



**UNIVERSITY OF IOWA COLLEGE OF LAW
GUIDE FOR VISITING AND ADJUNCT FACULTY**

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INTRODUCTION

Welcome to the University of Iowa College of Law. We are pleased that you will be teaching our students and look forward to your association with the law school community. This guide is to assist you in preparing to teach at Iowa Law. It is written for two groups of teachers. **Visiting faculty** have an academic home in another institution and typically teach and work full-time at the College of Law for a semester or summer session. **Adjunct faculty** typically have full-time employment elsewhere, making time once or twice a week to teach a course.

In this guide we share information relevant to both groups. Please note throughout this document the names and contact information of law school personnel who can assist you if you have further questions. Please don't hesitate to ask any of them for help. Their names, titles and contact information are listed together at the end of this guide.

The addendum at the end of this document pertains to temporary changes made due to COVID-19 considerations.

Again, welcome! We hope you enjoy your time at the College of Law.

YOUR ACADEMIC APPOINTMENT

All those teaching at the University of Iowa College of Law require a formal appointment. Following faculty approval and receipt of an offer letter, you will hear from Jill Soppe, our HR representative. She will send you a number of items:

- A data collection form asking for the information she needs to create your appointment in the University's HR system.
- A notification for a credential background check. The UI's HR department routinely completes a credential check for all new employees.
- A request that you complete an I-9 (Employment Eligibility Verification) form on-line. You will then need to meet with Jill Soppe in person at BLB with your acceptable documents prior to or on your first day of employment. The University is required to verify that all its employees are entitled to work in the U.S.
- Instructions for completing brief, on-line training covering the Federal Educational Records Privacy Act (FERPA) and sexual harassment prevention.

HawkID – The University of Iowa uses a login known as a Hawk ID, which is your personal identification, used along with your HawkID password to access online services at the University of Iowa. This will allow you to send and receive email on your uiowa account, and to be included in listservs and other communication.

Neda Barrett, HR Director, will contact you regarding your Hawk ID and email address. In order to get your Hawk ID password, you can go to hawkid.uiowa.edu and reset your password using the “forgot password” option. You can also call the ITS Help Desk at 319-384-4357. The IT staff will verify your identity before providing you with your password.

Employee **Self-service** –complete the following steps in Self-Service, if you haven’t already:

- Set up your direct deposit. Go to Time and Pay- Direct Deposit.
- Set up your W-4. Go to Time and Pay-Tax Withholding (W4).
- Make sure your personal information is correct. Click on My Self Service to see options such as Address/Phone change, demographics, etc. The University’s default is to publish your home address and phone number; if you don’t want it published, please go to My Self Service- Address/Phone Change/and choose Exclude in the drop down menu
- Change Hawk ID password- Click on My Self Service- Change Hawk ID password, to make sure you have a personalized password instead of the University generated oneSet up Two-Step Login under My Self Service – Security. This will add another layer of security to protect your information. We recommend the Duo app since it’s the most secure option and the easiest to use.

Iowa One Card – The Iowa One Card is your official University of Iowa photo ID. To obtain your card, please call 319-335-2716 to make an appointment; for now appointments are only scheduled on Thursdays. Bring a government issued ID card with you to your appointment where you will get your picture taken. Once you have your card, Rene Schilling-Arps (rene-arps@uiowa.edu) can give you access to the BLB (Boyd Law Building) with the card. The Iowa One Card office is located in the Old Capitol Mall (also known as UCC (University Capitol Centre) downtown Iowa City, on the 2nd floor.

Required Compliances – You will find your required compliances in your self-service. Please log into your self-service and then My Career – My Compliances. Click on unfulfilled compliances to see which compliances are due. As a new faculty member, you are required to take FERPA and Sexual harassment prevention training. These compliances may not show up until the first day of your regular appointment date.

Visiting faculty from other law schools are often appointed and compensated using a “Professional Services Agreement” under which the visitor remains employed by the home institution, thus remaining in pay status and continuing to receive the home institution’s health insurance and other benefits without interruption. The College of Law reimburses that institution for the visitor’s salary and benefits. Sometimes the offer letter will include terms for the payment of certain travel or living expenses that have been worked out between the College of Law and the visiting faculty member.

