

THE UNIVERSITY OF TENNESSEE



*Adjunct Faculty
Handbook*

2011-2012

I. Introduction

Welcome to the Adjunct Faculty of the College of Law and thanks for agreeing to teach in the fall semester 2011.

This handbook recognizes your importance to the College of Law. Over the past several years, adjunct faculty have been asked—and have been willing—to assume an ever greater role in the education of law students, particularly in advanced and specialized offerings. Without your help, the law school could not offer the curriculum it does.

One purpose of this handbook is to provide useful information regarding how the law school is run, especially to those of you who are teaching at the College of Law for the first time. In addition, however, the handbook seeks to be helpful to the “veteran” members of the Adjunct Faculty by providing the names, titles, and up-to-date job descriptions of the members of the law school administrative staff.

Besides providing useful information regarding the administration of the law school, this handbook addresses some basic matters designed to be of assistance to you in your role as a teacher. Some of the items discussed may seem obvious; others may not have occurred to you. Even if you have thought about all the matters regarding teaching touched on in this handbook, you may be comforted to know that you have not overlooked any of the basics. For more detailed information about the law school’s academic policies, consult the law school’s Web page (www.law.utk.edu) or Associate Dean Carol Parker.

Obviously, this handbook cannot address all the questions that might arise during the course of the semester. Indeed, to make this handbook as useful as possible, a conscious decision was made to make it as short as possible. Insofar as you have any suggestions for improvement, however, please feel free to contact Associate Dean Carol Parker. By sharing your suggestions with Carol you can be of invaluable assistance in helping the College of Law help all the other members of the Adjunct Faculty.

II. Who Is Responsible for What?

This part of the handbook consists of three sections. The first is a general introduction to the administrative staff of the College of Law. The next section provides general information regarding a variety of matters -- gaining access to the building during off hours, posting announcements, contacting students, obtaining equipment for classroom use, and obtaining

library materials. Finally, there is a “quick list,” extracted (for the most part) from the earlier material, of particular administrative matters likely to be of greatest importance to you, along with the name, location, and/or telephone number of the responsible individual or office.

A. The Administrative Staff of the College of Law

What follows are names, office locations, telephone numbers, and brief descriptions of who does what at the College of Law.

Dean Doug Blaze (278 Taylor Law Building, 974-2521). As Dean of the College of Law, Doug Blaze is in overall charge of the place. Although you should feel free to call or meet with Doug whenever the need arises, scheduling an appointment is a good idea. **Ramona Armstrong (278 Taylor Law Building, 974-2521)** is Administrative Assistant to Dean Blaze. If you need to schedule an appointment with the Dean or if you have a question about particular law school activities, Administrative Services Assistant **LaVaun Browder (278 Taylor Law Building, 974-2521)** is the person to contact. LaVaun also is the person to contact if you would like to reserve a room or have special requests for setting up a room. **Mary Ann James (278 Taylor Law Building, 974-2521)**, the Human Resources and Administration Manager, coordinates many law school events and handles administrative matters around the law school, with special responsibilities for the secretarial staff.

Carol Parker, Associate Dean for Academic Affairs (278 Taylor Law Building, 974-2521). Among her principal tasks as Associate Dean, Carol Parker sees to it that the curriculum is staffed, and handles alleged incidents of academic dishonesty. She also is charged with a variety of other administrative tasks, and consults with faculty and students on academic matters.

Katrice Morgan is the Assistant Dean for Student Affairs (166 Taylor Law Building, 974-6790). Dean Morgan is the person primarily responsible for student life at the law school. Students consult with her regarding questions and problems with their classes, requirements for graduation, and other concerns. She also schedules classes and examinations for all courses. If you will be giving an examination in your course, Dean Morgan is the person with whom to talk. Make certain you discuss any special requirements or any unique circumstances about your examination with her before the examination is given.

The **Records Office (166 Taylor Law Building, 974-6790)** also is under the direct supervision of Dean Morgan. Working with the Dean are Senior Administrative Services Assistant **Sheryl Branson** and Senior Recorder **Amy George**. The office handles class registration, book orders, course evaluations, administration of examinations, and grades. It also assigns numbers for student submissions that are graded anonymously, and collects and returns students' written assignments.

