



Dear Colleagues:

I am pleased to present this latest version of the *Non-Credit Instructor Handbook* to you. We have tried to present you with as much information as possible regarding the School of Continuing Studies and its policies and procedures with respect to the non-credit programs offered through the Think Again catalog. It also contains much useful information on resources available to you throughout the University.

Receiving major emphasis this academic year is our enrollment management initiative. Our purpose is to improve the services to our students through personal contact from the time an initial contact is made with the SCS.

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. In the process, we can shape what happens in the larger community, and I urge you to focus constantly on improving the “products” we offer.

Thank you for your service to the School of Continuing Studies by imparting your knowledge and experience to our students.

Sincerely,

A handwritten signature in black ink that reads "James L. Narduzzi". The signature is written in a cursive style with a large, stylized initial "J".

James L. Narduzzi, Ph. D.  
Dean



**SCS Non-Credit Instructor Handbook**  
Table of Contents

<b>1. INTRODUCTION</b> .....	<b>3</b>
1.2. HISTORY OF THE UNIVERSITY .....	3
1.3. BRIEF HISTORY OF THE SCHOOL OF CONTINUING STUDIES .....	4
1.4. MISSION OF THE SCHOOL OF CONTINUING STUDIES.....	4
1.5. MISSION OF THE OFFICE OF COMMUNITY AND PROFESSIONAL EDUCATION .....	4
<b>2. CONDITIONS OF EMPLOYMENT</b> .....	<b>5</b>
2.1. NONDISCRIMINATION STATEMENT.....	5
2.2. THE HIRING/EMPLOYMENT PROCESS: NEW INSTRUCTORS.....	5
2.3. SOUTHERN ASSOCIATION ACADEMIC STANDARDS .....	5
2.4. CONTRACTS.....	5
2.5. COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE ACT .....	6
<b>3. EXPECTATIONS OF INSTRUCTORS</b> .....	<b>7</b>
3.1. STANDARDS OF EXCELLENT TEACHING.....	7
3.2. ATTENDANCE .....	8
3.3. CLASS SIZE .....	8
3.4. COMMUNICATIONS .....	8
3.4.1. <i>THINK AGAIN Mailbox</i> .....	8
3.4.2. <i>E-mail/Phone</i> .....	8
3.5. COURSE ROSTERS .....	8
3.6. INSTRUCTOR EVALUATION .....	8
3.7. INSTRUCTOR TRAINING.....	9
3.8. FIRST CLASS MEETING .....	9
3.9. EACH CLASS MEETING.....	10
3.10. LAST CLASS MEETING.....	10
3.11. INCLEMENT WEATHER .....	10
3.12. MEDICAL/PERSONAL EMERGENCY (CLASS CANCELLATION) .....	10
3.13. POLITICAL/COMMERCIAL ACTIVITY .....	11
3.14. TEXTBOOKS AND COURSE PACKS.....	11
3.14.1. <i>Textbooks</i> .....	11
3.14.2. <i>Course Packs</i> .....	11
3.15. VISITORS TO CLASS.....	12
<b>4. IMPORTANT INSTRUCTOR ITEMS NEEDED EACH SEMESTER</b> .....	<b>13</b>
4.1. YOUR CLASSROOM .....	13
4.2. MEDIA REQUESTS.....	13
4.3. INSTRUCTOR PACKET.....	13
4.4. COURSE PROPOSALS.....	14
<b>5. UNIVERSITY RESOURCES FOR INSTRUCTORS</b> .....	<b>15</b>
5.1. FREE NON-CREDIT COURSE .....	15
5.1.1. <i>Eligible Courses</i> .....	15
5.1.2. <i>Ineligible Courses</i> .....	15
5.2. ALUMNI DISCOUNT FOR NON-CREDIT COURSES .....	15
5.3. BOATWRIGHT MEMORIAL LIBRARY.....	15
5.4. COMPUTER HELP DESK .....	15
<b>6. POLICIES AND PROCEDURES</b> .....	<b>17</b>
6.1. PARKING.....	17

