates with faculty to provide on-campus library instruction every day of the week in the fall and spring semesters. Summer support is Monday-Friday. To schedule an online, in-person or pre-recorded instructional session for an asynchronous course. Please email the library staff [library@CUChicago.edu](mailto:library@CUChicago.edu) for guidance.

### *Links to Faculty Resources*

The following links provide a variety of information sources useful for all faculty:

- [Faculty Resources](#): answers most library FAQs [library@cuchicago.edu](mailto:library@cuchicago.edu)
- [Faculty Guide](#): contains library tutorials, open textbooks, instruction technology and more
- [Library Guides](#): created for students and faculty

- [Course Reserve Requests](#): adjuncts may also place materials on reserve
- [Catalog](#): Use this to search CUC content and request materials from other Illinois libraries
- [A-Z list of Databases](#)
- Submit collection development requests [here](#)

### *Circulation Privileges for Faculty*

General collection materials circulate to faculty for 12 weeks, although the regular loan period is three weeks. Reference books may be checked out near closing time with return due within an hour of opening the following day. A librarian can approve a request for faculty to extend their loan period.

If there is a resource you need or would like to access that is unavailable at CUC, please reach out to the Library Team and we will do our best to find it for you.

### Classroom Access

The Department of Public Safety generally locks and unlocks our general purpose classrooms on campus. Special purpose classrooms (2nd floor Christopher Center) are locked by security. Adjunct faculty using these special purpose classrooms on the Concordia-Chicago campus should request a room key through the division chair. Keys for classroom cabinets should also be requested from the college administrative assistant.

Your contact for any changes or equipment requests at off-campus sites is the manager of facilities management, extension 4067, or [Olivia.Villarreal@CUChicago.edu](mailto:Olivia.Villarreal@CUChicago.edu) and cc [Grad.Admission@CUChicago.edu](mailto:Grad.Admission@CUChicago.edu). The manager will arrange for scheduling changes to class meeting days or times. Please, do not contact the facility directly.

### Computer Services

The computer labs and CougarNet's services are available to all students, faculty, and staff for University-related activities. Throughout the year, the instructional design team offers one-on-one and small group training sessions on a variety of technology applications: Blackboard (including Safe Assign), Microsoft Office applications (Word, Excel, Publisher, PowerPoint, Outlook), electronic grade books, and Concordia Connect portal applications.

While the use of the computer facilities may be required for some classes, the labs are available for the use of any class and may be requested for use by the instructor. Requests for use of computer facilities should be directed to the Registrar's Office.

Not all classrooms are equipped with computers. When needed, laptops are available to borrow from CougarNet for classroom use. Here is a [link](#) to the FAQ on what is available for loan.

For classroom audio-visual equipment requests, please contact the [CougarNet Helpdesk](#) at 708-209-3131 (x3131) or via email at [CougarNet@CUChicago.edu](mailto:CougarNet@CUChicago.edu). Please allow 48 hours for these requests to be filled. The CougarNet Helpdesk is also available to answer your computer hardware, software, network, and other technical questions.

### *Microsoft Teams*

Microsoft Teams is CUC's official web conferencing and collaboration application. If you run into any technical issues with Teams, please contact the CougarNet Helpdesk at [CougarNet@CUChicago.edu](mailto:CougarNet@CUChicago.edu) or (708) 209-3131 and file support requests at <https://help.cuchicago.edu> under Report a Problem > E-mail and Collaboration > Microsoft Teams.

### *Software*

Faculty members wishing to use or demonstrate available software in the classroom should contact the CougarNet Helpdesk (708-209-3131 or [CougarNet@CUChicago.edu](mailto:CougarNet@CUChicago.edu)), and the division chair prior to the demonstration. Approval of the purchase of new software is made by CougarNet. Adjunct faculty may request CUC Google accounts and Google Apps through CougarNet.

### Dining Services

[Dining services](#) at CUC include meal passes and à la carte food services that are available to adjunct faculty through Sodexo in the Koehneke Community Center (KCC) and at the Lib Café in the Krentz Center. The Cougar Den is available at varied hours in the KCC lower level. Money can be stored on your ID for use at all these locations. Food and beverage vending machines are available in several locations on campus including two areas on the first floor of Addison Hall.

The CU Block 20 meal plan is available to the faculty and staff of Concordia-Chicago. It can be purchased either in person in the Sodexo Office in KCC Room 106A or over the phone at x3339. The CU Block 20 plan is 20 meals for \$120. The plan is tied to one's Concordia-Chicago ID card.

### Office Space

The university does not provide office space to adjunct faculty. If office space is available

in your area and you regularly teach more than one course per semester, arrangements can be made for this space through your division chair. The CULearn Teaching & Learning Commons in the Christopher Center (CC) has space for adjuncts to work, as well. The Teaching Commons Faculty Workspace is in room CC248J.

### Official Publications

The following publications will answer many questions about policy and procedures at Concordia-Chicago that may not be found in this handbook. Others will be available through the Intranet, the division chair, or the appropriate administrative office. Adjunct faculty are encouraged to become acquainted with the policies and information contained in these publications.

