



Part-time Faculty Value Book

2024-25



YOU ARE VALUED!

UNO’s part-time faculty are **valued** members of the UNO community. Our students are fortunate to have you as instructors, and the campus is incomplete without you. Your contributions are critical to UNO’s pillars of educating all students and workforce development. Your networks outside of campus help strengthen the connection between UNO and the community. You also bring the most recent developments in your discipline and **valuable** workplace insights into the classroom. Your work matters.

This resource is intended to add **value** to your experience as a UNO faculty member. We hope you will learn new and **valuable** information as you read through it or find a resource that can help you or your students.

As a campus, we **value** your input and feedback. Feel free to let us know if you have any suggestions, questions, or concerns. Your primary point of contact is your department chair or school director who can answer most questions. Your college dean’s office can also be helpful. Of course, you are always welcome to contact the Center for Faculty Excellence (CFE) at unocfe@unomaha.edu

Finally, we want you to know that we **value** your professional growth. CFE and the Division of Innovative and Learning-Centric Initiatives (ILCI) offer an orientation for new and returning part-time faculty at the start of each fall and spring semester. There are also professional development opportunities for you throughout the year. Visit the [CFE Calendar](#) for upcoming trainings and orientations.

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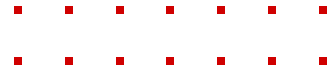
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WHO WE ARE AND WHAT WE DO



MISSION



As both a Metropolitan University of distinction and a Carnegie Doctoral Research institution, the University of Nebraska at Omaha (UNO) transforms and improves the quality of life locally, nationally, and globally.

VISION



UNO is recognized as the premier Metropolitan University throughout the United States and the world.

CORE



UNO is an urban public research university educating people of the world. We innovate for the public good through pragmatic and impactful research and discovery. We advance the social and economic mobility of our learners and serve our communities through inclusion rather than exclusion. We assume responsibility for workforce and economic development within our state and beyond. We devote each day to transforming lives.

UNIVERSITY PILLARS

**EDUCATING
ALL LEARNERS**



**RESEARCH
& DISCOVERY**



**COMMUNITY
ENGAGEMENT**



**WORKFORCE
DEVELOPMENT**



Learn more at unomaha.edu/strategic-planning



JUST GETTING STARTED?



Step One:

Meet with your department chair, school director, or program lead and ask about the following:

- **UNO email/MavCard** - What is your email address and can it be forwarded to another account if that is your preference? Where do you get a MavCard?
- **Syllabus** - Where can you get past copies? Is there a unit template you should use?
- **Textbooks** - Is there a required text or can you choose your text? What is the procedure to order it?
- **Students** - What is the “typical” student composition in the course? Are there topics that have been challenging in past semesters?
- **Canvas** - When and how do you get access? Are there exemplars or past Canvas courses you can review?
- **Teaching Policies** - Are there specific policies or procedures for the department or school? *Note: Use the Teaching Policies option in the Canvas Navigation to access UNO’s most current teaching policies.*
- **Contact** - Who is the best person and what is their preferred method of content if you have questions?



Step Two:

Register for part-time faculty orientation offered by the **Center for Faculty Excellence (CFE)** and **Office of Digital Learning**. Held via Zoom in both the fall and spring, these sessions will:

- Share information about UNO students and the academic and co-curricular support available that will help you create exceptional educational experiences for them.
- Demonstrate basic Canvas functions such as posting a syllabus, organizing your course, creating initial assignments and assessments, setting up discussions, and using the grade book. [Register on the CFE webpage.](#)



Step Three:

Read your UNO email. **MavDaily** is a daily communication email sent to faculty and staff that will keep you up-to-date on all things UNO. **Finally**, don’t delete the...

Newsletters for Part-Time Faculty:

A customized newsletter for part-time faculty will appear in your UNO email inbox each month. It will include information curated just for you. Take time to scan the newsletter which will consist of the following:

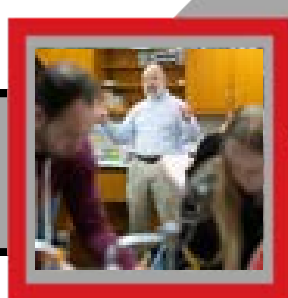
- **Upcoming Opportunities**
- **Teaching Tips**
- **Student Services Spotlight**
- **UNO: Did You Know**

Retention Newsletters:

Student retention is a campus priority. You play an important role in keeping students enrolled from term to term. All faculty members, full and part-time, receive a monthly newsletter with suggestions that can help you help our students reach their goal - graduation.



