

UNIVERSITY OF IOWA COLLEGE OF LAW A BRIEF 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 and in making other necessary arrangements. It is written for two groups of teachers who will have many questions and concerns in common, but whose circumstances will be quite different in other respects. *Visiting faculty members* 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 members* typically have full-time employment elsewhere, making time to drop in to the law school once or twice a week to teach a course.

In this guide we share information relevant to both groups. You will undoubtedly have questions we haven't answered here. You'll note throughout this document the names of a number of law school personnel who can assist you. 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.

Again, welcome! We hope you and your students have the best possible experience.

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 Carolyn Tappan, one of our HR representatives. 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 (U.S. immigration) form on-line. The University is required to verify that all of 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.

Once formally appointed, you will receive a "Hawk ID" and temporary "Hawk ID password" which give you access to a number of online resources. Be sure to change your password the first time you log in, then remember and securely record this important information.

Your paycheck will be deposited into your account on the first day of each month of the time you are teaching. The University requires all faculty and staff to accept payment by direct

deposit. Search for “Employee Self Service” on the University web site, enter your HawkID and HawkID passwords, and navigate to “Set up/change Direct Deposit” under the Personal tab.

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 summer session, 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, and a shared fax number. Brenda Dodge, our Administrative Services Manager, will arrange for secretarial 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. Contact Brenda Dodge for secretarial assistance in connection with your teaching.

Faculty mailboxes, assigned for visiting faculty members who will be in residence for a full semester or summer term, are located in the administrative suite. See your assigned secretary 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. Diana DeWalle will assist you in setting up an account to use these facilities.

Parking

We provide parking passes to adjunct faculty and visitors at no cost. They will probably be for Lot 14, close to the law school, with the entry near the intersection of Melrose Avenue and South Grand Avenue. (One must navigate a non-intuitive series of one-way streets to reach the entrance.) If you are an adjunct faculty member who teaches *after* 5:00 pm we can probably

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 her directly if the passes are not given to you by a member of the secretarial staff.

Keys

After-hours access to the Boyd Law Building is controlled by electronic cards. If you will need access to the building when it is locked, see Carolyn Tappan. If you are a visitor with an assigned faculty office, Rene Schilling-Arps, Administrative Secretary, can provide you with a key if one has not been supplied by one of the secretaries.

Computers

Your office will have a computer. Use your Hawk ID and Hawk ID password to log in. If you have difficulty, please 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 the 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 the ITS Help Desk if you need assistance.

Wireless access is available throughout the law building, indeed throughout the entire University campus. For assistance in connecting a wireless device, contact the ITS Help Desk.

Email

Once your appointment is made official in the University's HR system, you will be given an email account. The address is typically firstname-lastname@uiowa.edu. This account is for you to communicate with students via ICON (described below in the section on Communicating with Students), and to receive information from the law school and central administrations. Many visiting and adjunct faculty choose to have their @uiowa.edu email routed to their everyday email account, for example a Gmail, Yahoo, home-institution or law-firm account. The University of Iowa uses the Microsoft Outlook email client on its on-campus computers. You can also [access your email account on-line via a web browser](#) through the Hawkmail system.

For assistance in setting up email or routing your uiowa.edu mail to another account, please contact the ITS help desk. [Additional information is available at the ITS Hawkmail Support Articles web page.](#)

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, Deb Paul, works out the meeting times and places for all courses. She will be in touch with you about your needs and preferences. Feel free to get in touch with her about any concerns you may have. The law school organizes its teaching schedule around 60 minute class sessions. Some last for 90 minutes, and a few extend to two hours. There is a 10-minute passing period between class periods, and you would be well advised to use it for a break in the middle of a two-hour session.

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. There are times set aside for make-up classes. Deb Paul can advise you about them, as well as other times when your students will have few conflicts. [The law school's academic calendar, which takes account of national holidays and a few other University and law school days off, is found on our website.](#)

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 and be thoroughly familiar with the books and other teaching material you plan to use. If not, the commercial publishers are only too 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 such materials. Adjunct faculty who need assistance preparing hard copy materials for class, should contact Brenda Dodge. Visiting professors should contact the assigned secretary.

[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 doing a new preparation, 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 Senior Associate Dean Eric Andersen 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).

[Video Recordings of Class Sessions](#)

The law school is equipped to video record its classes using the Panopto system. It enables students to view the class, including any PowerPoint or other graphics you may have used, through a web browser. You can decide whether to permit recordings at all 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.](#)

[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 of Students 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 of Students 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.

[Course Evaluations](#)

Near the end of each course we ask the students to complete a course evaluation. The questionnaire is administered by a member of the secretarial staff, usually during the first 20 minutes of a class period. You should not be in the room when that is done. You will receive a memo providing you with further details. We will send you the results of the survey after your grades have been submitted.