- [CUC Student Handbook](#)
- [CUC Gold Folder](#)
- [Student Code of Conduct](#)
- [Employee Handbook](#)
- [Academic Catalogs](#)
- [Campus Safety Resources](#)
- [Social Media Policy](#)

### Parking

Faculty members instructing on campus must identify their vehicle by attaching a [faculty and staff-parking permit](#), available from the Public Safety Office. No charge is made for this permit and replacements are available for newly acquired vehicles. Public Safety is located in Addison Hall, Room 140, extension 3233. Employee and student parking registration information is available [here](#).

[The university maintains on-campus parking for faculty on a non-reserved basis in lots](#) designated for faculty/staff parking.

- Faculty are encouraged to park in Lot 1 and the Parking Structure between 6 a.m. to 2 a.m. seven days a week.
- Employees can park in Lot 2 between 6 p.m. and 2 a.m., Monday through Friday.
- Employees can park in Lots 3 & 5 between 4:30 p.m. and 2:00 a.m., Monday through Friday.
- Employees can also use Lots 2, 3, & 5 between 6 a.m. and 2 a.m., Saturdays and Sundays.

- If an employee needs to park on campus between 2 a.m. to 6 a.m., they must call, or go in person, to the university switchboard. The employee will be noted in the Overnight Parking Log and must park on level 2A or higher in the parking structure.
- Faculty may not park in lots reserved for visitors on weekdays.
- Parking on village residential streets is strongly discouraged. Limited legal parking is available on Division Street and Bonnie Brae Place per the posted Village of River Forest parking signs.
- Instructions regarding campus traffic and parking regulations may be obtained from Campus Security in Addison Hall, Room 140.

Parking Violations start at \$50.00 per offense.

### Print Services

[Print Services](#) provides and supports the campus printing devices including centrally-located, high-speed printers, copy machines, folding machines, and color printers and copiers, as well as distributed laser printers and digital copiers throughout the campus.

The Print Services office is located at the CougarNet Help Desk on the second level of the Klinck Memorial Library. It offers centralized duplicating services with high-speed copying and printing for large jobs, as well as color copying and advanced print job options. Instructors may drop off copy requests or send them via email to [Print.Services@CUChicago.edu](mailto:Print.Services@CUChicago.edu).

When submitting a print job request to Print Services Central Print, please specify which division/program to bill for the print. Please note, that using electronic rather than printed sources is strongly encouraged.

## Responsibilities of Adjunct Faculty

As an adjunct faculty member at Concordia University Chicago, you are important to the academic enterprise of this institution. In your role as instructor to the students of Concordia, you represent the university and all of its ideals as much as any member of the full-time faculty.

It is our expectation that you will honor your commitment and fulfill all parts of your contractual obligations. Below you will find information about your responsibilities. Questions not answered here can be directed to your program leader or division chair.



### Academic Calendar

Please go to [the online Academic Calendar](#) to find out important dates, such as when classes start and end, drop and withdraw dates, book adoption deadlines, and holidays.

### Academic Complaint Procedure

If a student has a concern about a grade, a course procedure, or course content, the student should first contact the instructor involved. Every effort should be made to resolve the issue through a discussion with the instructor. It is possible that more than one contact with the instructor may be required.

If the problem cannot be resolved through direct contact with the instructor, the student should be directed to the division chair for assistance.

### *Grade Appeal Process*

Please go to the [Grade Appeal Process form](#) to review the CUC grade appeal process, which aims to provide a fair and appropriate method for students who believe that standards or procedures used for evaluation and grade assignment were not applied in accord with agreed procedures as stated in the course syllabus. This process has been designed to resolve a grade dispute within eight weeks of the final grade due date. Note: students who choose to file a grade appeal must submit documentation to the instructor and division chair no later than four weeks after the final grade due date.

### Academic Support: Academic Subject and Writing Tutoring

Academic Support, located in [CULearn/CC248](#) provides free subject tutoring to CUC students and offers all students assistance with their essays. Subject tutoring and writing support is available in-person and online. Academic Support is physically located in the CULearn Teaching & Learning Commons (CC248). All subject and writing tutors are CUC undergraduate and graduate students who excel in their respective areas of academic/writing support. Tutors can coach students on academic content, college-readiness skills, and all aspects of writing including brainstorming, organization, citations, and essay revision. Subject tutors have a record of academic excellence in dozens of different CUC courses and academic disciplines. If you do not see your requested subject available please contact the director who will work to connect you with a tutor.

## Academic Early Alert System

Faculty concerned about a student's academic performance and/or attendance are encouraged to issue an alert using our new platform, the **Navigate** system. For more information on how to issue alerts, please contact [Navigate@cuchicago.edu](mailto:Navigate@cuchicago.edu) or visit the [Navigate](#) - *Student Success Platform* portal in CUConnect.

Navigate alerts can be issued ad hoc or through a Progress Report Campaign. There are several locations to issue ad hoc alerts in Navigate. They include the Staff Home or Professor Home pages, in Advanced Search results, or from a student profile. To log into Navigate, please click on this link - <https://cuchicago.campus.eab.com/>.

Academic early alerts are routed to front line staff members, such as advisors, CU Learn staff, and/or the Dean of Students Office who then follow up with the students to offer support and/or resources for getting back on-track with their coursework. The Academic Early Warning Committee, which consists of various student success staff members, convenes weekly to review early alerts and strategize on additional ways to support students who may be struggling with their coursework.