COMMON QUESTIONS



Canvas

“I’m so excited to start prepping my class, but I don’t have access to Canvas and when I get it, I’m not sure I’ll know how to “load” my students, add content, or set up my gradebook. Also, I plan to do most of my content prep/uploads and grading on the weekend. How can I get Canvas support outside of normal business hours?”



Good news. You don’t need to upload students; they will be automatically added to Canvas for you. **More good news.** Canvas has many useful tools, and UNO’s instructional design team offers workshops, asynchronous courses on humanizing online content, drop-in hours, and one-on-one meetings. **Still more good news.** Canvas offers 24-7 support. Use the Commons and Help options in the navigation panel on the left margin of the screen to search several resources or chat with someone about your question.

If you don’t have access to Canvas, talk with your department chair or school director. It may be a matter of waiting until some HR processes are complete or the unit officially assigns you to the course.

Syllabus Prep

“I am working on my syllabus. I know UNO has teaching policies and procedures that I should include. Is there a syllabus template? Where can I access this information?”

Some academic units may have syllabi templates or standard elements. Check with your department chair or school director. To ensure you and your students have the most current policies, you can access the Teaching Policies option (and your students can as well) in the Canvas Navigation panel. It includes policies on faculty office hours, accommodations for students, academic integrity, student code of conduct, finals week, and much more. The Center for Faculty Excellence’s website also has up-to-date information about syllabi statements related to Accessibility Services, Counseling and Psychological Services – CAPS, Title IX, Math-Science Learning Center, Speech Center, and Writing Center. Visit <https://bit.ly/3WnI98t> to view the syllabi statements.

Supporting Students

“I am enjoying the opportunity to get to know my students, but I have a concern about one of them. They have missed a lot of classes and aren’t responding to my emails (they have acted unusually in class/they have made or written troubling statements/they have disclosed some very difficult personal issues/they need academic help). What should I do?”

THANK YOU for caring about your students. The most important thing for you to do is to report your concerns to UNO’s Care Team. Reporting a concern is not taking punitive action; it is taking supportive action. Anyone can make a report to this multidisciplinary team. The Care Team will evaluate the information and make recommendations and intervene as needed. To learn more or submit a report – visit the Care Team website - <https://bit.ly/CareReporting>.

Grading Challenge

“I have a student who is asking me to change their final grade from a C to a B-. It doesn’t seem like much, but after discussing the matter with the student, I believe my initial grade accurately reflects their performance in the course. However, I don’t want the student to lose their scholarship. Should I just change the grade?”

Empathy and academic expectations are both important to teaching and learning. If you find yourself at an impasse with a student, let them know that all units have a grade appeal process. Refer them to your chair or school director to learn how they might initiate the process.



COMMON QUESTIONS

Weather Cancellations

“We live in Nebraska, and winter weather will likely impact my ability and my students’ ability to safely travel to campus. If the forecast looks iffy, is it OK to cancel my class so students know they won’t have to drive to campus?”

Even the most skilled forecasters have difficulty predicting weather, so UNO doesn’t want to put you in that situation. Individual instructors should defer to the campus leaders who will make decisions about campus closures and canceling classes. However, you can take these steps to plan ahead. Here are the ABCs to get ready for emergency closures.

- A.** Sign up for UNO’s Emergency Notifications. You will get immediate information about closures. Encourage students to sign up as well. Sign up at visiting <https://bit.ly/3zlfMQi>.
- B.** Have a plan before you need it. Review UNO’s Instructional Continuity Tips (<https://bit.ly/4c1mys5>) so you know what steps to take before the semester begins and get suggestions for ways to continue learning should classes be canceled.
- C.** Offer grace. Weather and street conditions near your home or on campus may differ substantially from areas even a few miles away.

Instructor Absences

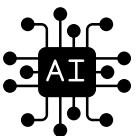
“What if I am ill or have an emergency that will require my absence? What should I do if I know work-related travel will interfere with a day or two of my instruction?”

If you know you will be absent, talk with your chair or director about having someone “cover” your class or perhaps this might be a good day for a guest speaker that could be quickly introduced by someone in the department. Alternatively, you might consider giving students time to work on group projects or assign them a specific task to complete instead of meeting in class. A Canvas discussion might also be an option. Just plan ahead and keep people – including your students – informed of your expectations.

If you have an unplanned absence, let your students know as soon as possible. You may save them a trip to campus. Post an announcement on Canvas; send them an email – use all possible communication methods to get them the information. Let your department chair or school director know as well.

AI Integration

“I want my students to learn how to use AI responsibly, but I’m worried that they will use this tool to take shortcuts and may “cheat” by presenting work that isn’t their own. What suggestions do you have?”