6.2.	PAYCHECKS .....	17
6.3.	REIMBURSEMENTS .....	17
6.4.	REVIEWS BY INSTRUCTOR/STAFF.....	18
6.5.	COMMUNICATION REGARDING PROGRAM PERFORMANCE.....	18
6.6.	STUDENT COMPLAINTS .....	18
6.7.	AFFIRMATIVE ACTION .....	18
6.8.	HARASSMENT AND DISCRIMINATION POLICY (INCLUDING SEXUAL HARASSMENT) .....	19
6.9.	RIGHTS WITH RESPECT TO EDUCATION RECORDS.....	21
<b>7.</b>	<b>COMMONLY USED TELEPHONE NUMBERS (804 AREA CODE) .....</b>	<b>22</b>
<b>8.</b>	<b>SAMPLES AND FORMS .....</b>	<b>23</b>
8.1.	STUDENT EVALUATION FORM.....	23
8.2.	SAMPLE COURSE ROSTER.....	23
8.3.	CAMPUS MAP.....	23
8.4.	DIRECT DEPOSIT AUTHORIZATION FORM .....	23
8.5.	COURSE PROPOSAL FORM.....	23

# 1. INTRODUCTION

## A. Educational Objectives of the University

- To cultivate in students the interest, capacity, and skills necessary for independent intellectual inquiry and lifelong learning.
- To convey to students a representative portion of that body of knowledge that has accumulated and endured through the history of cultures.
- To encourage and aid students in the development of basic beliefs, values and attitudes, including those of cooperation and tolerance.
- To assist students in selecting and preparing for careers and for study in graduate and professional schools.
- To foster in students personal habits that contribute to health and physical fitness.

### 1.1. 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.

Key dates:

1830 Beginnings of Richmond College

1870 Start of Law School

1914 Westhampton College

1920 Charter of University of Richmond

1921 Graduate School

1924 Evening School of Business

1949 School of Business Administration

1962 University College

1975 Merger of Richmond College and Westhampton College

1988 Jepson School of Leadership

1994 University College renamed School of Continuing Studies (SCS)

## **1.2. Brief History of the School of Continuing Studies**

The origin of the School of 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.

The School is one of the five academic units at the University of Richmond and is organized into three divisions: the Evening School, the Summer School, and the Office of Community and Professional Education (OCPE). The Evening School offers credit bearing courses, certificates, and associate and bachelor's degrees for adults. Courses are offered in the evening and on weekends. The Summer School serves both traditional age and non-traditional students and includes an extensive study abroad program. The OCPE offers non-credit courses for professional development and personal enrichment. We transform lives through lifelong learning.

## **1.3. Mission of the School of Continuing Studies**

The mission of the School of Continuing Studies is to serve the continuing education needs of the greater Richmond community and beyond by providing exemplary educational opportunities for non-traditional students through degree, certificate, and non-credit programs.

## **1.4. Mission of the Office of Community and Professional Education**

The mission of OCPE is to be the primary provider of extraordinary non-degree enrichment and professional development programs in support of the University's outreach agenda.

## **2. CONDITIONS OF EMPLOYMENT**

### **2.1. Nondiscrimination Statement**

Every University staff member, instructor and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law.

### **2.2. The Hiring/Employment Process: New Instructors**

All new instructors must go through an application process before they are able to teach their first class. Following approval, there are other responsibilities instructors must fulfill. Please note the following steps:

- The applicant must submit a University of Richmond application form, which is provided by SCS, three (3) letters of recommendation, and course outline for each new course proposed. These documents should be returned to the appropriate Program Coordinator.
- Applicant receives formal contract for the course(s) that will be taught. Contract must be signed, dated, and returned to the appropriate Program Coordinator.
- Program Coordinator forwards signed forms and applicant's materials to Human Resource Services.
- Appointment is made by HR with instructor so that the application process can be completed.
- Instructor attends special new Instructor Orientation Meeting (Time/date TBA).
- Instructor reads and becomes familiar with *Instructor Handbook*.

### **2.3. Southern Association Academic Standards**

The Southern Association of Colleges and Schools (SACS), which reviews the academic programs of the University of Richmond and serves as the accrediting body, has established certain minimum standards for instructor credentials to which we must adhere. Key issues are:

- Current syllabi/course outlines must be on file for all courses taught.
- The University of Richmond and the School of Continuing Studies will be reviewed for re-accreditation in 2012.