## Accessibility & Accommodations Application

Contact the Academic Support Coordinator regarding any questions or concerns about disability accommodations for students:

- Academic Support, CC 248
- [Academic.support@CUChicago.edu](mailto:Academic.support@CUChicago.edu)
- 708-209-3462 or 708-488-4109

In higher education, it is the responsibility of the student who needs accommodations to self-disclose their disability and [request accommodations](#) in a timely manner. Faculty should be aware, however, that all content posted to the course website on Blackboard must be in an accessible format regardless of whether a student in the class has disclosed a disability. This means that any document posted must be accessible to screen-reading software, and any audio or video content posted must have a transcript or captions.

If a student in the class self-discloses a disability, the faculty member should refer the student to the Academic Support Coordinator to initiate a student-driven process for reviewing a student's request for accommodations. By law, all requests must be handled on a case-by-case basis. The Academic Support Coordinator works with each student using an interactive process, through which the student's disability documentation,

educational history, and individual needs guide the determination of which accommodations will be reasonable and appropriate for the student.

Other important points for faculty to keep in mind:

- If a student has been approved for ADA accommodations in your class, you should receive an ADA accommodation letter that is emailed by the Academic Support Coordinator to you, with the student copied. Students are told to reach out directly to the faculty member to discuss their needs and the ways they expect to use their accommodations. Likewise, faculty are encouraged to reach out directly to a student who has been approved for accommodations. The responsibility for implementing accommodations is shared among the instructor, the Academic Center for Excellence, and the student. Strong communication is essential.
- A student is not required to identify the particular disability to the faculty member. Concordia University Chicago is legally obligated to refrain from discriminating against a student on the basis of a disability. Disability documentation is confidential and reviewed by the Academic Support Coordinator.
- It is important for all faculty to communicate to all their students that Academic Support in CULearn is the office that coordinates accommodations and reviews disability documentation for students. Faculty are strongly encouraged to include an ADA syllabus statement on the syllabus or Blackboard page. In a face-to-face or synchronous course, a faculty member who verbally addresses the procedure for requesting disability accommodations can make students with disabilities feel respected and included.
- Technically speaking, ADA accommodations are not retroactive. The student who needs accommodations is expected to work with the Academic Support Coordinator and communicate directly with the instructor *in advance of the need for accommodations*. Faculty are encouraged to be supportive and understanding of an individual student's situation, however.
- Faculty who receive an ADA accommodation letter for a student must read the letter carefully; faculty must contact the Academic Support Coordinator as soon as possible if there is any question or concern that one of the approved accommodations is not reasonable or appropriate in the context of a given course.

- To be considered “reasonable,” an accommodation must not alter the fundamental requirements of a course or program.
- If a student is eligible for extended time for testing for a face-to-face course, the faculty member may work directly with the student to provide the extended time if the student is comfortable with that. If need be, the Academic Support Coordinator, housed in CULearn, can work with the student and faculty member to provide in-person proctoring in a reduced-distraction testing environment.

### Online Teaching Certification

A four-week CUC Online Teaching Certification course must be completed prior to teaching or designing online or hybrid courses for Concordia-Chicago. The course is designed to prepare faculty to use the Blackboard Learn Learning Management system, familiarize faculty with the basics of online pedagogical practice, and introduce faculty to the mission and values of the university. The course is offered monthly and the faculty member is invited by recommendation from the division chair or dean. Certification from other universities is not accepted.

### Blackboard & Remote Teaching Resources

All Concordia-Chicago classes have an associated Blackboard course room, and [this guide](#) will help you shift to a remote learning environment quickly. All faculty are required to post the course syllabus in Blackboard as well as maintain a complete Grade Center in a timely manner.

Be sure to contact your program leader to determine what kinds of changes you are permitted to make to assignments and assessments in the course you are teaching. *Note:* Some courses are tied to licensure programs that require homogeneity across sections.

For questions about Blackboard please write to [idsupport@cuchicago.edu](mailto:idsupport@cuchicago.edu)

### Class Roster Verification at Term Start

Class rosters are available through Banner. Banner will immediately reflect any changes to class rosters. To gain access to your class roster through Banner go to the [Faculty Dashboard in CUConnect](#). Faculty should report class attendance discrepancies (e.g., students who are missing from class, students in class who are not on the roster) via **Navigate** by the end of the first and second weeks of class. Faculty should also use **Navigate** to report any other attendance concerns throughout the entire term.

## CUC Policies on Class Attendance

Students are expected to attend all classes as part of the learning process, both in face-to-face and online courses.

### *Class Attendance Policy*

CUC defines class attendance as follows:

- In face-to-face courses and university assigned study groups (e.g., recitations), documented physical presence in class meetings.
- In an online course, documenting that a student has logged into an online class is not sufficient to demonstrate academic attendance by the student. According to the US Department of Education, a school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education course/program include:
  - student submission of an academic assignment,
  - student submission of an exam,
  - documented student participation in an interactive tutorial or computer-assisted instruction,
  - a posting by the student showing the student's participation in an online study group that is assigned by the institution,
  - a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
  - an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Students can expect faculty members to have a clear attendance policy in each course syllabus and/or the policy section of Blackboard that conforms with the university class attendance policy. Students are expected to be aware of the attendance policy in each course for which they are enrolled.

