



COLLEGE OF EDUCATION,  
HEALTH, AND HUMAN SCIENCES



# PART-TIME FACULTY HANDBOOK

Updated Fall 2021

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

UNIVERSITY OF  
**Nebraska**  
Omaha

**University of Nebraska at Omaha**  
**College of Education, Health, and Human Sciences**  
**Information for Part-time Faculty Members**  
**Updated October 2021**

<b>Table of Contents</b>	<b>Page Number</b>
• Message from the Dean	1
• Introduction	2
• Equity and Non-Discrimination	2
• Serving Students with Disabilities	3
• Frequently Asked Questions	4
• College of Education Resources and Contact Information	8
• University Resources and Contact Information	10

### **Message from the Dean**

All of us at the UNO College of Education, Health, and Human Sciences sincerely value the contributions of our part-time faculty members. We appreciate your expertise, experience, and skill-sets and are well aware of the important role you play. Thank you for joining us as we strive to provide a high quality education for our students.

Following is information about various resources available within the college and university that may be useful to you or your students, as well as contact numbers and web sites. Frequently Asked Questions have also been included.

Do not hesitate to contact your department chair or school director's office or the dean's office if other issues or questions arise.

Again, thank you for your support of our students.



Nancy A. Edick, Ed.D.  
Lois G. Roskens Dean

## Introduction

The College of Education, Health, and Human Sciences at UNO offers a wide range of programs including educator preparation and leadership, exercise science, athletic training, public health, biomechanics, speech-language pathology, sign language interpreter, student affairs in higher education, and school and clinical mental health counseling. Degree offerings include the bachelors, masters, education specialist, and doctorate. The college enrolls approximately 1,500 undergraduate students (full and part-time) and 900 graduate students (full and part-time). Faculty and staff of the UNO College of Education are committed to preparing graduates to be dedicated practitioners, reflective scholars, and responsible citizens.

Academic program offerings are organized within the departments of

Counseling	Special Education and Communication Disorders
Biomechanics	Teacher Education
Educational Leadership	School of Health and Kinesiology.

In addition, there are a number of units within the college that specifically support teaching and learning and provide services for students, including Academic Advising, Field Experiences, Certification, Technology Services, and the IDEAS Room.

## Equity and Non-Discrimination

Both the University of Nebraska at Omaha and the College of Education, Health, and Human Sciences are committed to equity and non-discrimination. Following are adopted statements by which the college and university operate.

### College of Education, Health, and Human Sciences Equity Statement

*“We value the contributions and inclusion of diverse individuals and encourage multiple perspectives in fostering a global community dedicated to teaching, learning, and scholarly activity. The college ensures that all individuals have access to the resources, support, and opportunities to succeed in their professional careers. Through its faculty, staff, community partners, strategic plan, and curricular offerings, the college is committed to preparing graduates to engage in an equitable manner with all persons regardless of race, ethnicity, cultural beliefs, socioeconomic status, geographic perspective, gender, age, religion, sexual orientation, or ability.”*

### University of Nebraska at Omaha Non-Discrimination Statement:

*“The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.*

*The University of Nebraska Omaha is committed to maintaining an environment for all students, faculty, staff, and visitors, that is fair and responsible – an environment that is based on one’s ability and performance.*

*The University of Nebraska Omaha declares and affirms a policy of equal education and employment opportunities, and non-discrimination in providing services to the public. The University of Nebraska*

*Omaha prohibits sexual harassment, including sexual violence. This policy is applicable to all university administered programs including educational programs, financial aid, admission policies and employment policies.*

*This policy is consistent with federal and state law and university policy.”*

Inquiries regarding discrimination may be directed to Sarah Weil, Assistant to the Chancellor for Equity, Access, and Diversity and Interim Title IX Coordinator, 211C Eppley Administration Building, (402) 554-2120. You may also contact external entities such as the Nebraska Equal Opportunity Commission (402) 595-2028 for employment issues. For educational issues you may contact the U.S. Department of Education, Office for Civil Rights via phone (800) 421-3481 or via email to OCR@ed.gov

### **Serving Students with Disabilities**

UNO is proud to serve student with disabilities. In order to do so effectively, faculty need to be aware of certain key information. UNO’s Accessibility Services Center is integral to the process.

