



Adjunct Faculty Guide  
2026-2027



UNIVERSITY OF RICHMOND  
School of Professional  
& Continuing Studies™



Dear Colleagues:

I am pleased to present the *SPCS Adjunct Faculty Guide*. This document contains information related to your service as an adjunct faculty member in the School of Professional and Continuing Studies (SPCS) and useful information on resources available to you throughout the University. This SPCS Guide speaks specifically to SPCS adjunct faculty and supplements the [University of Richmond Faculty Handbook](#), found on the Faculty Senate Website.

The SPCS has served the local community's educational needs since 1962. We continue to have an incredible opportunity at the University of Richmond to build a school, based upon academic quality and service, of which we can all be proud. As adjunct faculty, I trust you will continue to remain highly relevant in your field, consistently seek to improve the quality of your teaching, and be an integral part of the history being made as SPCS offers a wide array of programs to lifelong learners.

Thank you for your continued service to the School of Professional and Continuing Studies and best wishes for a productive school year.

Sincerely,

A handwritten signature in black ink that reads "Jamelle S. Wilson". The signature is fluid and cursive, with the first and last names being more prominent.

Jamelle S. Wilson, Ed.D.

Dean

P.S. This *SPCS Adjunct Faculty Guide* is available [here](#) with live links. Please note – we work to ensure the content of this Guide is current, but content may be subject to change. Standing University policy and practice always take precedent over this *SPCS Guide*.

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## General Information

The School of Professional and Continuing Studies website, found [here](#), offers a wealth of important information. Please review the website to familiarize yourself with our school.

Adjunct Faculty Processes can be found [here](#).

Adjunct Faculty Resources can be found [here](#).

## Telephone Numbers

The main number for SPCS is (804) 289-8133. Other SPCS faculty and staff numbers can be accessed in the SPCS Faculty and Staff Directory online at <http://spcs.richmond.edu/contact/staff.html>.

## University Mission Statement

The mission of the University of Richmond is to educate in an academically challenging, intellectually vibrant, and collaborative community dedicated to the holistic development of students and the production of scholarly and creative work. A Richmond education prepares students for lives of purpose, thoughtful inquiry, and responsible leadership in a diverse world. Located [here](#).

## History of the University

The University of Richmond began in 1830 as the Virginia Baptist Education Society to help young men prepare for the ministry. By 1840, the Society secured a charter from the General Assembly of Virginia that transformed the seminary into Richmond College. By the mid-1840s a four-year liberal arts curriculum was adopted, and Richmond College awarded its first baccalaureate degree in 1849.

The outbreak of the Civil War forced the College to suspend classes. The trustees invested most of the endowment in Confederate securities, and the campus was used by Louisiana troops as a hospital. At the end of the war the buildings were plundered, and the library was dispersed.

In 1866, classes were resumed under the Presidency of Rev. T. G. Jones who served until 1869. For the next 25 years, an administrative officer elected by the faculty ran the College. F. W. Boatwright was chosen as President in 1894. In 1898, women were admitted as day students and by 1910 a separate liberal arts school for women, Westhampton College, was begun on land west of the city. By 1914, with additional construction, the new campus was occupied and is the current site of the University.

## Brief History of the School of Professional and Continuing Studies

The origin of the School of Professional and Continuing Studies may be traced back to 1920 when the Department of Economics of Richmond College was formed, eventually to become the Department of Economics and Applied Economics. In 1924 the Evening School of Business Administration was organized as a separate division of the University of Richmond. In 1949 the Department of Economics and Applied Economics in Richmond College was combined with the Evening School of Business Administration with both day and evening classes. In 1962 the Evening Division was separated from the School of Business Administration to form the nucleus of University College. From 1964 until 1974, University College offered a full-time freshman and sophomore daytime liberal arts program in addition to its full-time Evening School program.

On July 1, 1974, the Summer School, founded in 1920, became part of University College. In keeping with the University's tradition of residential colleges and academic schools, University College became the School of Continuing Studies in October 1994.

During the 2022-2023 academic year, the School of Professional and Continuing Studies celebrated the 60th anniversary of the founding of the School.

## Mission, Vision, and Values of The School of Professional and Continuing Studies

**Mission:** We enrich lives and careers for the 21st century.

**Vision:** We aspire to be an exemplar of continuing education for working professionals and lifelong learners in the Richmond region and a top choice for those seeking transformative learning experiences.