Students may not receive credit on individual assignments or assessments, and may receive a reduced/failing course grade if they do not observe attendance requirements set for their classes.

The university expectation is that students will not miss more than 25% of class attendance whether authorized or unauthorized. Some programs or faculty members may have different expectations; students are expected to be aware of any variations from this expectation. For information on requesting an incomplete, students should review the [Incomplete Policy](#). For information on requesting to drop or withdraw from a course, students should review the pertinent section in their [Academic Catalog](#) and speak with their advisor. If a student needs to request a drop or withdrawal after the deadline, they should use the [Dean of Students Appeal Form](#).

#### *Authorized Absences from Class*

A student representing the university at university-sponsored events is granted authorized absences from class provided that the student is in good academic standing and has complied with approved procedures. See the [Student-Athlete Class Attendance Policy](#) for absences due to participation in athletics. Faculty members will receive email notifications regarding authorized student absences via [Navigate](#).

When leading/hosting a university-sponsored event where students will be absent, faculty members should notify the Office of the [Dean of Students](#) so that it can send out notifications to the CUC community.

In compliance with Title IX, absences due to pregnancy, recovery, or related conditions must be authorized if the student's physician deems the absence medically necessary. Regarding all absences tied to pregnancy, recovery or related conditions, students should email [TitleIX@CUChicago.edu](mailto:TitleIX@CUChicago.edu) with documentation included for any such absence. The Office of the Dean of Students will review requests and documentation and notify faculty members if absences are authorized. Faculty members are expected to assist pregnant and parenting students (female and male) by providing them with options, such as extended deadlines, make-up assignments or alternate learning activities.

At the discretion of a faculty member, at times in consultation with the Office of the Dean of Students and in line with a program's requirements, absences due to medical and mental health issues, personal crises, military orders, or contractual obligations may be authorized. Students should complete the following [form](#) to notify the Office of the Dean of Students with documentation included for any such absence.

An authorized absence does not excuse a student from course material, assignments or exams. It is ultimately up to each faculty member to decide what, if any, accommodation can be provided for an authorized absence. It is the student's responsibility to initiate a

request for an accommodation with the faculty member. It is also a student's primary responsibility to schedule courses to minimize potential class absences.

### Field Trips for Undergraduate Students

Because of the educational richness of the Chicago metropolitan area, faculty members are encouraged to include meaningful field trips in the syllabi of regularly scheduled courses. These field trips will fall into two categories:

1. regular: one-day or less with no overnight provision
2. extended: involving provision for at least one overnight

If such field trips involve overnight absence, the faculty member, the participating students, and any other personnel must comply with the University's travel policies, including the submission of all required forms in a timely basis.

Faculty members who schedule field trip(s) as a part of a course are required to prepare a list of the field trip(s) with time(s) and a list of the students in the class who will be making the trip. The faculty member must submit this information to the appropriate faculty listserv at least ten days prior to the date of the field trip. In all cases, the faculty member organizing a field trip should seek to avoid extensive loss of class time or work time for any one student or instruction time for any one regularly scheduled class.

Extended field trips should normally include a Friday or a Monday but should not require students to miss more than one day of class.

### Grade and Absence Reporting

Each faculty member is responsible to report the letter grades for each student enrolled in the course. This should be done in CUConnect in the Faculty Final Grade Assignment section in accordance with the final grade submission policy.

CUC requires faculty to take attendance for the first two weeks of each term. The attendance records should note the number of class absences (excused or unexcused) a student has had for each course. In order to comply with the U.S. Department of Education faculty are required to submit the last date of participation when submitting a final grade of F or W.

Instructors must maintain records of attendance using the [Student Attendance Tracking](#) section in CUConnect for face-to-face and online synchronous course modalities except asynchronous online. Instructors do not need to log anything for asynchronous online and hybrid courses.

<b>Modality</b>	<b>Takes Attendance</b>
Lecture F2F	X
Online synchronous	X
Online asynchronous	
Hybrid	X <i>(for F2F sessions)</i>
Hyflex	X

Attendance in asynchronous courses is tracked in Blackboard. According to the U. S. Department of Education, attendance for asynchronous online courses is demonstrated through student participation in class or otherwise engaged in an academically related activity; logging into an asynchronous online class is not sufficient. Examples of acceptable evidence of academic attendance and attendance at an academically related activity in an asynchronous online course include:

- Student submission of an academic assignment;
- Student submission of an exam;
- Documented student participation in an interactive tutorial or computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the institution;
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

### Grading Guidelines throughout the Term

Using Blackboard, assignment feedback must be timely and utilize rubrics. Address what the student did well, what the student needs to improve on, and how to make the improvement. All faculty are expected to review, score and return student assignments in Blackboard within 3-7 days, depending on when the next assignment is due. Find the tutorial on how to enter grades into Banner [here](#).



### Final Examinations in Undergraduate Programs

One week each semester is designated for final examinations and should follow the final exam schedule outlined by the university. Each instructor shall give an examination or appropriate culminating activity during the scheduled final examination period.