### **2.4. Contracts**

Teaching assignments are made by the Program Coordinator. Assignments for the upcoming academic semester are typically made six months prior to the start of that semester (Spring courses are determined the previous Summer, and Fall classes are determined the previous Spring).

Once a course has been approved or assigned for a semester, the Program Coordinator will contact the instructor to negotiate salary and finalize specific course needs. A contract will be sent to the instructor, listing all courses that will be taught in that semester, along with the agreed-upon course dates and salary. Instructors must return signed contracts to the appropriate Program Coordinator. All course assignments depend upon sufficient registrations. Small classes may be held upon the mutual agreement of the instructor and the Program Coordinator, and contingent on a renegotiation of the contract terms.

## **2.5. Compliance with the Jeanne Clery Disclosure Act**

The University has an obligation to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the attending Code of Federal Regulations. Each institution of higher education in the United States that participates in federal student aid programs must produce and distribute an annual report containing crime statistics and statements of security policy. Statistics include information on the following: murder; sex offenses, forcible or non-forcible; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; arson; and hate crimes by category of prejudice. Reports from the most recent three years (current data are available at the following campus Web site: [police.richmond.edu/reporting](http://police.richmond.edu/reporting)).

Further, this act requires that all faculty and staff who interact significantly with students (to whom students may report crimes) or university employees who take “disciplinary actions against students,” are to be aware of their role in the University of Richmond’s compliance with the Jeanne Clery Disclosure Act. Faculty and staff members who are involved in disciplinary actions concerning liquor law violations, drug law violations and illegal weapons possessions must report these statistics to the University Police Department (289-8715).



### 3. EXPECTATIONS OF INSTRUCTORS

*The University of Richmond is committed to excellence in teaching in all of its academic units, including the School of Continuing Studies. What follows are guidelines to help insure consistency across all programs within the school.*

#### 3.1. Standards of Excellent Teaching

The Office of Community and Professional Education prides itself on the excellence of its instructors. Instructors provide a balance between theory and real-world application and are expected to excel in communicating that knowledge in the classroom. Along with the free exchange of ideas and the freedom of discussing their subjects, which is granted to instructors, comes the responsibility of being representatives of the University.

One of the primary responsibilities of an educator of adults is to aid students in developing the attitude that learning is a lifelong process. It is also expected of our instructors that when a specific course is completed, students leave with a heightened sense of curiosity and with an increased ability to carry out their own learning.

There are many ways to teach, and while standards of excellence can be identified, instructors may be strong in many of the standards but not necessarily all of them. The ultimate outcome—student learning—can be achieved through a variety of approaches. Nevertheless, an excellent instructor should demonstrate all or most of the following:

- Communicates high expectations and provides a quality learning experience. Encourages and challenges students to do their best.
- Uses the first night of class to become acquainted with students, set the tone for the session, explain the syllabus, communicate expectations concerning attendance, class structure, participation, etc.
- Projects a professional, respectful and approachable image.
- Learns and uses the names of students quickly.
- Respects that students are adults with commitments outside of the classroom.
- Serves as a resource to students, stays current in the field and provides a bridge for students between theory and real-world application.
- Prepares effectively for each class and is organized.
- Strives for a mutual learning experience. Focuses on student learning, using actual student needs as a baseline for course development.
- Recognizes that students learn in a variety of ways. Provides a variety of learning experiences including lecture, group work, independent research, simulations, discussions, etc.
- Encourages active learning. Provides students the opportunity to talk or write about what they are learning, relate it to past experiences and apply it to their world.
- Advocates the use of current technology as a means to communicate with students and as a rich learning resource.

- Is willing to try new techniques and incorporates new material each semester.
- Encourages student feedback and uses instructor evaluations to make course or teaching style adjustments.
- Is familiar with University policy on academic freedom, sexual harassment, the honor code, etc. as presented in this handbook.

### **3.2. Attendance**

Instructors are required to keep accurate attendance records for all of their classes. This helps SCS to maintain accurate records of student enrollment and attendance.