**Values:** Our values both reflect our culture and guide our interactions. They are guided by an ethos of care that anticipates excellence.

Our values include Care, Collaboration, Diversity, Excellence, Innovation, Integrity, Learning and Responsiveness.

More than a list of words, our values collectively build and support a culture focused on transformation, collaboration, communication, and diversity.

## Organizational Structure

The School of Professional and Continuing Studies, led by the School Dean, employs full-time and part-time faculty and staff members. The SPCS benefits from a cadre of approximately 130 adjunct faculty each year.

## Equal Opportunity Employment Statement

The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, color, religion, national or ethnic origin, ethnicity, age, sex, gender, sexual orientation, gender identity, gender expression, disability, military or veteran status, or any classification protected by local, state or federal law. Details are located [here](#).

## Governance

### Academic Council

The dean serves as chair of the SPCS Academic Council, which provides academic oversight for the School of Professional and Continuing Studies academic programs. Membership is posted online [here](#).

### Adjunct Faculty Advisory Committee (AFAC)

The School of Professional and Continuing Studies relies on the Adjunct Faculty Advisory Committee for the following purposes:

- To advise the dean/associate deans on academic programs and services to the School of Professional and Continuing Studies.
- To represent the interests of adjunct faculty in programmatic areas.
- To create networking opportunities for adjunct faculty and when possible, advocate on behalf of the School with various constituencies.
- To assist the School administration in the identification of “best practices” in continuing education.

AFAC membership is posted online [here](#).

## Expectations for Teaching and Engagement

Expectations for teaching and engagement can be found on the [SPCS adjunct faculty website](#).

The University Policy Library and other key resources can be accessed [here](#).

The SPCS Academic Catalog, [found here](#), offers the [SPCS section](#) of the [University Catalog](#) and provides programs of study along with a list of degrees and courses offered by the School of Professional and Continuing Studies. It also links to admissions requirements, academic policies and procedures, and University resources and services (such as financial

aid, academic services and support, and student life) available to SPCS students.

The Inclement Weather policy can be found [here](#).

## Evaluation of Adjunct Faculty

Typically, when adjunct faculty are first appointed, they meet with the department chair and associate dean to discuss expectations, course design, and pedagogy. Faculty are evaluated each semester of teaching by students. This is an on-line process, and all faculty should encourage students to complete this process as a part of the course requirements.

Department chairs, the associate dean, and the dean have access to faculty evaluations and provide adjunct faculty oversight. Student evaluations are used as a part of the regular review of adjunct faculty teaching effectiveness. At the end of the semester, the department chair and, as needed, the associate dean for academic affairs review course evaluations, offer guidance and critique as needed, and makes any necessary personnel changes (e.g., termination, additional support).

Student evaluations are also a required part of the process for promotion in rank. At any time throughout a semester, chairs and the associate dean or dean may visit classes and meet with adjunct faculty regarding performance.

## Syllabus and Learning Management System

All faculty are expected to construct a syllabus for each course they teach. An electronic copy, in Word, of each syllabus *must* be submitted each semester to your department chair and either Catherine Pelletier, [catherine.pelletier@richmond.edu](mailto:catherine.pelletier@richmond.edu), academic administrative coordinator for the Interdisciplinary and Professional Studies Department or Keelyn Butcher, [keelyn.butcher@richmond.edu](mailto:keelyn.butcher@richmond.edu), academic administrative coordinator for the Graduate Education Department.

Syllabus elements can be found [here](#).

All faculty are also expected to utilize the University's provided Learning Management System (LMS), which is currently Canvas, for each course they teach. At a minimum, the following information must be posted on the LMS:

- instructor information, instructor greeting,
- class meeting information (date, time, classroom location, course modality),
- course syllabus and relevant course materials, and
- student grades.

Faculty are strongly encouraged to use the university-provided LMS to house *all* course materials and collect student work/assignment submissions.

## Adjunct Faculty Compensation & Teaching Load

Adjunct faculty members are valued members of the School of Professional and Continuing Studies and are interviewed and hired by the respective department chair or program coordinator. Valuable information regarding adjunct processes and resources (including onboarding, teaching and engagement expectations, promotion procedures, various forms, and syllabus expectations, etc.) can be found [here](#) on the SPCS website.