The Office of the Registrar sets the schedule of examinations before the semester begins. It is expected that all examinations will be held in accordance with the schedule. The Office of the Registrar must approve any changes in the scheduled exam time. The Office of the Registrar can be reached at 708-209-4078 or [Registrar@cuchicago.edu](mailto:Registrar@cuchicago.edu) and the final exam schedule can be viewed here prior to the start of term. The Dean of Students (in consultation with the faculty member involved) must approve all student requests for permission to take exams at a different time.

### General Principles for Grading

The general pattern of final grades given by an instructor is of significance to the institution because the institution bases a number of important actions upon those grades (graduation, scholarships, honor awards, academic probation, refusal to re-register, etc.). Note that CUC uses a grading scale with +’s and -’s (e.g., A, A-, B+, B...). For more information about grading principles, please see the faculty handbook section of [the employee handbook](#).

Concordia University Chicago does not have a University-wide grading scale or policy. Grading scales can be and are set internally by a college, a department or a professor. Check with your division chair or program leader to find out more about how your college handles the grading scale. Grade reports are not issued by the Registrar’s Office. Final grades are available to all students via CUConnect, Concordia-Chicago’s online student portal. Any problems accessing this information should be referred to CougarNet for assistance. If a Concordia Chicago course is repeated, the highest grade will be used to calculate the grade-point average.

After the Office of the Registrar has issued grades and recorded credits, the typical basis for changing the grade is computational error. In such cases and others deemed legitimate, the division chair and the dean must give approval before the records are changed. A [Change of Grade form](#) to expedite this procedure is available in the repository on the portal. A faculty member has the exclusive responsibility for making and changing a grade, except in the case where the Honor Code Council has made a determination that supports a change.

### *Undergraduate Midterm Grades*

Undergraduate students are provided with midterm progress halfway through a semester or session. Midterm grades play an important role in informing students of their academic progress in their courses. Students making unsatisfactory progress are connected to university resources. Midterm grades do not appear on student transcripts.

- Students earning a grade of C or higher at the time of midterm grading will receive a midterm grade of 'S' or Satisfactory.
- Students earning a grade of C- or lower at the time of midterm grading will receive a midterm grade of 'U' or Unsatisfactory.

### *Final Grading*

Undergraduate and Graduate final grades are due 72 hours after the course ends. Please refer to the [Academic Calendar](#) for dates and deadlines. Additionally, a final grading reminder will be sent to the faculty from the Office of the Registrar via email one week before grades are due. Late submissions impact Degree Audit for graduation, employment, partnerships, transcript release through the National Student Clearinghouse, and student transferability. Questions about final grading can be directed to the [Office of the Registrar](#) at [Registrar@cuchicago.edu](mailto:Registrar@cuchicago.edu), by calling 708-209-4078 or by visiting Addison (AD) Hall 155 during business hours. Final grade instructions can also be located [here](#) or in the Repository of Concordia Connect.

### Incomplete Process

<i>Semester/Session</i>	<i>Incomplete Request Deadline</i>
<i>5-Week</i>	<i>Friday of Week 4</i>
<i>8-Week</i>	<i>Friday of Week 7</i>
<i>11-Week</i>	<i>Friday of Week 10</i>
<i>16-Week</i>	<i>Friday of Week 15</i>

Students must initiate the [request for an Incomplete Grade](#) from their instructor. Incomplete grades will only be given in extenuating circumstances (death in the family, sudden illness, etc.). The student should be in good standing and currently earning a passing grade in the course to be considered for incomplete approval.

If the instructor agrees to the student's request, the [Incomplete Grade Authorization Form](#), found on the portal, must be used and initiated by the instructor. The form outlines what the student must complete (assignments, tests, exams, etc.) and will need both the instructor's and the student's signatures. Once the instructor completes and signs the form, it can be shared with the student to review and sign if in agreement.

If the Incomplete Grade Authorization Form and supporting documentation are received by the deadline, the registrar will post the final grade of "I" on the course roster signifying that the process is complete. When faculty enter their final grades, the I-grade will already be posted. An email reminder will be sent to the instructor regarding the 6-week final grading deadline.

If a [Change of Grade Form](#) is not received by the Office of the Registrar at noon by the date notated on the academic calendar, the temporary grade of "I" will automatically update to a grade of F.

### Contacting Students

Adjunct faculty are required to contact students using their Concordia University Chicago email or the Navigate platform. All students have been assigned a university e-mail address and have been informed to check their email on a regular basis. Your Banner class lists will include the email addresses of your students. Official CUC business should not be conducted with private emails. You may also use Navigate to send text messages to students.

### Email: Faculty Responsibilities

- Use CUC email for all University related communication
- Check and respond to email messages from University constituents (students, parents, friends, coworkers, supervisor) in a timely manner (i.e. 24-36 hours would be optimal).
- Set an email away message when you will not be available and will not be checking email regularly.

- Example: “I am out of the office from mm/dd/yyyy until mm/dd/yyyy and will not be checking my email during this time. I return to the office on mm/dd/yyyy.”
- Keep email boxes from becoming full and unable to accept messages.