- It is important to remember that the student’s status as a person with a disability is confidential.
- When a student with a disability enrolls in a course, the faculty can expect to receive an email from UNO’s Accessibility Services Center detailing the specific accommodations, and that the student will communicate his/her needs to the instructor. When a student requests assigned accommodations, they must be provided as soon as reasonably possible. If sufficient notice has not been provided in a timely fashion, contact the Accessibility Services Center for how best to proceed.
- Occasionally a student may disclose a disability or disabling condition and ask a faculty member or instructor for accommodations directly, rather than going through the Accessibility Services registration process. While granting this request may seem easier in the short term, it creates problems for the student, faculty or instructor, and the university. It is strongly recommended that any student who identifies him or herself as having a disability complete the registration process with the Accessibility Services Center before being provided any accessibility-related accommodations. Keep in mind that the referral is made after a disabling condition is disclosed. It is not only inappropriate, but illegal, to ask someone if they have a disability.
- It is recommended that faculty and instructors include in every class outline a statement asking students to inform them of any accessibility-related needs to ensure that those needs are met in a timely manner. University syllabi have the appropriate statement automatically embedded. Use the same language if you also distribute a course outline to your class. A further recommendation is that the statement be read aloud during the first week of class. This approach demonstrates to students that the university is sensitive to and concerned about meeting the needs of all students in the course. This affords students the opportunity to make their accommodation needs known early in the semester. Following is the suggested statement: *“Reasonable accommodations are provided for students who are registered with Accessibility Services and make their requests sufficiently in advance.”*

Contact information for the Accessibility Services Center (ASC) is included in the UNO Resources listing later within this document.

## Frequently Asked Questions

- **What do I need to do first?**

- Complete the necessary new hire paperwork (background check, contract letter, I-9 form).
- Once you are in the system with an NUID, obtain a MavCard from the Milo Bail Student Center (room 216) or online <https://www.unomaha.edu/milo-bail-student-center/mavcard/new-incoming-faculty-staff.php>
- Contact the department lead staff for any additional requirements.

- **What about a syllabus/course guide?**

If you haven't taught the course before, you may request a copy of the university's syllabi of record for the course from the assistant in the department/school office. Then when you have created your customized course guide/outline for distribution to your students, please provide a copy to the department chair/school director so it can be maintained on file during the semester. A required statement regarding accessibility services is provided in the 'Serving Students with Disabilities' section within this document.

- **How does grading work?**

Questions regarding grading scale and practices may be directed to the department chair/school director. Students must be provided the grading criteria and requirements/assignments in writing, the first meeting of class. Further, the criteria and procedures should be reviewed and explained. Any changes if absolutely necessary, must be communicated in writing to all students in the class. At the end of the semester, there is a two week grading period to post grades. Submitting grades on time is very important. Mavlink is where official grades need to be posted. Instructions and help are provided; however, the grades must be entered by the instructor. You may wish to work with the assistant in your department/school to submit your grades at the end of the semester according to the pre-set schedule. Submit your gradebook to the department/school assistant to keep on record.

- **What if a student requests an 'Incomplete'?**

To receive an 'Incomplete' a student needs to make arrangements with the instructor prior to the end of the semester. Incompletes may be granted to designate incomplete registered credit coursework for reasons such as, student illness, military service, hardship, or death in the immediate family. Incompletes will be given only if the student has already substantially completed the major requirements of the course. Instructors must judge each situation as to whether an "I" is appropriate. If medical issues arise and less than 50% of coursework is complete, contact the chair to discuss the possibility of a medical withdrawal. The 'plan' to make up the incomplete needs to be submitted to the department chair/school director, who will supervise the removal of the incomplete and submit the final grade. For additional information, visit: <http://www.unomaha.edu/registrar/students/grading-grades/incompletes.php>

- **How will I know if there is a weather closing?**

UNO posts weather/crisis/emergency information at:

<https://www.unomaha.edu/emergency/bad-weather.php> You may also sign up to receive text alerts by messaging unoalert to 79516 to opt-in and/or watch for announcements on radio and television.

- **Where do I park?**

The following permit options are available for part-time faculty/staff (less than .49 FTE):

- MavRide - Ride all Metro bus routes for free
- Night-Only Permit – after 2:30 P.M.
- East Parking Garage \$3.50 Entry at Kiosk - Weeks 3-16 of Fall/Spring Semesters (all-day)\*
- Daily/Hourly Permit Options (in East, West and Pacific St Garage only)\*
- Park Omaha App in the East Garage (All Levels)\*
- Kiosk hourly parking in Lot 5

\*These permits must be pre-purchased online or paid upon arrival and parked at the Park Omaha App or at kiosks in either garage.