Teaching assignments are made by the department chair. All course assignments depend upon sufficient registrations. For courses with enrollment smaller than 6, decisions will be made by the dean, appropriate associate deans, chair, and advisors to determine if the course will run with a smaller number of students or be cancelled. Small classes may be held upon the mutual agreement of the instructor and the department chair, and contingent on a renegotiation of the contract terms.

***As a part of the contractual teaching obligation, all faculty are expected to attend the SPCS faculty meetings, SPCS Night, and SPCS Commencement ceremonies annually.***

### Compensation for Team-Taught Courses

This applies ONLY to those courses in which a “team approach” has been approved by the department chair and dean in advance of the start of the course. In no instance will it apply to courses where argument could be made that enrollments approach or equal those of team-taught courses, therefore serving as justification to “double” the rate of pay for a single instructor. Further, team-teaching needs to meet clear andragogical standards and expectations for quality instruction and learning.

Adjunct faculty who are assigned to courses that are taught by multiple instructors (“team-taught”) will be compensated according to the following policy:

The department chair will designate to each instructor an equivalent percentage of course responsibility for instruction, grading, and other academic or administrative assignments, in advance of the beginning of the course. This percentage will be used to calculate individual salary, at rank, not to exceed the amounts below:

- For those courses in which enrollments range from 6 to 14 students, salary will be divided between the team members as designated by the department chair. The expenditure for *total salaries* may not exceed 100% of the salary of the highest-ranking team member.
- For those courses in which enrollments meet or exceed 15 students, salary will be divided between the team members as designated by the department chair. The expenditure *for total salaries* may not exceed 200% of the salary of the highest-ranking team member.

Exceptions to this policy may be granted by the dean (or designee) upon recommendation of the department chair.

All instruction, regardless of the percentage of instructional or administrative responsibilities in the course, will count toward promotion in academic rank in the School of Professional and Continuing Studies.

All instructors assigned to team-taught courses are expected to participate fully in all parts of course preparation, delivery, and student assessment throughout the course.

## Compensation for Undergraduate/Graduate Course Enrollments

For those courses containing enrollments of both undergraduate and graduate students (“blended courses”), instructor payment will be made at the graduate rate provided there are sufficient graduate enrollments to cover the cost of graduate instruction. If graduate enrollments are insufficient to cover the cost of graduate instructor pay, the blended course rates (UG/Grad.) will apply.

## Compensation for Independent Study, Certain Internships and Externships

Adjunct faculty will be compensated at the rate of 60% of tuition fees for supervision of independent study and certain internships and externships for undergraduate and graduate levels.

## New Course Development and Instruction

Adjunct faculty who are specifically tasked by the department chair to develop a new course will receive a **one-time only** stipend during the first semester in which the course is taught, as shown below. If the class is not taught during the first semester, the stipend will be paid as soon as possible following the decision not to offer the course. This stipend is in addition to instructional pay at rank.

- \$250 – 1-2 credit course
- \$500 – 3-5 credit course
- \$1,000 – 6 or more credit course

## Teaching Load

Adjunct faculty teaching load may not exceed six courses or 18 credit hours per academic year (fall, spring, summer inclusive) and may not exceed three courses in any given semester.

## Adjunct Faculty Benefits

### Campus Benefits

Adjunct faculty are eligible for the benefits outlined below.

- Reduced faculty rates to some on-campus events (theater, cultural, sport) may be available. Contact the relevant department for details.
- Full library privileges. Library services can be found [here](#).
- Access to most [Faculty Hub](#) events.
- The exercise/athletic facilities of the Robins Wellness Center may be used at a reduced rate. Details are available [here](#).
- Food discounts at the Heilman Dining Center with a faculty/Staff ID. Rates can be found [here](#).
- Access to \$100/year as SPCS professional development funds.
- Adjunct faculty may audit selected SPCS credit classes, which generally meet for 15 weeks beginning at the start of each semester. Adjunct faculty who audit credit classes do not participate in graded assignments or tests and are asked to be sensitive to the needs of the credit students to have ample “airtime” in class discussions. The course must be appropriate for audit, the instructor must approve each audit, and there must be a seat available. Contact the SPCS Associate Dean for Academic Affairs to discuss classes you would like to audit.

The University of Richmond Retirement Plan is a defined contribution program governed by Sections 403(b) and 403(b)(7) of the Internal Revenue Code. The Plan allows all employees to make pre- and/or post-tax contributions out of their pay to the retirement plan as soon as they become an employee and complete a salary reduction agreement. This includes contributing to a Roth option. For more information and instructions on how to contribute please see: [Plan Information - Human Resources - University of Richmond](#).