GETTING SETTLED

Office Arrangements

If you are a visiting faculty member who will be in residence for a semester or academic year, we will assign you a faculty office for your use during the course of your visit. A member of the support staff will provide you with your office number, phone number, keys, and a brief tour. Amanda Bibb, Administrative Services Manager, will arrange for administrative support.

If you are an adjunct faculty member who takes time away from other employment to teach a course at the law school, we will provide you with office space for a period before and/or after your teaching times so you can prepare and have a place to meet with students. Amanda Bibb will arrange for administrative support in connection with your teaching.

Mailboxes are assigned for visiting faculty members who will be in residence for a semester or academic year. These are located in the administrative suite (280 BLB). See your assigned assistant for ordinary office supplies.

Photocopying and Faxing

Photocopy and fax machines are located on the fourth floor and in the administration suite on the second floor.

Parking

We provide parking passes to adjunct faculty and visitors at no cost. It may be for Lot 14, close to the law school, with the entry near the intersection of Melrose Avenue and South Grand Avenue. If you are an adjunct faculty member who teaches *after* 5:00 pm we may provide you with a pass to Lot 31, by the law building's loading dock. Julie Kramer, Assistant to the Dean, provides the parking passes. Contact Julie or your assigned assistant if you need parking.

Computers

Your office will have a computer. Use your Hawk ID and Hawk ID password to log in. If you have difficulty, please contact our IT support staff, David Henson at law-help@uiowa.edu. If he is not available, you may also contact the ITS Help Desk at (319) 384-4357 or email its-helpdesk@uiowa.edu.

From your office computer you can print to one of several networked printers on the fourth floor of the law building. When logging in for the first time, you will need to install the printers you wish to use. Contact David Henson for assistance.

Wireless access is available through our wireless network named eduroam. Eduroam is available across campus. Authenticate to eduroam using HawkID@uiowa.edu and your password. For questions connecting a wireless device, contact the ITS Help Desk.

Email

Once your appointment is official in the HR system, you will be given a Microsoft Office 365 account. The email address for your account is typically [firstname-lastname@uiowa.edu](#). This account is for you to communicate with students and the law school.

Many visiting and adjunct faculty choose to have their @uiowa.edu email routed to their personal email account. The University of Iowa uses the Microsoft Outlook email client on campus computers. You can also [access your email account online](#) through the Outlook application in Office 365. An overview and support information for Office 365 can be found on the ITS [website](#).

For assistance in setting up email or routing your uiowa.edu mail to another account, please contact David Henson or the ITS Help Desk. Additional information and support is available on the ITS website at [Office 365: Email and Calendaring](#).

PREPARING TO TEACH

If you have previously taught law school courses at Iowa or elsewhere you will be familiar with both the process of substantive preparation to teach a law school class and the administrative details that require attention. If you have not, or at least have not done so at Iowa, the following information may be helpful.

Course Schedule

The law school Registrar, Lee Seedorff, creates the course schedule. She will contact you about your needs and preferences. Contact Lee with any concerns you may have. The law school organizes its teaching schedule around 50 minute class sessions. Some courses meet for 50 minutes 3x/week, or 75 minutes 2x/week, or seminars often meet for 100 minutes 1x/week. There is at least a 10- minute passing period between class periods, and an extended lunch passing time when no classes are scheduled. Except in emergencies, each class meeting should last for the entire scheduled period. If you need to miss a class, please give advance notice to the students. The law school's academic calendar, which takes account of national holidays and University and law school days off, is found on our [website](#).

Course Evaluations

Near the end of each course we ask the students to complete an online course evaluation for each instructor. The Registrar will send information regarding evaluations each semester to let you know when they will be open to students.

Know Your Students

Apart from the time you spend in class, you will have many occasions to communicate with your students, not only during the weeks the course is being taught, but also before it begins and after it

ends. The following will help you do that.