Karen Britton, Director of Admissions, Financial Aid, and Career Services (161 Taylor Law Building, 974-4131 & 157 Taylor Law Building, 974-4348). As her title as Director of Admissions indicates, Karen Britton and her staff handle the administrative details that are involved in admitting students to the law school as well as processing their requests for financial aid. Working with Karen in the **Admissions/Financial Aid Office (161 Taylor Law Building, 974-4131)** are **Janet Hatcher**, Admissions and Financial Aid Advisor, **Carolyn Dossett**, Senior Admissions Specialist, and **Phyllis Brewer**, Admissions Recruiting Assistant.

As Director of Career Services, Karen assists students and alumni in acquiring the skills and information necessary for a successful job search, whether for employment as law clerks while in school, full-time employment upon graduation, or in making a lateral move thereafter. Working with Karen in **Career Services (157 Taylor Law Building)** are Student Advisor and Resource Specialist **Kay Brown (974-4751)**, Recruitment/Employment Coordinator **Joe Christian (974-4349)**, and Coordinator for Access to Justice and Mentoring Programs **Brad Morgan (974-2492)**.

Howie Avery, Director of Development (250 Taylor Law Building, 974-6857). Howie oversees the development and alumni affairs activities of the College of Law. His responsibilities include working with the Dean on major gifts, annual giving, and alumni events. Working with Howie in the **Office of Development and Alumni Affairs (250 Taylor Law Building)** is **Lauren Herbstritt**, Coordinator of the Annual Fund and Alumni Affairs (975-6691).

Tanya Brown, Director of Communications (394 Taylor Law Building, 974-6788). Tanya oversees the direction and vision of the school's communications and marketing approach, manages the college's web presence and media relationships, and coordinates social media strategies. She also is the managing editor of *Tennessee Law*.

R.G. Smithson, Director of Public Affairs (394 Taylor Law Building, 974-0687). R.G. Smithson is

responsible for all College of Law publications, including the Informant, which is the major internal publication of the College of Law. He also writes and distributes news releases and otherwise publicizes the activities and accomplishments of the students, faculty and staff of the College. R.G. also shares responsibility for maintaining the information on the College's Web page.

Teresa Peterson, Budget Director (265 Taylor Law Building, 974-6784). Teresa Peterson is the Director of the Budget and Business Office for the College of Law. Her unit is responsible for all financial functions of the College, including payroll, accounts payable and receivable, travel, faculty development accounts, and purchasing. In addition, the **Business Office (265 Taylor Law Building)** works closely with graduate and research assistants, student organizations and Moot Court teams, coordinates spring hooding, and handles key and parking requests. Working in the **Business Office** are Accounting Assistant **CJ Ottinger (265 Taylor Law Building, 974-6591)** and Accounting Specialist **Amber Turner (265 Taylor Law Building, 974-4263)**.

Scott Childs (974-6733), Associate Dean for Library and Technology Services, is in overall charge of the law library. **Reba Best (974-6728)** is the Associate Director. **Loretta Price (974-9746)** is the Interim Head of Acquisitions/Serials; **Cathy Cochran (974-0236)** is the Computer Services Librarian; **Carol Collins (974-6552)** is the Interim Head of Cataloging; and **Sibyl Marshall (974-5906)** is Head of Public Services. The most current information regarding the hours of operation of the Law Library can be obtained by calling 974-2112. This would be the number to call, for example, in the event of bad weather to find out if the Library is open.

Valorie Vojdik (81 Taylor Law Building, 974-2331) serves as **Director of Clinical Programs**. As Director of Clinical Programs, Val manages the live-client Legal Clinic and coordinates other clinical programs at the College of Law. **Lisa Holden (84 Taylor Law Building, 974-4412)** is the Administrative Coordinator of the Legal Clinic. **Patti Anderson (83 Taylor Law Building, 973-2331)**, Administrative Support Assistant, serves as receptionist for the Clinic.

Penny White (Suite 269 Taylor Law Building, 974-6830) serves as **Director of the Center for Advocacy and Dispute Resolution**. As Director of the Center for Advocacy, Penny has primary responsibility for developing the Advocacy Concentration curriculum and training and coordinating faculty teaching those courses. **Corinna Brock (974-1477)** is Penny's assistant.