### Award of the University Service Medallion

Faculty who have taught for the University of Richmond for 25 years receive a University Medallion. This award is in recognition for meritorious teaching and service to the University.

### Adjunct Faculty Reimbursement for Expenses

Use of professional development, class social funds, and honoraria for guest speakers must be approved in advance of the expenditure by the appropriate associate dean. At the time of reimbursement request, the University Accounts Payable office requires itemized receipts for each expenditure, including meals (itemized meal receipt, credit card receipt, and list of participants).

Reimbursement requests will not be honored that are older than 60 days.

The Provost's Office currently offers a one-time per semester meal to classes. The total should not exceed an average of \$20 per attendee (SPCS will not cover any overage of this expense). The requests are limited to once per class/semester. This benefit may not renew each year. If unsure, please reach out to Catherine Pelletier, [catherine.pelletier@richmond.edu](mailto:catherine.pelletier@richmond.edu), academic administrative coordinator for the Interdisciplinary and Professional Studies Department or Keelyn Butcher, [keelyn.butcher@richmond.edu](mailto:keelyn.butcher@richmond.edu), academic administrative coordinator for the Graduate Education Department to confirm the benefit is still available.

## UR Email Account

The University of Richmond utilizes UR email addresses for all communication. It is the responsibility of the instructor to obtain and maintain an active email address and to regularly check the "inbox" for messages. The SPCS and University use this mode for communications to/from faculty. **The SPCS does not use personal or other professional email addresses to communicate with faculty.** Activation of email accounts and/or questions regarding usage is done through the Information Services Help Desk, (804) 287-6400.

## Textbook Adoption

Submitting course material requirements is **mandatory** to ensure that we are complying with the Higher Education Opportunity Act (HEOA) and Financial Aid and other requirements. Faculty should receive an email from the UR SpiderShop regarding textbook adoptions for the upcoming semester. Submissions require the textbook ISBN, title, edition, author(s) and the course number/title and section number. Additional information regarding the process can be found [here](#).

## Faculty Resources

### The Faculty Hub

The Faculty Hub offers comprehensive support for faculty and instructional staff through personalized consultations, dynamic workshops, and ongoing programs. Centrally located on campus, the Hub also provides a welcoming and convenient space for work and collaboration. You can learn more [here](#).

## Copying Materials for Instruction

Adjuncts may use the copy machine in the second floor "supply room" of the Special Programs Building. In addition, we urge you to utilize the UR Print Shop. The Print Shop generally requests a two-day notice unless it is an emergency. The email address and phone number for the Print Shop is [printshop@richmond.edu](mailto:printshop@richmond.edu) and 804-289-8525. In the email, include:

- The number of copies you need and how many pages.
- One-sided or two-sided?
- Color or black and white? (Color is very expensive, please use sparingly)
- Stapled?
- You may charge the work to the SPCS. Contact Catherine Pelletier, [catherine.pelletier@richmond.edu](mailto:catherine.pelletier@richmond.edu), academic administrative coordinator for the Interdisciplinary and Professional Studies Department or Keelyn Butcher, [keelyn.butcher@richmond.edu](mailto:keelyn.butcher@richmond.edu), academic administrative coordinator for the Graduate Education Department for the budget code.

## Copyright Information for Class Materials

Recent changes in copyright laws have an impact on teaching materials that can be transmitted for online courses. If there are questions about general guidelines for using materials for a class, placing items on reserve, or copyright for publication, please contact the SPCS Librarian. Email addresses can be found [here](#).

## Field Trips

Faculty are encouraged to take field trips that may enhance the content and nature of the course. The course syllabus should indicate any field trips that are required as a part of the class, including any costs that students might incur. Optional field trips should also be noted in the syllabus. The Bonner Center for Civic Engagement offers Course Support Grants (forms found [here](#)) that can assist faculty with field trips and guest speakers. Students are responsible for costs related to field trips unless other arrangements have been made.

## Professional and Personal Development Fund

Each faculty member is entitled to request \$100 *per year* from the SPCS Faculty Professional Development Fund. The money is to be used to support teaching in the SPCS and for adjunct faculty professional growth and development related to their teaching. The Associate Dean for Academic Affairs must approve all requests in writing before funds are used. The request form is found [here](#).