### Faculty Office Hours

Adjunct faculty are to make available times known directly to the students in the classes taught. All faculty are encouraged to provide information to students regarding accessibility (hours, phone, Zoom link, and email address) in the course syllabus. Faculty can also set availability of office hours through Navigate. Each faculty member should announce at least one office hour per week for each class taught. Where appropriate, in addition to face-to-face office hours the faculty member may also provide virtual student contact where feasible.

### Faculty Absences

1. When a member of the teaching staff plans an absence, he/she consults with the program leader and/or division chair, and, if possible, arranges for a substitute instructor, assigns readings, or makes some other instructional arrangement for the class.
2. If a member of the teaching staff plans to undertake major off-campus assignments that will require longer or repeated absences from class, he/she will consult in advance with the division chair, who will submit a recommendation to the appropriate dean.
3. In case of illness or other unavoidable absences, the faculty member will notify the division chair. Whenever a faculty member misses a face-to-face class session, he/she must inform the Office of the Registrar before the time of the class meeting. The Registrar will then place a note on the classroom door to alert students to the cancellation of the class.
4. If a faculty member at an off-campus facility cancels class, they should contact *the Manager of Facilities Management, extension 4067*, or [Olivia.Villarreal@CUChicago.edu](mailto:Olivia.Villarreal@CUChicago.edu), and cc [Grad.Admission@CUChicago.edu](mailto:Grad.Admission@CUChicago.edu) so the facility is made aware of the change.

### Classroom Regulations

Faculty and students shall exert every effort to keep classrooms and laboratories neat and in good order. Faculty members are asked not to move items of furniture and equipment from one room to another or from one building to another building without the consent of

the Purchasing Department so that the appropriate records will be modified to reflect the change in location.

Visitors may attend classes and laboratory sessions only after an appropriate administrative office or the instructor grants permission. In the interest of safety, minor children should not be regular visitors in a classroom or laboratory. A class member must obtain special permission from the instructor to bring a child under occasional unusual circumstances.

The use of video/audio recording devices in the classroom touches on both the rights of students and the rights of instructors. If a student desires to audio/video record a class session for himself/herself or another class member, she/he will first request permission from the instructor, indicating the purpose of making the recording, and for whom. If the instructor agrees, the student is obligated to permit only use of the recording for the limited purpose requested. The student is otherwise subject to and responsible for compliance with all applicable copyright laws.

The instructor may deny the request based on her/his evaluation of the suitability of the class activity for recording, the general validity of the request, or concerns for infringement on copyright. The instructor should communicate to the student the reason for the denial. Under no circumstances is the student permitted to record and make commercial use of or copy or distribute such recordings made with the above permission. \*Note that a student's legal right to accommodations that include recording the class must be honored.

### Office of the Dean of Students

This office assists students and faculty in a variety of ways: They work with student absences to collect supporting documentation and reach out to faculty. All of the incident reporting forms route through their office, including the Student Complaint Form. They assist when possible with financial support via the various student assistance funds. When in doubt, faculty members can feel free to contact the Dean of Students Office for student-related issues.

Additional resources under the Dean of Students Office include:

#### [CUC Counseling Center](#)

Safe, supportive environment to improve emotional, physical, and academic well-being. To schedule an appointment, please email: [Counseling.Services@CUChicago.edu](mailto:Counseling.Services@CUChicago.edu)

### [Career Services](#)

The Office of Career Services provides career exploration, resume and cover letter assistance, job interview prep, and internships.

### [Student of Concern Reporting Form](#)

Use [this form](#) to refer a student who may be struggling with personal or emotional difficulties or who may be exhibiting concerning behavior.

### *CUC Gold Folder*

The [CUC Gold Folder](#) provides a wealth of information related to resources (both on and off-campus) as well as websites and hotlines that can serve to support students in distress. It also details the procedures for when and how to properly inform staff members and administrators about students of concern or other incidents, such as those involving sexual misconduct, Code of Conduct violations, and emergencies.

### [Gard Student Assistance Fund](#)

Up to \$300 per student to those with an emergency need related to medications/prescriptions or costs related to medical care, food or transportation needs, travel expenses due to serious illness or death in the immediate family, overdue utility bills reaching a turn-off notice, homelessness or sudden loss of childcare, safety needs (including the needs of survivors of domestic violence), books and other essential academic expenses, replacement of essential personal belongings due to fire or natural disaster.

### [Institutional Review Board](#)

Concordia University Chicago recognizes its ethical, legal, and federally mandated responsibilities to safeguard the rights and welfare of human subjects in all research conducted by its students and personnel. Its ethical responsibilities are guided by the principles outlined in the *Belmont Report* of respect for persons, beneficence, and justice. Concordia-Chicago's federally mandated responsibilities come from the Department of Health and Human Services (DHHS) and are outlined in Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46). These regulations mandate that all institutions engaged in research with human subjects provide the dual protections of Institutional Review Board (IRB) review and informed consent from the participants.

All research involving human subjects conducted by either Concordia-Chicago students or personnel is reviewed by the IRB. The CUC IRB was established by the Board of Regents to comply with the standards for research of the U.S. Department of Health and Human

Services' Office for Human Research Protections (OHRP). This includes research projects both funded and unfunded. Research conducted by an investigator affiliated with Concordia-Chicago at an off-campus site(s) or in collaboration with an investigator at another institution is submitted to the Concordia-Chicago IRB. The IRB also reviews applications from faculty/instructors for research that involves human subjects for the purpose of teaching and training students in research. These classroom projects are supervised by the instructor.