George Kuney is **Director of the Clayton Center for Entrepreneurial Law (202B Library/Classroom Building, 974-2500)**. As Director of the Center for Entrepreneurial Law, George has primary responsibility for developing the curriculum for the Concentration in Business Transactions and other business law courses. George also works with and coordinates the activities of adjunct faculty teaching those courses required for students in the concentration -- Contract Drafting and Representing Enterprises -- and oversees the outreach activities of the Center, often in conjunction with other groups external to the law school. He is assisted by Administrative Support Assistant **Sophia Dardy (202A Library/Classroom Building, 974-9917)**.

Michael Higdon serves as **Director of Legal Writing (385 Taylor Law Building, 974-2393)** and is available to talk to any of you about students' writing and ways to incorporate writing assignments into your courses. **Elizabeth Gentry (332 Library/Classroom Building, 974-6799)** is the Writing Specialist, who is available to work with individual students or groups of students who want or need to work on their writing skills.

Administrative support for a variety of other activities is provided by several individuals:

Mary Ann James (278 Taylor Law Building, 974-2521) supervises the support staff, located on the third floor of the Taylor Building. Mary Ann is the person to contact if you need secretarial assistance. The staff of the Faculty Services Office (**356 Taylor Law Building, 974-6816**) provide administrative and secretarial support to the faculty. They are here to support your teaching efforts. Staff members include Office Manager **Cindy Farabow (974-6815)** and Administrative Support Assistants **Sean Gunter (974-6801)**, **Beth Ford (974-6803)** and **Tammy Neff (974-9691)**.

Senior IT Technologists **Daniel Freeman** and **Mike Taylor (112 Library/Classroom Building, 974-0614)** and Senior IT Technologist **Joe Gray (115 Library/Classroom Building, 974-6859)** provide computer assistance.

Micki Fox, Administrative Coordinator (336 Library/Classroom Building, 974-4464) oversees the administrative operations of the *Tennessee Law Review* and serves as its business manager. She also is the College's CLE coordinator.

Tabor Crombie (34 Library/Classroom Building, 974-6779) is the Coordinator of Duplication

and Mail Services and maintains most office supplies. The **Dean's Office staff (278 Taylor Law Building, 974-2521)** oversees these services in Tabor's absence.

Everyone on the administrative staff stands ready to assist you in your role as a member of the Adjunct Faculty.

B. General Information

Access During Off Hours. Access to the College of Law is restricted during "off hours." There is no comprehensive definition of "off hours." Generally speaking, "off hours" are the times when the Law Library is closed.

The regular hours of the Law Library are:

Monday - Thursday	7:30 a.m. until 11 p.m.
Friday	7:30 a.m. until 8:00 p.m.
Saturday	10:00 a.m. until 6:00 p.m.
Sunday	10:00 a.m. until 11 p.m.

During off hours, access to the College of Law requires a University ID card (which is swiped, like a credit card, through a device located adjacent to the door). Teresa Peterson in the Business Office (Suite 265) will make the necessary arrangements to allow you to obtain a University ID card. They are available at the Volcard Office located at 472 S. Stadium Hall, between gates 12 and 13, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Once you have your ID card, please see **LaVaun Browder** in the Dean's Office (**278 Taylor Law Building, 974-2521**), who will arrange to activate your card.

Assignments, Announcements, Etc. The adjunct faculty bulletin boards are located on the second floor gallery of the Library/Classroom Building. The bulletin boards are the best place to put notices intended for the entire class. If you have an assignment or announcement that you would like posted, contact **Cindy Farabow** in the **Faculty Services Office (356 Taylor Law Building, 974-6815)**. Cindy will have the announcement typed and posted. You can also post notices on the College of Law's web page by contacting the staff of the **Faculty Services Office**. In addition to the bulletin boards, there are mail slots for each student located on the ground floor of Taylor Law Building, across from the Records and Admissions Offices.

Finally, you may post materials on the College of Law website. The Library circulation services can provide web-based retrieval for most items. Course materials and reserves will be uploaded on the web

and students will access them by searching by either course name or professor. A link that allows students to do this will be published in the “Current Students” section of the College of Law website. Materials to be posted should be sent to Beth Offshack, 974-7416; boffshack@utk.edu.