## Guest Speaker Fund (Honorarium)

Faculty members are permitted to occasionally invite a guest speaker to his/her class; however, these events are considered to be the exception and not regular or routine. The faculty member is expected to be in attendance for all guest speakers and must notify the department chair if the adjunct faculty member is not able to be present for the guest speaker's session. Many members of the professional community are willing to share their experiences and knowledge as a service to the university and students we serve. To request an honorarium (currently \$150) to compensate a guest speaker, submit a Course Support Grant request through the Bonner Center

for Civic Engagement. The form is found [here](#). If the Bonner Center cannot honor your request, the SPCS may authorize a stipend (currently \$150) for a guest speaker. The SPCS Guest Speaker Request Form can be found [here](#). You may not use both funds for the same guest speaker event.

## Payroll

Questions about payroll should be directed to the [Payroll Office](#) (804-289-8170).

## Student and Faculty Resources

A variety of resources are available to UR and SPCS students and faculty. They include:

### Library Access

The libraries of the University of Richmond are dedicated to serving the academic and research needs of the University. The libraries consist of the Boatwright Memorial Library (the main library, information can be found [here](#)), the Education Studio located in Fountain Hall, the Science Library located in the Gottwald Science Center, the Music Library located in the Modlin Center, and the Law Library in the T. C. Williams School of Law. Contact information for subject librarians and the SPCS-dedicated librarian can be found [here](#).

The University of Richmond Library makes it easy for members of the University community who live off campus to access library databases. Students, faculty, and staff can connect to any online database listed on the library web pages. Information about off-campus access to library resources can be [found here](#). The [Ask a Librarian webpage](#) offers help with troubleshooting.

UR liaison librarians have created a suite of online video tutorials designed to enhance our instruction on a wide range of academic research skills and information literacy concepts. Students can use the tutorials to brush up on topics like [peer-reviewed sources](#), [scholarly authority](#), and [source evaluation](#). Additionally, faculty can incorporate the tutorials within their courses as supplemental material for in-class library instruction as ways to review content from instruction sessions and, especially important for first-years, get further accustomed to academic research. Each tutorial comes with a 6-8 minute long video, written and produced by UR librarians, and a series of pre- and post-tutorial questions to check for students' comprehension. The full list of tutorials is available at the following link: <https://libguides.richmond.edu/library-tutorials>.

### Information Services

Information Services is located on the lower level of Jepson Hall and offers faculty and students support and access to personal computers and other hardware, telecom and media support, as well as help establishing email accounts and other internet services. There are several computer

labs available on campus. Contact the Computer Help Desk (804-287-6400 or 6400 from the classroom) and Telecom Media Support (804-287-6500 or 6500 from the classroom) for technology support. Classrooms are equipped with a standard technology configuration. Details can be found [here](#).

## BannerWeb

BannerWeb is the central academic operating system for the University of Richmond and the School of Professional and Continuing Studies.

BannerWeb provides many useful services to both students and faculty. For example, students may use BannerWeb to view their unofficial transcript; review holds on their accounts; look up classes to add; view current class schedules; and register, drop, or add courses.

Faculty and advisors should use BannerWeb to view and download class rosters, look up classes for course enrollment, submit final grades, and view their personal course schedule.

Instructions for using BannerWeb and a BannerWeb overview are available on the Registrar's website, [found here](#).

## Weinstein Learning Center

The Carole and Marcus Weinstein Learning Center is a collaborative, state-of-the-art, intellectual gathering space that supports all students in every stage of their academic journey at the University of Richmond. The Center will integrate, amplify and co-locate the Speech, Writing, Quantitative and Programming, Content Tutoring, Academic Coaching, English Language and Intercultural learning, and Technology Studio services. The WLC aims to provide next-level academic support, transforming our students' development in integrated and innovative ways and complementing our robust curricular and co-curricular offerings. You can learn more [here](#).

## UR WELL

The Well-Being Center is a comprehensive and integrated facility that includes all campus health care in one location, providing easy access for (full-time degree-seeking) students and designed to be a collaborative high-impact environment to support student learning, student well-being, and student success. You can learn more [here](#).

## Counseling and Psychological Services

Counseling and Psychological Services (CAPS) are available to currently enrolled full-time degree-seeking students. If anyone (faculty, staff, student, community) needs to convey a concern about a student, please reach out to the SPCS Associate Dean for Student Affairs and/or submit a report, which can be found [here](#).