COMMUNICATING WITH 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.

[Knowing Who Your Students Are](#)

Deb Paul, the law school Registrar, manages course enrollment. As the semester or summer term during which you will be teaching approaches, she can tell you how many students have enrolled in your class to date. That number often changes, however, 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. Deb Paul 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 on-line course management system](#), which you can access after your HR appointment is in place.

[ICON](#)

The preferred way to communicate with the class as a whole 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 IT ICON web 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 some time before or after class for in-person visits with students, in addition to making yourself available by telephone and/or email.

The Course Information Document (Syllabus)

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

- the course title and number
- your name, office number, office hours, office telephone number, and email address
- your secretary's name and office number (adjunct faculty members should use the name of Brenda Dodge)
- 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 Senior Associate Dean Eric Andersen if you have questions about any of these matters.

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.

GRADING AND EXAMS

Few, if any, experiences cause more anxiety among law students, and therefore generate more questions, complaints and office visits to faculty, than preparing for exams, taking them, and dealing with the resulting grades. You can minimize these problems by 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. In any event, you should expect some 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, would be happy to meet individually with adjuncts faculty and visiting professors to discuss exam preparation, exam software, rescheduling of exams, student discipline, etc. Please contact her in October to prepare for December exams; and in March to prepare for spring exams.

[We have prepared a somewhat detailed memo on the subject of exams and grading which we encourage you to read.](#)

Unfortunately, cheating and plagiarism problems 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.

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. [A growing collection of electronic resources, available from the Law Library's website can be accessed on- and off-campus.](#) The Law Library also provides a number of useful services to facilitate faculty research. [A complete description of faculty services can be found in the Faculty Services section of the Law Library's website.](#) Below is a brief summary of faculty services and important contact information.

[The Law Library's extensive legal collection, in addition to the holdings of University Libraries, are reflected in its online catalog, called InfoHawk.](#) Visiting faculty may have access to research

assistants. To authorize them to check material out in your name, visit the circulation desk and fill out a Proxy Card Authorization (you are responsible for materials checked out under proxy authorization). Keep in mind that the Law Library staff may enter your office using a pass key to retrieve or renew materials checked out to you. The circulation department offers a print course reserve service for law school courses. Contact the circulation desk at 335-9002 for further information.

The reference desk is staffed seven days a week with a knowledgeable and experienced team of reference librarians available to assist with a wide range of research and reference questions. Additionally, the Reference Librarians can assist with database training, research assistant training and may provide class sessions at your request on specific legal research topics. Contact the reference department via email at lawlib-ref@uiowa.edu, or by telephone at 335-9005, for further information. The Law Library also provides an excellent 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's Faculty Retrieval and Delivery Service, staffed by two law students and supervised by a reference librarian, provides numerous additional services to faculty. Services include retrieving books and articles, finding and printing material from online databases, photocopying library material, citation checks and limited research projects as time permits. Submit Faculty Retrieval and Delivery Service requests via email to lawlib-facdelivery@uiowa.edu.

INVOLVEMENT IN LAW SCHOOL AND UNIVERSITY LIFE

University news is communicated through the [Iowa Now web site](#) and is distributed via an email. [Go here to subscribe or unsubscribe from the IOWANOW list.](#)

[Law School News is communicated via digital signage on the main floor and through the law school's web site: http://www.law.uiowa.edu/](#)

Faculty events: The Speakers Committee and the Associate Dean for Faculty and Academic Affairs arrange for a number of scholarly and other intellectually stimulating events each semester. They include a Speakers Program, a [Legal Studies Workshop](#), and Food for Thought. If you are interested in attending any of these events, please notify Brenda Dodge.

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.

September, 2015

Eric Andersen, Senior Associate Dean
eric-andersen@uiowa.edu; 335-9090; room 470

Emily Hughes, Associate Dean for Faculty and Academic Affairs
emily-hughes@uiowa.edu; 335-9886; room 474

Carin Crain, Associate Dean of Students
carin-crain@uiowa.edu; 335-9648; room 292

Diana DeWalle, Copier Accounts
diana-dewalle@uiowa.edu, 335-9036, room 469

Brenda Dodge, Administrative Services Manager and Senior HR Representative
brenda-dodge@iowa.edu; 335-9081, room 429

[The Iowa Student Bar Association \(ISBA\) Bookstore](#)
335-9053, room 218

ITS Help Desk
its-helpdesk@uiowa.edu; 384-4357

Julie Kramer, Assistant to the Dean
julia-kramer@uiowa.edu; 384-4658, room 288

Deb Paul, Registrar
debra-paul@uiowa.edu; 335-9080; Room 282

Rene Schilling-Arps, Keys Administration
rene-arps@uiowa.edu; 335-9544; room 299

Carolyn Tappan, HR Representative
carolyn-tappan@uiowa.edu; 335-9089; room 421