We are ALL learning how to use AI. UNO’s [AI Learning Lab](#) can help you develop AI skills and create a plan for teaching students how to implement AI ethically and responsibly.

Employment Questions

“I have questions about getting paid and accessing my tax documents. Who can help me?”

Part-time faculty get paid monthly and, like all UNO employees, can access payroll information and tax documents in Firefly. Your department chair or school director may be able to answer some questions, and UNO’s Payroll is also a great source of information about your employment records.



Here are some quick links when Working, Teaching and Supporting Students @UNO!

Working @UNO



- [At the Center of It All](#)
- [Bullseye - weekly newsletter for students](#)
- [Campus Buildings and Maps](#)
- [Follow UNO on Social Media](#)
- [History of UNO](#)
- [Human Resources](#)
- [Inclement Weather](#)
- [Lactation Rooms](#)
- [MavTech Help Center](#)
- [MavCARD](#)
- [Maverick Daily - daily communication for faculty and staff](#)
- [my.unomaha.edu](#)
- [Ombuds Services](#)
- [Our Mission](#)
- [Parking](#)
- [Public Safety](#)
- [UNO's Mission, Core and Pillars](#)

Teaching @UNO



- [Academic Calendar](#)
- [Canvas Guides](#)
- [Center for Faculty Excellence](#)
- [Continuity of Instruction](#)
- [Digital Learning](#)
- [Gender and Sexuality Resource Center](#)
- [Open Educational Resources \(OER\)](#)
- [Retention Resources for Faculty](#)
- [Service Learning Academy](#)
- [STEM TRAIL Center](#)
- [Teaching Analysis By Students \(TABS\)](#)
- [Teaching with Technology](#)
- [Testing Center](#)
- [Trauma-Informed Campus and Working with Students in Distress](#)
- [UNO Libraries](#)
- [Computer Science Learning Center](#)
- [Math-Science Learning Center](#)
- [Language Lab](#)
- [Speech Center](#)
- [Writing Center](#)

Supporting Students @UNO



- [Accessibility Services Center](#)
- [Campus Recreation](#)
- [Continuity of Instruction](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [Faculty Intention for Student Retention](#)
- [Gender and Sexuality Resource Center](#)
- [Health Services](#)
- [Legal Services](#)
- [Making Accessible Documents](#)
- [Maverick Advising Center \(the MAC; formerly the Academic Career and Development Center/ACDC\)](#)
- [Maverick Food Pantry](#)
- [Military and Veteran Services Office](#)
- [Multicultural Affairs](#)
- [Office of Hardship and Resiliency](#)
- [Ombuds Services](#)
- [Resources for Students Who are Non-native English Speakers](#)
- [Setting Students Up for Successful Group Work](#)
- [Student Health and Wellness Coaches](#)
- [Supporting Students Who are Neurodiverse](#)
- [Title IX](#)
- [Trauma-Informed Campus](#)
- [UNO Care Team \(report concerns\)](#)
- [Working with Students in Distress](#)



MORE RESOURCES

Improve your teaching: Watch several short videos to learn about campus resources; sign up for TABS or a Canvas course review.



Resources for Part-Time Faculty

Dr. Connie Schaffer navigates how to find key resources on the UNO website to help with course content, access educational material, connect with human resources and employment, and learn what is happening at UNO.

[Watch Now!](#)

Teaching Analysis by Students (TABS)

<https://bit.ly/cfe-TABS>

Center for Faculty Excellence (CFE)

connects faculty to teaching resources including orientations, on-demand materials, workshops, non-evaluative teaching consultations, and communities of practice. It also facilitates the Excellence in Part-time Teaching Award. Questions? Ideas? Contact: unocfe@unomaha.edu.



Syllabus Assistance

Dr. Sandra Rodriguez-Arroyo outlines the importance of course syllabi and the resources available to make your syllabus easy to navigate and suggestions on how to make it a key tool that students will use.

[Watch Now!](#)

Canvas Drop-in Sessions

<https://tiny.cc/UNODigitalLearning>

Canvas Course Review

<https://bit.ly/DL-CourseReview>

Office of Digital Learning

supports digital technology and multimedia to enhance and promote student success. The Digital Learning team collaborates with instructors to re/design online and hybrid courses, develop engaging materials, and utilize appropriate technical tools to enhance the digital learning experience.



Resources for Students

Follow along with Adrian Lynn-Genevieve as they point out numerous on-campus resources for students. As a part-time faculty member, you may see students struggling and wonder what you can do to help.