Building Policies. Policies regarding use of the building are specified in a memorandum from Dean Blaze, entitled “Pride and Preservation.” A copy is attached to this handbook. Please make every effort to help preserve the building as a place where professionals learn.

Classrooms. If you need to reserve a classroom, contact **LaVaun Browder (278 Taylor Law Building, 974-4241)**. If no rooms within the law school’s control are available or suitable for your needs, LaVaun will attempt to secure a room elsewhere on campus.

Equipment for Classroom Use. If you need special equipment—video cameras, televisions, overhead projectors, or the like—the most important thing to do is to make the necessary arrangements five working days ahead of time. If you need equipment, contact **Jeff Groah (114 Library, 974-9731)** or, alternatively, **LaVaun Browder (278 Taylor Law Building, 974-2521)**. If you will use the equipment on a regular basis, let Jeff or LaVaun know that too.

Library Materials. Materials can be obtained from the law library by contacting the **Circulation Desk (974-7419)**.

Office Space—If you will need office space, please contact **Amber Turner (265 Taylor Law Building, 974-4263)** and let her know the days and hours during which you will need to use an office.

C. Quick List

Academic Matters—Associate Dean Carol Parker (278 Taylor Law Building, 974-2521)

Access to Buildings—LaVaun Browder, (278 Taylor Law Building, 974-2521)

Administration of Examinations—Student Records Office, (166 Taylor Law Building, 974-6790)

Book Orders—Student Records Office (166 Taylor Law Building, 974-6790)

Bulletin Boards—Second Floor of Library/Classroom Building

Classroom Reservations and Special Requests—LaVaun Browder (278 Taylor Law Building, 974-4241).

Class Schedules and Class Rolls—Assistant Dean **Katrice Morgan** (166 Taylor Law Building, 974-6790)

Computer Supplies—Business Office (265 Taylor Law Building, 974-4263)

Duplication and Mail—Tabor Crombie (34 Library/Classroom Building, 974-6779) or Dean’s Office (278 Taylor Law Building, 974-2521)

Equipment for Classroom Use—Jeff Groah (114 Library, 974-6731) or LaVaun Browder (278 Taylor Law Building, 974-2521)

Grades—Student Records Office (166 Taylor Law Building, 974-6790)

Mail Boxes for Adjunct Faculty—Third Floor Taylor Law Building

Keys and Office Space—Business Office (265 Taylor Law Building, 974-4263)

Library Hours of Operation—974-2112

Library Materials—Sibyl Marshall (106 Library/Classroom Building, 974-5906)

Mail Slots for Individual Students—First Floor Taylor Law Building

Office Supplies—Tabor Crombie (34 Library/Classroom Building, 974-6779) or Business Office (265 Taylor Law Building, 974-2521)

Parking and Direct Deposit Slips—Business Office (265 Taylor Law Building, 974-4263)

Faculty Support Staff—Cindy Farabow (Faculty Services Office (356 Taylor Law Building, 974-6815) or Mary Ann James (278 Taylor Law Building, 974-2521).

Security—Dean’s Office (278 Taylor Law Building, 974-2521)

Posting of Course Materials on the Web—Beth Offshack (974-7416, boffshac@utk.edu).

III. Teaching

A. In General

Based on your own law school experience, you know that different teachers teach effectively using different methods of instruction. Some are masters of the Socratic method, while others are superb lecturers. In writing courses and skills courses, the most effective teaching typically takes the form of requiring the students, with proper guidance, to “do it” and, after being critiqued, to “do it again.” In short, there is no one way to teach well; much depends on what you will be teaching as well as your individual talents.

From the students’ point of view, one of the greatest strengths of adjunct faculty is their “real world” experience. On the other hand, that same experience can be a disadvantage. The American Bar Association in its 1993 Manual on Adjunct Faculty puts the matter this way:

[A]s helpful as are real-world experiences in stimulating lively and valuable instruction, they also carry the hazards of undue recounting of “war stories.” . . . [P]ersonal experiences (of the instructor or others) do not in and of themselves foster student learning; rather, they should be used as a springboard for reflection, critique, and generalization.