## Career Services

Career advising services, available to SPCS students, can be explored [here](#).

## Disability Services

The mission of Disability Services at UR is to ensure that those within our campus community who have disabilities are provided with the opportunity for full participation and equal access to campus resources. This mission reflects a consistent commitment and compliance with federal standards and state regulations. It also underscores the importance of recognizing and promoting the student's ability and independence. Faculty are legally required to honor identified accommodations. Implementation is not optional.

The University of Richmond's office of Disability Services website can be found [here](#), and Disability Services can be reached at [disability@richmond.edu](mailto:disability@richmond.edu) or 804-662-5001. Faculty resources provided by the Disability Services Office can be found [here](#).

## Student Government Association

The Student Government Association (SGA) is made up of members of the School of Professional & Continuing Studies student body, supervised by an administrative board that meets regularly. The mission of SGA is to promote and organize events and activities throughout the academic year designed to engage SPCS students with each other as well as with the campus community. Learn more [here](#).

## I.D. Cards (One Card)

Faculty issued university picture I.D. cards are available from the [One Card Services Office](#), Heilman Dining Center (next to the Post Office). These cards are bar-coded with a university-assigned identification number and can be used to check books out of the library and for identification at other university events. Some buildings may require One Card access.

The UR I.D. can also be used as a debit card by establishing a Spider Account. This program uses pre-deposited funds to pay for purchases on campus, including campus food services and vending machines. For details about the Spider Account visit the [One Card website](#).

## Parking

All vehicles must be registered with [Parking & Transportation Services](#). Adjunct faculty are provided with parking decals at no charge. Vehicles should be registered online [here](#). Please allow three business days for processing and mailing.

## Campus Safety

UR Police, Emergency: (804) 289-8911 (911 from a campus phone)

UR Police, Non-Emergency: (804) 289-8715

- This non-emergency UR Police telephone number is the number you call if you are locked out of a building in which you are teaching.

## University Alerts

In the event of an emergency requiring immediate campus-wide communication, official information and instructions will be posted to [this page](#).

## Emergency Management

The “UR Spider Safe” App allows you to download the UR campus safety app, URSpiderSafe, featuring mobile bluelight, enhanced walk tracker, and an interactive campus map. Find more information [here](#).

Brittany Wagner serves as the Special Programs Building Safety Coordinator and Grant Rissler serves as the Backup Building Safety Coordinator. The [Special Programs Building Emergency Plan](#) can be found [here](#).

## Compliance with the Jeanne Clery Disclosure Act

The University of Richmond is obligated under the federal Clery Act to report annually to current and prospective students and employees statistics on specified crimes occurring on campus and on certain non-campus property. Information related to the University of Richmond annual report and the Clery Act can be found [here](#).

## Threat Assessment and Response to Concerns about Students

Please note that unusual behavior or any concerns about an SPCS student (including concerns about their mental health, emotional well-being, personal safety, etc.) are to be taken seriously and should be dealt with promptly and effectively by SPCS deans/staff. Do NOT hesitate to report incidences of any nature.

Details about conveying concerns about students can be found [here](#).

If immediate assistance is needed because of a threat to someone's safety, call the police:

- On-campus situations: Call UR Police emergency (804-289-8911) or 911 from any campus phone

- Off-campus situations: Call 911 to access local police responder

Anyone (faculty, staff, students, parents) with concerns about a particular student is strongly encouraged to relay those concerns as soon as possible. For all other types of mental health, or safety concerns, or to convey a concern about a student please [fill out this form](#). The form will be routed to the appropriate office(s). The Associate Dean for Student Affairs for the School of Professional and Continuing Studies is [Gretchen Flynn Morris](#).

## Honor Code and Student Misconduct

Student misconduct in SPCS classes, including before and after class sessions, and abusive behavior or aggressiveness toward instructors will not be tolerated. The SPCS Honor Code is found [here](#). The University's Student Handbook and Standards of Student Conduct can be found [here](#).

Student misconduct issues should be reported to the Associate Dean for Student Affairs, [Gretchen Flynn Morris](#), as soon as possible. If the misconduct in class is of an aggressive or violent nature or poses an immediate concern, contact the Campus Police Department immediately - UR Police emergency (804-289-8911) or 8911 from any campus phone.

*Thank you for your service to the students and programs of the School of Professional and Continuing Studies. Your contributions ensure a meaningful experience for students.*