[Watch Now!](#)

BEYOND YOUR CLASSROOM



Campus is not just for work! You can attend theater productions and concerts, visit art exhibits, or cheer on the Mavs. In addition to these options, you might enjoy attending a lecture series or gazing at the stars. Encourage your students to attend as well. Here are just some of the many high-quality options that are free or affordable.



Art, Theater, and Music

The College of Communication, Fine Arts and Media (CFAM) offers outstanding theater, music, art exhibitions, and performances. You can also listen to KVNO - UNO's classical radio station. Watch MavDaily for announcements, check CFAM's Events, and follow them on social media.



UNO Athletics

Attend softball, volleyball, soccer, baseball, basketball, and hockey games. You can cheer on the swim and diving, golf, track, cross country, cheer, dance, and tennis teams. Schedules and ticket purchasing are available at omavs.com.



Chuck Hagel Forum in Global Leadership

The forum explores critical issues with global leaders in search of solutions to today's global challenges. Past speakers include Joe Biden, John Kerry, Tom Ridge, Janet Napolitano, Gerald Sieb, and Eric Holder.



Samuel Bak Museum: The Learning Center

SBMLC features the works of renowned artist, Samuel Bak and offers exhibition lectures and curator talks that provide opportunities to discuss subjects of art, human rights, the Holocaust, and genocide. Check the website for SBMLC schedule. Entrance is free.



Mallory Kountze Planetarium

Looking for a new activity or a cosmic voyage down memory lane? Journey through our solar system and travel to other galaxies during the planetarium's public and private shows. Public show dates and times are available on the [Kountze Planetarium website](#).



Wambli Sapa Memorial Powwow

The powwow celebrates the traditions, heritage, and culture of Native American tribes. Look for information in the spring.

For a list of all campus events, visit [**Localist!**](#)



MEET YOUR COLLEAGUES

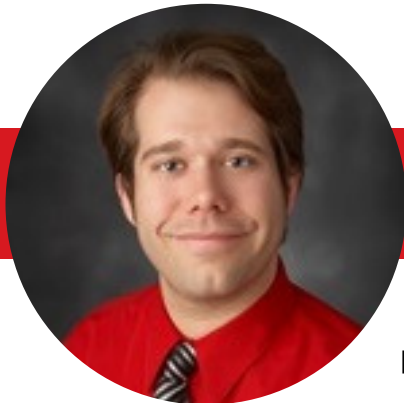
CORAL HANNAH

2023 Excellence in Part-time Teaching Award Recipient



Coral Hannah is a dedicated instructor in the Teacher Education Department and the inaugural recipient of the Excellence in Part-time Teaching Award (2023). Hannah has an unwavering commitment to innovative teaching methodologies and makes a profound impact on students' lives. She stands as a true catalyst for engaged learning and empowered educators. She believes in the power of classroom norms and collaborative group work. These elements not only foster learning but also encourage vulnerability, networking, and personal growth. Hannah understands that teaching is not just about imparting knowledge; it's about nurturing growth and resilience. Her emphasis on safe, respectful classroom norms encourages students to share their voices, funds of knowledge, and diverse perspectives.

Read Hannah's full bio: <https://bit.ly/3SvQDcy>



ASHLEY HARLOW

2024 Excellence in Part-time Teaching Award Recipient

Ashley Harlow teaches undergraduate and graduate courses in the College of Business Administration. As a licensed clinical psychologist, Harlow brings a unique combination of knowledge and skills that fosters the next set of leaders in the MBA Leadership course and the BSBA Management and Leadership concentration. He is known for his detailed course preparation and organization, content knowledge, student engagement, willingness to “go the extra mile”, commitment to continued learning, and readiness to embrace course and curriculum redesign. Harlow received the 2024 Excellence in Part-time Teaching Award.

Connect with Harlow on LinkedIn: <https://bit.ly/3YriVsq>

APRIL PASCHALL

TABS Consultant and Part-time Instructor



April Paschall is a fully committed Maverick. She is a full-time UNO staff member serving as the Senior Associate Director of Learning and Organizational Effectiveness for the Division of Continuing Studies, AND she finds the time to commit to furthering her career with her Bachelors of Multidisciplinary Studies. Her expertise in high-impact practices and her experience in deftly balancing rigorous expectations with reassuring empathy is an asset to her students and the campus. In addition to all that Paschall is already doing, she will begin working as a TABS (Teaching Analysis By Students) consultant for the Center for Faculty Excellence this fall. As a TABS consultant, she is especially interested in supporting the professional development of part-time instructors. **Connect with Paschall on LinkedIn: <https://bit.ly/46qzHtM>**