Part-time faculty/staff who purchase an annual permit but only need it for one semester or an amount of consecutive months less than one year, can return it for a prorated refund of the unused time remaining on the permit by contacting Parking and Transit Services.

For additional details, visit:

- <https://www.unomaha.edu/business-and-finance/support-services/parking-services/index.php>

- **How do I get a MavCard?**

MavCard is the university's identification card. It is advised that all students, faculty, and staff obtain a MavCard. It cannot be issued until all hiring documents have been completed and processed. Once the hiring documents are processed, please visit MavCard Services, located on the second floor of the Milo Bail Student Center. A photo ID and assigned NU ID number must be presented. For additional information, please visit: <http://mavcard.unomaha.edu/>

- **What if I need to miss a class?**

If you need to miss a class because of illness or an emergency, let the assistant in the department/school know as soon as possible. You may also notify your students through Canvas email.

- **How do student evaluations work?**

Student evaluation of the instructor/course are conducted on-line during a window of time at the end of each semester. Your students will receive an email on their UNO email account about how to provide their input. You will receive notification of the evaluation timeframe, how to monitor numbers submitted, and how to access results. Please encourage your students to sign on and complete the evaluation.

- **What if I need supplies?**

You may request supplies from the assistant in your department/school.

- **What technology is available?**

All classrooms have technology equipment or you may request equipment from the Technology Services Office. For additional information, please visit: <https://www.unomaha.edu/college-of-education-health-and-human-sciences/technology/index.php>

- **How do I find out about Canvas?**

Canvas is the university's online course delivery system which may be used to supplement traditional classroom delivery. For example, you have the option of posting assignments, quizzes, exams and grades on Canvas. However, if you post grades on Canvas, you will still need to officially enter the grades through Mavlink (see item about grading). Please follow the steps below to access Canvas:

- Go to <http://www.unomaha.edu/my/>
- Under Quick Links, click on 'Canvas Login'
- Username is the first part of the instructor's assigned UNO email (e.g. if assigned email is: [johnsmith@unomaha.edu](mailto:johnsmith@unomaha.edu), the username is johnsmith)
- The password for Canvas is the same as your UNO email (see payroll information item that follows)
- If you have trouble logging in please contact 402-554-HELP

- **How will I know my about my payroll information?**

A Firefly account will be created to view paycheck stubs, W-2, and W-4 information, and to update personal and banking information. Please follow the five steps below to access Firefly for the first time:

- Go to <https://firefly.nebraska.edu/irj/portal>
- Click on 'need help logging in?'
- Under 'Forgot Password', use your NU ID number as the User ID and click 'go'
- Follow the prompts to create a password
- Go back to <https://firefly.nebraska.edu/irj/portal> and sign in using your NU ID and newly created password

- **Do I need to use my UNO email?**

It is common for students to look up instructors by the UNO email address, therefore it is good to check that email several times a week. If you prefer a different email be used, you must provide that preferred email address to the department/school office as well as to your students. The office sends out important dates and deadlines through the preferred email. The university also sends email announcements and notification to UNO email accounts. If you are not using your UNO email, you are encouraged to call the HELP Desk at 402-554-4357 to forward your UNO emails to your preferred email account.



- **What about a textbook?**  
 Generally, textbooks need to be ordered in advance. Check with your department/school assistant to see if a textbook has already been identified for your class, and if a free textbook copy can be ordered for you.
- **What if I need copying?**  
 Procedures for copying materials are designated by each department/school.
- **May I use the library, attend athletic events, and make use of campus recreation facilities?**  
 You may use the library and check out materials -- have your MavCard with you. You may attend athletic events for the specified price – have your MavCard with you. You are eligible to purchase a campus recreation pass for the semester you are serving as a part-time faculty member. For more information about campus recreation membership options, visit: <http://www.unomaha.edu/student-life/wellness/campus-recreation/membership.php>
- **What if there is an emergency or safety issue?**  
 In the event of an emergency on campus, please call **Campus Security at 402-554-2911**. Report your exact location and briefly describe the emergency.
- **What if I need a key?**  
 Work with the assistant in your department/school's office to request a key if needed.
- **Where do I find the academic calendar?**  
 The academic calendar includes important dates that instructors need to be aware of. Please visit: <http://registrar.unomaha.edu/calendar/>
- **What university policies do I need to be aware of?**  
 There is a wide variety of university policies that you should be aware of. These policies cover many topics including smoking, pets, technology use, and nepotism, just to name a few. For further information, please visit: <http://www.unomaha.edu/business-and-finance/human-resources/policy-directory.php>