One way of reconciling this dilemma is to view your “war stories” as legitimate sources of lessons for your students. Use them to create simulations or to put your students in realistic practice situations. Then, ask your students to devise their own solutions and use your experience to critique their suggestions.

B. Getting Off to a Good Start

Whatever method of teaching you use, you can make the experience better from both the students’ point of view as well as your own if you think about and resolve several important matters before your first scheduled class.

Course Materials and Content. Certainly, one of the first things you need to resolve is what materials will be required for your course as well as any additional suggested readings or study aids that you may want to call to your students’ attention. By the time you receive this handbook, you should have been contacted about your book order. If you need any other assistance with your course, please contact one of the following:

Advanced Trial Practice, Interviewing and Coun-

seling, Negotiation and Dispute Resolution, Pre-Trial Litigation, and Trial Practice -- **Professor Penny White (269 Taylor Law Building, 974-6830).**

Legal Process -- **Professor Michael Higdon (385 Taylor Law Building, 974-2393).**

Contract Drafting and Representing Enterprises -- **Professor George Kuney (202B Library/Classroom Building, 974-2500).**

Other Courses—**Associate Dean Carol Parker (278 Taylor Law Building, 974-2521)**

Reading and Other Assignments. Students prefer to know at the outset what a course is all about and what is expected of them. In that regard, most full-time faculty members prepare and distribute a syllabus at or near the beginning of the semester. The amount of detail varies. Some faculty simply indicate in general terms the sequence of topics and the pages in the casebook or other material that will be covered during the course of the semester. Other faculty members prepare a detailed syllabus which sets forth the reading assignments for each week or each class meeting during the semester. The more you plan ahead, the better. As a general rule of thumb, students reasonably can be expected to devote two hours preparing for each class session.

Method of Evaluating Student Performance. Students are keenly interested in how their performance will be judged. Let them know if there is to be a final examination and whether it will be an essay examination, objective examination, or both. Also important is whether the examination will be open-book or closed-book. If research papers or other written submissions are required, give the students some idea of how many papers are required, their length, and when they must be submitted. Likewise, if the grade depends even in part on oral presentations and/or class participation, make that known at the outset.

Class Attendance and Preparation. Students are expected to attend class and to be prepared. If you have particular expectations on these matters—and especially if you will reduce the grade of a student who fails to attend class or who is unprepared—the students should be so advised in advance.

Cancellation of Classes. Classes should not be cancelled unless absolutely necessary. This is especially important because the law school has

no classrooms specifically available to it for makeup classes. If you must cancel a class, contact the Student Records Office (166 Taylor Law Building, 974-6690) and they will post a notice to your students. If you are required unavoidably to miss a class, schedule a makeup. That is not always easy, given the students' schedules and the limited availability of classrooms. If you must schedule a makeup class, you may obtain a classroom by contacting **LaVaun Browder (278 Taylor Law Building, 974-4241)**.

Deadlines. The most important deadlines are those for submitting book orders, final examinations, and grades. As mentioned earlier, you already should have placed your book order.

Allow five working days for your examination to be typed and copied, and be very careful to maintain security when your examination is being prepared. A more detailed memorandum regarding final examinations will be distributed by Carol Parker a few weeks before the scheduled examination period. That memorandum also will indicate when grades are due, but generally grades are due within a matter of days after the last final examination is given.

Grades. One of the most difficult aspects of teaching is assigning grades, particularly failing or low grades. As a member of the adjunct faculty, you share in the responsibility of expressing honestly through your grades whether a student's performance meets your expectations of minimal professional competence or exceeds it.

As a general rule, students are graded anonymously on their written work. Other types of graded exercises—like oral arguments, mock trials, etc.—typically cannot be graded anonymously. Any questions you may have regarding the anonymity policy should be directed either to Assistant Dean **Katrice Morgan** or Associate Dean **Carol Parker**.

Students may use laptop computers for examinations. If you have questions about the use of laptops, please contact Dean Morgan.

Please note that the College's grading system has changed. Grades are now awarded and reported on 0.1 increments, with 0.0 being the lowest possible grade and 4.3 the highest possible grade.

To be in good academic standing, students must maintain an overall average of 2.0. A chart showing the correlation between overall grade point averages and class standing is attached.