Lee Seedorff, the law school Registrar, manages course enrollment. As the semester approaches, she can tell you how many students have enrolled in your class. That number often changes as students add and drop courses. Under University policy, students are entitled to drop courses during the first two weeks of the semester. Faculty approval is not required. The University permits students, during the first week of classes, to manage their own drops and (except for classes that have filled) adds. No notice to faculty, or even the Registrar, is required. Lee Seedorff receives notice of drops and adds during the second week, but the best way to know for sure who is in your class is to look at the enrollment list after the second week ends. The most current list of enrolled students can be found on [MAUI](#), the University's student information system, which you can access after your HR appointment is in place.

Grading and Exams

Few experiences cause more anxiety among law students, and generate more questions, complaints and office visits to faculty, than preparing for and taking exams, the resulting grades. Clearly communicating about your exams and other graded elements of the course well in advance (preferably beginning before the commencement of the course), and exercising meticulous care in preparing the exam and accompanying instructions. Expect students to visit with you about their exams and grades after the course is over. Many of these conversations simply reflect efforts to learn from the experience and be prepared to do better in the future. Please take time to communicate with students who reach out to you on this subject.

Carin Crain, the Associate Dean of Students and Career Services, is happy to meet individually with adjunct faculty and visiting professors to discuss exam preparation, exam software, rescheduling exams, student discipline, etc. Please contact her in October to prepare for December exams; and in March to prepare for spring exams.

Unfortunately, cheating and plagiarism sometimes arise at every law school. While rare, they must be dealt with appropriately when they occur. Associate Dean Carin Crain thoroughly understands and administers the Policy on Misconduct.

Selecting and Ordering Books

Selecting case books and other teaching material is one of the most important things you will do as a law teacher. You may already have chosen the books and other teaching material you plan to use. If not, the commercial publishers are happy to make you aware of what they have to offer. The contact information for some of the major publishers follows:

[West Academic](#)

444 Cedar Street, Suite 700, St Paul, MN 55101

Phone: (800) 313-9378

[LexisNexis - Matthew Bender](#) 1275 Broadway, Albany, NY 12204
Phone: (800) 533-1646; Fax: (800) 424-4200

[Wolters Kluwer Law & Business - Aspen Publishers](#) 7201 McKinney Circle, Frederick, MD 21704
Phone: (800) 234-1660; Fax: (800) 901-9075

Feel free to talk to members of the faculty, especially those who teach in your area or a related one, about their recommendations for case books.

[The Iowa Student Bar Association \(ISBA\) Bookstore](#) orders the books used in our courses. The bookstore's website makes it easy; just click on Book Order to place an order. *An order form should be submitted no less than two months prior to the start of class, giving the bookstore time to order and receive available materials.* The bookstore posts a book list for students no less than four weeks prior to the start of class. The bookstore is required by FERPA to post information to the booklist for every course offered. Even if no course materials are needed, an order form should still be filled out to clarify the instructor's expectations. A confirmation email will be sent upon submission.

If study aids are required or recommended to students, please let the bookstore know via an email or by adding comments to the order form. The bookstore also sells office supplies and law school merchandise.

Distribution of Non-casebook Class Materials

You may wish to use non-casebook materials of your own devising, or others that can be made available in electronic format. (It is important, of course, to comply with all copyright requirements. The on-line Copyright Clearance Center can assist with this process.) We encourage you to use ICON (described below in the section on Communicating with Students) to distribute materials. Contact your assigned administrative assistant or Amanda Bibb if you need assistance preparing hard copy materials for class.

Preparing and Presenting the Course Material

Even those who thoroughly understand the subject matter of the course often find that teaching it effectively can be challenging. If you are preparing a new course and especially if you are teaching a law school course for the first time, you would be well advised to visit by phone or in person with an experienced teacher on the faculty. Many of your Iowa colleagues would be happy to talk to you. Feel free to approach someone you know directly, or talk to Associate Dean Emily Hughes if you would like to be referred to someone.