It is the responsibility of individual instructors to familiarize themselves with the policies and procedures of the IRB and to maintain current Human Subjects Research training credentials. The University regards any infringement of these policies and procedures as a serious breach of professional standards. The University's willingness to defend researchers in litigation depends on strict adherence to policies and procedures regarding IRB approval.

If you have any questions or are unsure whether your research requires review, please contact the IRB: [IRB@CUChicago.edu](mailto:IRB@CUChicago.edu).

### Serving on Dissertation Committees

Adjunct faculty who hold a terminal degree are eligible to serve on dissertation committees in the capacity of the chair, methodologist, or reader. Committees are compensated after the proposal and final dissertation defenses.

### Honor Code Violation Form

The development of the entire student as an ethical and moral citizen of the world includes the notion of academic integrity and personal responsibility. An honor code serves to promote integrity at CUC and articulates concretely the level of honor and integrity expected of all scholars. Honor code violations should be filed using the [Honor Code Violation Form](#).

When a violation is reported it is the responsibility of the Honor Code Director to investigate and review the alleged incident, a process which includes a discussion with the instructor after receiving the violation form (if necessary) and meeting with the student individually to discuss the alleged incident, academic dishonesty, the Honor Code process and related consequences. If the student would like to challenge the allegation, it is possible that the incident will be brought before the Honor Code Council. The Honor Code Director will inform the professor when the violation has been resolved and what (if any) sanctions have been issued.

### Room Assignments

Academic spaces, such as classrooms and laboratories, are assigned by the Office of the Registrar. Faculty members may not move a class to a different room without the consent of the Office of the Registrar. Any class meeting in a different location (e.g., computer lab, clinical site) must be reported to the Office of the Registrar with as much advance notification as possible prior to the date of location shift. Please contact the Office of the Registrar at 708-209-4078 or [schedule@cuchicago.edu](mailto:schedule@cuchicago.edu) with any questions regarding classroom assignments.

Off-campus room assignments are contracted through the Manager of Facilities Management, extension 4067 or [Olivia.Villarreal@CUChicago.edu](mailto:Olivia.Villarreal@CUChicago.edu), and cc [grad.admission@cuchicago.edu](mailto:grad.admission@cuchicago.edu). Please contact the manager to resolve class scheduling or room assignment problems.

### Sale of Class Materials

For instances of faculty who want to use their own materials and where there would be royalty fees involved, advance approval from the appropriate dean is required.

### Syllabus

Each faculty member must provide students with a written syllabus of the course during the first class period. Some divisions use standardized course syllabi. Please, contact the division chair for course-specific syllabus information. This syllabus should contain a brief course outline, the objectives to be met, a list of the required assignments, an attendance policy, an explanation of the grading procedure to be used, and other things that the instructor desires. Faculty should include office hours, contact information, and times of availability.

Since all students are asked to sign an honor code, the following statement should be included in your syllabus: *"In accordance with the honor code that you have signed, turning in any piece of work with your name on it constitutes your pledge that you have not given or received any unauthorized aid."*

In addition, please specify any citing preferences (e.g. MLA style or APA style), acceptable collaboration practices (i.e. specifying whether or not students can work together and, if so, on what assignments), and any other information that will clarify academic expectations for students.



Faculty members are responsible for the grades to be given in a course but students have a right to know the basis of the grades to be given. This should be reflected in the syllabus and be applied consistently.

### Textbooks and Course Materials

In order to comply with Public Law 110-315-Aug. 14, 2008 Higher Education Opportunity Act, each faculty member should consult the [Academic Calendar](#) for book adoption deadlines. In addition, faculty are encouraged to work with the respective division chair and/or college administrative assistant to determine textbook requirements and to order desk copies of textbooks.

### Understanding of Policy

It is the responsibility of the adjunct faculty member to understand and follow the policies of Concordia University Chicago. These policies and procedures are contained in this handbook. Questions should be addressed to the division chair through which the faculty member's appointment was made.

## Security & Safety

### Public Safety

The Department of Public Safety (DPS) ensures the safety and security of the Concordia University Chicago campus 24 hours a day, seven days a week. Full and part-time officers conduct regular security patrols and maintain a very close working relationship with the River Forest Police and Fire Departments, which are on call 24/7 to respond to emergencies.

DPS maintains 26 emergency call boxes throughout campus, which provide immediate connection to both the River Forest Police/Fire Dispatch Center and the campus dispatch switchboard, which allows immediate DPS response to all such calls. The department is guided by the University's comprehensive Emergency Response Plan, in which responses to potential emergency situations are specifically detailed. The DPS office is Room 140 in Addison Hall.

#### *Contact from a Campus Phone*

Emergency: 911

Switchboard: 0

DPS Non-emergency: 3039

DPS Office: 3233

#### *Contact from Any Phone*

Emergency: 911

Switchboard: 708-771-8300

DPS Non-Emergency: 708-209-3039  
DPS Office: 708-209-3233  
River Forest Police Non-Emergency: 708-366-7125

*Email*

[CUCPublicSafety@cuchicago.edu](mailto:CUCPublicSafety@cuchicago.edu)

## Annual Security Report

The Department of Public Safety is required to maintain records of all security-related activity on the campus in an [annual security report](#). These requirements are detailed in the [Clery Act](#).