## College of Education Resources and Contact Information

- College of Education Dean's Office (Roskens Hall 211)
  - Dr. Nancy Edick, Dean
  - Leslie Noecker, Assistant to the Dean
  - Dean's Office telephone number: 402-554-6316
  
- Department of Biomechanics (Biomechanics Research Building)
  - Dr. Alexey Kamenskiy, Department Chairperson
  - Jessica Hilt, Assistant
  - Department telephone number: 402-554-6383
  
- Department of Counseling (Roskens Hall 101)
  - Dr. Christine Chasek, Department Chairperson
  - Barb Newell, Assistant
  - Department telephone number: 402-554-2727
  - Community Counseling Clinic telephone number: 402-554-4882
  
- Department of Educational Leadership (Roskens Hall 312)
  - Dr. Tamara Williams, Acting Department Chairperson
  - Open Position, Assistant
  - Department telephone number: 402-554-2721
  
- School of Health and Kinesiology (H&K Building 207)
  - Dr. Jason Coleman, School Director
  - Ellen Nielsen, Assistant
  - School telephone number: 402-554-2670
  
- Department of Special Education and Communication Disorders (Roskens Hall 512)
  - Dr. Elizabeth Leader-Janssen, Department Chairperson
  - Chelsea Sullivan, Assistant
  - Department telephone number: 402-554-3355
  - Speech Language Hearing Clinic telephone number: 402-554-2201
  - Assessment and Intervention Clinic telephone number: 402-554- 2201
  
- Teacher Education Department (Roskens Hall 212)
  - Dr. Kathy Danielson, Department Chairperson
  - Karima Goodman, Assistant
  - Department telephone number: 402-554-3666
  
- Technology Services (Roskens Hall 405)
  - Tech Help Desk telephone number: 402-554-2939
  - <http://www.unomaha.edu/college-of-education/technology/index.php>

- IDEAS Room (Roskens Hall 412)
  - IDEAS Room telephone number: 402-554-2146
  - IDEAS Room email: [ideas412@gmail.com](mailto:ideas412@gmail.com)
  - <http://www.unomaha.edu/college-of-education/ideas-room/index.php>
  
- Academic Advising (Roskens Hall 204)
  - Huai-Mei Furman, Director
  - Open Position, Assistant
  - Academic Advising telephone number: 402-554-2717
  
- Field Experiences (Roskens Hall 204)
  - Jackie Proctor, Director of Field Experience
  - Mary Achelpohl Coordinator of Practicums
  - Lorraine Street, Assistant
  - Field Experience telephone number: 402-554-3482
  
- Certification (Roskens Hall 204)
  - Open Position, Assistant
  - Certification telephone number: 402-554-2718
  
- Metropolitan Omaha Educational Consortium - MOEC (Roskens Hall 312)
  - Dr. Martha Bruckner, Executive Director
  - MOEC telephone number: 402-554-3530
  
- Reserving Space in Roskens, H&K, or the Biomechanics Research Building
  - Roskens Hall, Savannah Czolgog, 402-554-2968
  - H&K, Curtis Dedman, 402-554-3291
  - Biomechanics, Jeff Kaipust, 402-554-3238

## University Resources and Contact Information

- Academic and Career Development Center (Eppley Administration Building 115)
  - Telephone: 402-554-3672
  - <http://www.unomaha.edu/student-life/achievement/academic-and-career-development-center/>
  - Email: [unoacdc@unomaha.edu](mailto:unoacdc@unomaha.edu)
- Accessibility Services Center (Milo Bail Student Center 126)
  - Telephone: 402-554-2872
  - <https://www.unomaha.edu/student-life/accessibility/index.php>
  - Email: [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu)
- Campus Recreation (H&K Building 204)
  - Telephone: 402-554-2539
  - <http://www.unomaha.edu/student-life/wellness/campus-recreation/>
  - Email: [unocampusrec@unomaha.edu](mailto:unocampusrec@unomaha.edu)
- Campus Security (Eppley Administration Building 100)
  - For emergencies, telephone: 402-554-2911 or non-emergencies: 402-554-2648
  - <http://www.unomaha.edu/security/>
  - Email: [unopublicsafety@unomaha.edu](mailto:unopublicsafety@unomaha.edu)
- Cashiering/Student Accounts (Eppley Administration Building 109)
  - Telephone: 402-554-2324
  - <http://cashiering.unomaha.edu/>
  - Email: [unocsa@unomaha.edu](mailto:unocsa@unomaha.edu)
- Counseling Center (H&K 101)
  - Telephone: 402-554-2409
  - <http://www.unomaha.edu/student-life/wellness/counseling-center/>
- Criss Library
  - Telephone: 402-554-3206
  - <http://library.unomaha.edu/information.php>
- Financial Aid and Scholarships (Eppley Administration Building 103)
  - Telephone: 402-554-2327
  - <http://www.unomaha.edu/admissions/financial-support-and-scholarships/>
  - Email: [unofinaid@unomaha.edu](mailto:unofinaid@unomaha.edu)