Generally speaking, there is no mandatory grade distribution. Instructors teaching different sections of a required course, however, are encouraged to consult with each other, if feasible, about grades, and may agree upon a range within which the mean grade for each section will fall. Even if a course is not required, you should feel free to consult with other faculty members teaching the same course before assigning your final grades. Likewise, please adhere to any suggested mean grade communicated to you by Professors **Michael Higdon, Penny White** or **George Kuney**. Indeed, if you are teaching either Contract Drafting or Representing Enterprises, submit your grades to Professor Kuney for approval and forwarding to the Records Office.

Faculty policy places strict limits on grade changes. Grades may be changed only: 1) to correct an error in computing or recording the grade, 2) to correct an error in reading or evaluating work that the student submitted prior to the time the final grade was submitted, 3) to cure an error in the structure or administration of the examination, or 4) to replace a grade entered for a graduating student before that student completed all the work for a course. If you need to change a grade, please consult first with Associate Dean **Carol Parker (278 Taylor Law Building, 974-2521)**.

Office Hours. Students may need to contact you at times other than scheduled class meetings. You may want to set regular office hours either here at the law school or at your usual office. In any event, let the students know where or how you can be reached. In most instances, providing them with your office location and telephone number or e-mail address should be sufficient.

Student Pictures. The law school publishes the pictures of first-year and upper-division students in separate publications. If you would like a copy of either publication, contact **R.G. Smithson (394 Taylor Law Building, 974-0687)**.

Evaluations and Class Visitations. Particularly if you are teaching a course for the first time, you may wish to solicit student input regarding the course before the end of the semester. One possibility is to ask the students to submit informal, anonymous comments midway through the semester. The comments may be more candid if they are submitted to someone else—for example, a full-time faculty member teaching in the same area—who can convey their substance to you. Regardless of what you do in that regard, all faculty members, including adjunct faculty, are evaluated by the students toward the end of the

semester. You will be requested late in the semester, but before the final examination period, to make some time available for that purpose. After grades are posted, you, the Dean and the Associate Dean for Academic Affairs will receive a copy of your student evaluations. A copy of the evaluations also is placed on reserve in the law library.

Sometime during the semester a full-time faculty member may visit one of your classes and to provide some feedback if you would like it. Likewise, you should not hesitate to make arrangements to visit classes being taught by full-time faculty or even other adjuncts who may be teaching the same or a related course. Just let the faculty member know in advance of your impending visit.

C. Ethical Considerations

Unique ethical problems may confront you in your role as an adjunct faculty member. *If a student who is or was employed by you or your firm registers to take your class, please advise Associate Dean Doug Blaze immediately so that the student can be reassigned to another section of the course if one is available or other corrective action can be taken. Likewise, please contact Doug if a student currently enrolled in your course seeks to interview with you or your firm.*

Another area of potential concern relates to the confidentiality of matters on which you may be working in your normal employment. Keep in mind that a student or students in your class may have worked or may be working on the other side of the matter. Likewise, students may wish to discuss matters that create concerns of confidentiality for you. At a minimum you may wish to alert your students to these concerns at the beginning of the semester so that they can be avoided.

You should be sensitive to matters of race, gender, religion, ethnicity and sexual orientation in the classroom. As noted in the ABA Manual on Adjunct Faculty:

At the least, jokes and comments that reflect stereotypes of or disrespect for these groups must be conscientiously avoided. . . . [A]ll faculty members (adjunct and full-time) [should] consciously attempt, in their informal conversations, in classroom discourse, in the formulation of hypotheticals and examinations and the like to manifest respect for and a welcoming environment for all subgroups within the student body.

Likewise, you must avoid any possibility of sexual

harassment. A guide to the University's sexual harassment policy is available at www.cs.utk.edu/~bartley/ut/sexualHarass.html.

IV. Attachments

To provide further helpful information, the following materials are attachments to this handbook:

1. Memorandum Regarding Support Services for College of Law Faculty
2. Memorandum on Educational Technology
3. Bulletin board and 3rd floor mailbox request form.
4. Memorandum regarding special grading procedures.
5. Code of Academic Conduct for the College of Law
6. Memorandum of Writing Standards in Law School
7. Memorandum on Policies Regulating Use of the Building