There are a few books on the subject that you might find enlightening. The following are on reserve in the law library if you'd like to check them out:

Madeleine Schachter, *THE LAW PROFESSOR'S HANDBOOK: PRACTICAL GUIDE TO TEACHING LAW STUDENTS*, Carolina Academic Press (2003).

Sophie Sparrow, Gerald Hess and Michael Hunter Schwartz, *TEACHING LAW BY DESIGN*, Carolina Academic Press (2009).

Sophie Sparrow, Gerald Hess and Michael Hunter Schwartz, *TEACHING LAW BY DESIGN FOR ADJUNCTS*, Carolina Academic Press (2010).

Recording Class Sessions

The law school is equipped to record classes using the Panopto system. It enables students to view the class, including any PowerPoint or other graphics you may have used. You can decide whether to permit recordings and, if so, under what circumstances students may view them. Instructions and additional information regarding [Panopto and recording classes](#) are available through the law school video operations personnel. Questions about course recordings can be directed to Cory Haight at law-video@uiowa.edu.

Attendance

In keeping with ABA Standards, the law school expects regular and punctual attendance of its students. Faculty members put that policy into effect in various ways. Some routinely record attendance, notifying students at the beginning of the course that missing a specified number of class sessions will affect their grades. Especially in smaller classes, it may be easy to observe a pattern of absences or tardy arrivals. Please notify Associate Dean Carin Crain if a student appears to have a chronic problem with absences. She will check in with the student to learn if there are any personal problems of which the law school administration should be aware.

Disability Issues

University and law school policy, in keeping with legal requirements, ensures that students with disabilities receive reasonable accommodations in appropriate circumstances. The issue may come up in connection with participation or performance in the classroom, final exams, or in other settings. Some disabilities may not be apparent. Contact Associate Dean Carin Crain if a student approaches you about a disability issue, or if you otherwise become aware of one.

Please be aware that it is important to make electronic documents accessible to the visually impaired who use assistive technology. There are some simple things we can do to help. Transmitting a document in a word processing format (e.g., MS Word) is acceptable. PDFs are also acceptable if they are created by using a "save as," "print to," or "publish to pdf" command from within word processing software. The pdf file that results from scanning a hard copy document on a copy machine does not create an accessible document.

ICON

The preferred way to communicate with the class about the course is through Iowa Courses on Line ([ICON](#)), a course management service provided and supported by the University's IT office. ICON permits you to see a list of your enrolled students, send email messages to the entire class (or to individual members), post course-related material in electronic format, and much more. For ICON training, assistance setting up a course in ICON or using ICON to provide course content for students, please contact the ITS Help Desk. You will need to provide your name, the official course title, and the course number (if you have it).

Additional information can also be found on the [ICON support pages](#).

Office Hours

Making yourself available to your students during office hours and/or by email or telephone is important. As noted below in the description of the course information we are to provide our students, you need to let them know when and how to contact you with questions about the course. If you are an adjunct faculty member who doesn't spend much time in the law building, we recommend scheduling time before or after class for in-person visits with students, in addition to making yourself available by phone or email.

The Course Information Document (Syllabus)

It is very important that we inform our students about the requirements and expectations we have for them in their classes. Please provide the following information (required by University and law school policy) in the syllabus or course information document distributed at the beginning of each course:

the course title and number

- your name, office number, office hours, office telephone number, and email address
- your administrative assistant's name and office number and/or the shared email for Faculty Support, law-facultysupport@uiowa.edu.
- required and recommended books and other reading materials, including a schedule of course coverage if one has been developed
- grading criteria, including (if applicable) class participation and attendance
- rules or expectations relating to attendance, papers or other class assignments
- specific information on course goals and objectives not found in, or different from, the published course description

- to the extent known at the beginning of the semester, the format of exams, what material (if any) may be consulted during exams, and any other rules or information on exams to be given in the course.

Please feel free to speak with Associate Dean Emily Hughes if you have questions.