- Graduate Studies (Eppley Administration Building 203)
  - Telephone: 402-554-2341
  - <http://www.unomaha.edu/graduate-studies/>
  - Email: [gradschool@unomaha.edu](mailto:gradschool@unomaha.edu)
  
- Information Services Customer Services/Help Desk (Eppley Administration Building 104)
  - Telephone: 402-554-4357
  - <http://www.unomaha.edu/information-services/>
  - Email: [unohelpdesk@nebraska.edu](mailto:unohelpdesk@nebraska.edu)
  
- Math-Science Learning Center (Durham Science Center 107)
  - Telephone: 402-554-3643
  - <http://www.unomaha.edu/mslc/>
  
- Military and Veteran Services (Milo Bail Student Center 117)
  - Telephone: 402-554-2349
  - <https://www.unomaha.edu/military-and-veteran-services/index.php>
  - Email: [unovets@unomaha.edu](mailto:unovets@unomaha.edu)
  
- Parking Services (1313 S. 67<sup>th</sup> Street Scott Campus)
  - Telephone: 402-554-PARK (7275)
  - <http://www.unomaha.edu/parking/>
  - Email: [unoparking@unomaha.edu](mailto:unoparking@unomaha.edu)
  
- Speech Center (Arts and Sciences Hall 185)
  - Telephone: 402-554-3201
  - <https://www.unomaha.edu/college-of-communication-fine-arts-and-media/speech-center/>
  - Email: [unospeechcenter@unomaha.edu](mailto:unospeechcenter@unomaha.edu)
  
- Student Affairs and Enrollment Management (Welcome Center)
  - Telephone: 402-554-2779
  - <http://www.unomaha.edu/student-life/student-affairs/index.php>
  - Email: [unostudentaffairs@unomaha.edu](mailto:unostudentaffairs@unomaha.edu)
  
- Student Employees (Eppley Administration Building 205)
  - Telephone: 402-554-3777
  - <https://www.unomaha.edu/human-resources/student-employees/index.php>
  
- Student Health Services (H&K 102)
  - Telephone: 402-554-2374
  - <http://www.unomaha.edu/student-life/wellness/health-services/>

- Student Organizations (Milo Bail Student Center 113)
  - Telephone: 402-554-2711
  - <https://www.unomaha.edu/student-life/involvement/student-organizations/index.php>
  
- Testing Center (Kayser Hall 522)
  - Telephone: 402-554-4800
  - <https://www.unomaha.edu/enrollment-management/testing-center/index.php>
  - Email: [unotestingcenter@unomaha.edu](mailto:unotestingcenter@unomaha.edu)
  
- Undergraduate Admissions/Registration (Eppley Administration Building 111)
  - Telephone: 402-554-2393
  - <http://www.unomaha.edu/admissions/undergraduate/>
  - Email: [unoadmissions@unomaha.edu](mailto:unoadmissions@unomaha.edu)
  
- University Registrar (Eppley Administration Building 105)
  - Telephone: 402-554-2314
  - <http://www.unomaha.edu/registrar/index.php>
  - Email: [unoregistrar@unomaha.edu](mailto:unoregistrar@unomaha.edu)
  
- Wellness Center (H&K)
  - Telephone: 402-554-2539
  - <http://www.unomaha.edu/student-life/wellness/>
  
- Writing Center (Arts and Sciences Hall 150)
  - Telephone: 402-554-2946
  - <http://www.unomaha.edu/writingcenter/>
  - Email: [unowritingcenter@unomaha.edu](mailto:unowritingcenter@unomaha.edu)