## Incident Reporting

This is a [general incident reporting form](#) and can be used for reporting any non-emergency situation. Use this form to report behavioral concerns and/or CUC Code of Conduct violations. Below are additional links for specific kinds of reporting:

[Report Sexual Misconduct](#)

[Report Discrimination or Harassment](#)

[Report A Non-Academic Concern](#)

## Smoke-Free Policy

To protect the health and safety of students, faculty, staff, and visitors on campus, and to create a cleaner and more sustainable campus environment, the campus of Concordia University Chicago campus is smoke-free.

“Smoking” refers to the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, electronic smoking devices (including vaping, e-cigarettes, and vaporizers), hookah, cannabis, herbs, leaf-like substances, and or lighted smoking equipment. All forms of smoking are prohibited and may be subject to confiscation and/or disposal.

### *Scope of Policy*

Smoking as defined above is prohibited on all property owned or leased by Concordia University Chicago, including (but not limited to):

- all interior space on campus;
- all outside property or grounds owned by the University, including areas such as walkways, parking garage and parking lots, and patios;
- all vehicles leased or owned by the University;
- all personal vehicles while on University property;

- all indoor and outdoor athletic facilities.

The Drug-Free Schools and Communities Act prohibits cannabis use, possession, and/or cultivation at educational institutions or on the premises of any institution that receives federal funds. Medicinal marijuana is also prohibited on-campus or at any University sponsored event per the Medical Marijuana policy.

This smoking policy applies to all faculty, staff, students, guests, and vendors who visit Concordia University Chicago. Consequences for any violation of this policy include, but are not limited to: warnings, fines, confiscation, and/or removal from campus.

### Drug-Free Workplace

The University does not condone the illegal use of a controlled substance. No employee may use, possess, manufacture, distribute, sell, purchase, or be under the influence of illegal drugs while on the University's premises (including University-owned or leased vehicles), or while conducting business for the University. Employees must also comply with all applicable laws prohibiting the use and possession of drugs, generally. Please see 1.7.2 in the [Employee Handbook](#) for additional information. Should any employee (faculty, staff, or student) violate this policy, such employee is subject to disciplinary action, up to and including termination.

### Title IX & Sexual Harassment

Faculty at Concordia University Chicago are mandatory reporters and expected to report any sexual harassment or potential violations of the [Title IX policy](#) to the Title IX Coordinator. Use [this form](#) to report any acts of sexual misconduct.

[Sexual harassment](#) may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The complainant and the respondent may be of either gender and need not be of different genders. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, status in a position of employment or an academic course or program, or participation in any University activity;
- Submission to, or rejection of such conduct by an individual is used as the basis for a decision affecting an individual's employment or education, status in a position of employment or an academic course or program, or participation in any University activity; or
- Such conduct is intended to or would objectively be regarded by a reasonable person as (i) unreasonably interfering with an individual's job performance or academic performance in a course or program, or participation in any University activity, or (ii) creating an intimidating, hostile or offensive work, learning, or educational environment.

Depending on the circumstances, sexual harassment may include, but is not limited to, the following:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts;
- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body;
- Offering or implying a job- or education-related reward (such as a pay increase, a favorable employment evaluation, a job promotion, a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- Threatening or taking a negative employment or educational action (such as a reduction in pay, a negative employment evaluation, or a demotion, giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because sexual conduct is rejected;
- The use or display in the workplace or classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical or other justification; and
- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

### Nondiscrimination Statement

Concordia University Chicago does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. However, Concordia-Chicago is an institution of the Lutheran Church—Missouri Synod and, to the extent allowed by law, reserves the right to give preference in employment based on religion.

#### *Discrimination/Harassment Reporting Form*

[Use this form](#) to report ANY incident of discrimination, harassment, bullying, or bias. CUC is committed to providing a work and study atmosphere that is free from all forms of illegal discrimination or harassment based upon race, color, religion, sex, sexual harassment, national origin, ancestry, age, marital status, disability, parental status, source of income, military discharge, military status, retaliation, aiding and abetting discrimination, willful interference with protected rights, coercion, arrest record, or citizenship status.

## Fire Regulations

Fire safety regulations are required for the safety of students, faculty, and staff. Fire alarm safety requires all occupants to leave the building according to state law and village ordinances. Occupants should leave the building via the nearest safe exit. Faculty should assist students to exit academic areas. Refuge should be at least 100 from the building or inside another building where alarms are not sounding. No person shall return to the stricken building until instructed to do so by Public Safety or the Fire Department.

Able-bodied persons can utilize fire extinguishers at their own risk after activation of the fire alarm system. Staff may perform security duties (e.g. close and lock vault, secure protected records) prior to exiting. Periodic drills shall be treated as actual fire alarms. Concerns about fire safety procedures or equipment should be directed to the Director of Public Safety (X3629).

## Legal Notice

The material contained in this handbook is for information only and does not constitute a contract between Adjunct faculty and the University. The University reserves the right to revise policies, amend rules, and alter regulations in accordance with the best interest of the institution.

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