We ask faculty members to provide the administration with a copy of their course information documents. We made them available to law students who consult them when selecting courses. Please submit your document in PDF format, via a brief electronic survey instrument (it asks only your name and the name of our course) at the beginning of the semester. We will send you a link to the survey form by email. If you provide this information by means of a web site or course management software such as ICON or TWEN, please download and convert the relevant pages to PDF format before submitting them.

[LIBRARY RESOURCES](#)

[The University of Iowa Law Library](#) offers an exceptional legal research collection in all formats relating to domestic, international, foreign and comparative law. The Law Library's significant collection of [electronic resources](#) can be accessed both on and off campus. The Law Library's legal collection, in addition to the holdings of University Libraries, are reflected in its online discovery system, [InfoHawk+](#). The Law Library also provides an interlibrary loan service to obtain items not available in our library. Interlibrary loan requests may be sent via email to lawlib-ill@uiowa.edu.

The Law Library also provides services to facilitate faculty research. A complete description of faculty services can be found in the [Faculty and Staff Services section](#) of the Law Library's website.

The Law Library's reference service is staffed six days a week with a knowledgeable and experienced team of reference librarians available to assist with a wide range of research and reference questions. Contact the reference department via email at lawlib-ref@uiowa.edu for further information.

In case you would like to tour our spaces virtually, two of our wonderful librarians ([Druet Cameron Klugh](#) and [Noelle Sinclair](#)) put on their script writing and video production hats and made some videos.

- For a 7-minute tour of the **physical space**, please click [here](#). (You will be asked to enter your HawkID and password.)
- For a 6-minute tour of the **virtual space**, please click [here](#). (You will be asked to enter your HawkID and password.)

Library research assistants are available to retrieve and deliver requested items for law faculty during the academic semesters and summer sessions.

Document delivery services include:

- retrieving books, articles, and other items;

- picking up books from faculty offices for return; and
- finding and printing or emailing items from online sources.

To ensure delivery of the correct item, please include as much citation information as possible. If you have only minimal citation information, we will use our best efforts to locate the correct item.

Library research assistants typically fulfill requests not requiring interlibrary loan or storage retrieval within one business day during the academic year. Given our current attempts to limit the number of staff and students in the building for COVID-19 mitigation purposes, retrieval of faculty materials may take longer than normal.

Please send document delivery requests to lawlib-doc@uiowa.edu. If your request is time sensitive, please copy amy-koopmann@uiowa.edu.

INVOLVEMENT IN LAW SCHOOL AND UNIVERSITY LIFE

The External Relations team supports Alumni Relations, Marketing, and Communications for the College of Law. They work closely with the University of Iowa's Office of Strategic Communications and the University of Iowa Center for Advancement. The team includes Jill De Young (Assistant Dean and Chief of Staff), Pam Funke (Assistant Director of Alumni Relations), and Laura Kivlighan (Marketing Manager). Their team includes 3 to 5 undergraduate and law student employees at any given time.

Alumni Relations

The College of Law has more than 10,500 living alumni. Alumni Relations works hard to engage them with the life of the law school through reunion programs, events, and volunteer opportunities. Their projects include designing ways for students and student organizations to engage with alumni throughout their time at Iowa Law. They work closely with the Iowa Law School Foundation and the law development team at the University of Iowa Center for Advancement.

Communications and Marketing

The External Relations team also supports internal and external communications and marketing for the college. They oversee the College of Law web site, Admissions marketing materials, and our social media accounts on Facebook, Twitter, LinkedIn, and Instagram.

Iowa Law News and programs are shared through a few platforms. Messages are sent on Mondays and Fridays to all students, faculty and staff. They include reminders, community news, and information about upcoming events. They are written for students. On Wednesdays, Career Services sends community messages. Messages are also sent to community members as there is news to share. Programs are also shared and promoted on digital signs throughout the building.

Those digital signs are available [online](#). The College's calendar can be found [here](#).

University news is communicated through the [Iowa Now web site](#) and is distributed via an email.

CONTACT INFORMATION

Following is the contact information for the individuals identified in this guide. The information on other members of the faculty and staff are found on the law school's web site. The area code for all phone numbers listed below is 319.

Neda Barrett, Senior Human Resources Director
neda-barrett@uiowa.edu, 335-7438;

Amanda Bibb, Admin Services Manager
amanda-bibb@uiowa.edu, 335-4420;

Carin Crain, Associate Dean of Students and Career Services
carin-crain@uiowa.edu, 335-9648;

Classroom Support – Cory Haight, video-help@uiowa.edu;

Jill DeYoung, Assistant Dean and Chief of Staff
jill-deyoung@uiowa.edu, 335-9028;

Emily Hughes, Associate Dean for Faculty and Academic Affairs
emily-hughes@uiowa.edu; 335-9886;

ITS Help Desk

IT Support – David Henson, law-help@uiowa.edu;

Classroom Technology Assistance – Cory Haight, law-video@uiowa.edu

Julie Kramer, Assistant to the Dean
julia-kramer@uiowa.edu; 384-4658;

The Iowa Student Bar Association (ISBA) Bookstore;

Rene Schilling-Arps, Admin Services Specialist
rene-arps@uiowa.edu; 335-9544;

Lee Seedorff, Registrar
lee-seedorff@uiowa.edu; 335-9080;

Jill Soppe, HR Associate,
jill-soppe@uiowa.edu; 335-9089;

Gordon Tribbey, Assistant Dean of Finance and Administration
gordon-tribbey@uiowa.edu; 335-9137

Addendum- COVID 19

Required Compliances- additional requirements during this period:

- Sign the Employment agreement on Self Service. It should appear at the top of your Self Service page when you log in: <https://hr.uiowa.edu/>
- Complete the required COVID-19 safety training. **This training is required whether you are returning to work on campus or continuing to work remotely.** The training will provide you with the latest COVID-19 information as it pertains to employee expectations and what the campus is doing to minimize risk of transmission. To reach this training, log in through Self Service at the link above, then click on My Career, My Training, Enroll in Courses, and My Compliances. Then choose course #WCVD01 UI COVID Safety Practices.
- Email [Rene Schilling-Arps](mailto:Rene.Schilling-Arps) to request a PPE kit. You must use PE at all times in the building.

Building

All doors will be locked, so please work with Rene Schilling-Arps on making sure you have key card access. Faculty mailboxes will not be accessible in the Dean's suite during this time.

Library resources

While the Law Library regularly offers print reserve for materials at faculty request, our course reserve service is currently suspended due to COVID-19. If you would like assistance in locating electronic options for your course, please reach out to Amy Koopmann, Faculty Services Librarian.

The Law Library's reference service is still staffed during this time, but in a virtual manner. Our knowledgeable and experienced team of reference librarians are virtually available to assist with a wide range of research and reference questions. Contact the reference department via email at lawlib-ref@uiowa.edu for further information.

Library research assistants typically fulfill requests not requiring interlibrary loan or storage retrieval within one business day during the academic year. Given our current attempts to limit the number of staff and students in the building for COVID-19 mitigation purposes, retrieval of faculty materials may take longer than normal.

COVID-19 Self Report

Employees are strongly requested to complete the university's self-report form at <https://apps.its.uiowa.edu/forms/self-report>. Faculty and Staff Disability Services in University Human Resources will be notified, as well as your Senior HR Leader, Neda Barrett.

If you have missed work and/or will need to miss work, please take the following steps:

- inform your supervisor of your absence from work, and
- work with your Human Resources Representative, Jill Soppe, to submit a [COVID leave consult form](#) with FSDS.

For additional information about isolation and quarantine guidelines, please visit <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

If you have questions about your health, please contact your personal health care provider. You may also [schedule a video visit through MyChart](#) or call the UIHC integrated call center at 319-384-8442. **DO NOT** walk in to QuickCare, any UI Health Care clinic, the State Hygienic Lab, or any emergency room.

If you have any **questions or need further assistance**, please contact your HR Representative or Faculty and Staff Disability Services at 319-335-2660 or fsds@uiowa.edu.

Mail

Currently, mail is being delivered to the faculty lounge by Steve Polchert or arrangements can be made with him directly for faculty not in the building.