### **3.3. Class Size**

The Program Coordinators determine maximum class size. Instructors, however, are urged to communicate the ideal class size to their respective Program Coordinator based on the subject matter and instructional technique to be used. SCS has the right to cancel any course that is not economically feasible.

### **3.4. Communications**

#### **3.4.1. THINK AGAIN Mailbox**

A special mailbox is designated in the SCS mailroom, located on the 2nd floor of the Special Programs Building. This mailbox, labeled “Think Again Instructor Pick-up” is where you will find the instructor packet for your class. The Program Coordinator will contact you a few days before the class to let you know when you can pick it up. The mailroom is available 24 hours a day.

#### **3.4.2. E-mail/Phone**

Each instructor must provide the Program Coordinator with up-to-date contact information, including an email address and phone numbers. The Program Coordinator will need to get in touch with you regarding class enrollment, instructor packets, and other important class information. Please remember to check your email and voicemail regularly for any course updates.

### **3.5. Course Rosters**

Tests or projects are not required to pass a course. Most non-credit courses do not assign grades – students are simply given a pass/fail. The passing “grade” is based solely on the student attendance for the class. Please mark attendance on the roster for each class session. The completed roster should be returned to the Program Coordinator at the completion of the course, or within one week after the last class meeting.

### **3.6. Instructor Evaluation**

All instructors will be evaluated on a regular basis by their students. These formal evaluations provide information that assists the instructor on the improvement of instruction and/or the course, and gives the Program Coordinator direction on future class selection.

Instructors must maintain an average evaluation rating of 3 or better on a scale 1 to 4 (with 1 being the lowest and 4 being the highest score). If an instructor has an average evaluation rating of less than 3, the Program Coordinator will contact the instructor to discuss possible reasons for the rating. The Program Coordinator may decide that an additional course evaluation or audit, by either a staff member or another instructor, is needed for further assessment. Obviously an instructor may have an “off” day. Perhaps a disruptive student or outside influences contributed to bad experience for some students. A one-time low rating for an instructor will not automatically prevent him/her from continuing to teach. However, if multiple courses have low ratings, the instructor may not teach additional courses.

### **3.7. Instructor Training**

New instructors must complete an instructor orientation prior to teaching their first class with SCS. Returning instructors are encouraged to attend an instructor training session once every 3 years in order to stay up-to-date on policy changes and updates on procedures. If you are unable to attend an instructor training or orientation session, the Program Coordinator will schedule a time to meet with you one-on-one to go over the information.

### **3.8. First Class Meeting**

The first class session (or sometimes the only session) is very important because it will provide students with their first impression of the instructor, the course, and the university. Please be sure to include the following things in your first class meeting:

- Introduce yourself to the students. You may wish to briefly tell them about your background or experience in the course topic. Avoid speaking at length about your company or business – the class should not be a sales pitch.
- Welcome students to the non-credit programs offered through the School of Continuing Studies. You may wish to tell them how long you have been teaching with SCS.
- Give students the inclement weather hotline number – 289-8760. Inform students that they are responsible for checking the hotline for class cancellations.
- If a student does not appear on the roster, the student must contact our office to verify registration. If the class is being held during normal office hours (8:30am – 5:00pm), please call the Program Coordinator to check on any late registrations that may have been received after the roster was printed.
- Under no circumstances should the instructor accept registrations and/or payment from a student.
- Student substitutions are not allowed.
- Check to see if each student has a parking pass. Give a parking pass to anyone who had not yet received one (extra parking passes are provided in your instructor packet).

### 3.9. Each Class Meeting

For every class meeting (even if your class only meets for one session), remember to follow these policies:

- Represent yourself as an Ambassador of the University and SCS.
- If your class meets more than once, record student attendance each session on the course roster. You should notify the Program Coordinator of consecutive absences by the same student.
- Leave the classroom as you found it. Restore table and chair arrangement as necessary.
- Do not borrow furniture or items from other classrooms.
- Erase chalkboards when you leave.

### 3.10. Last Class Meeting

For the final class meeting (which is sometimes the only class meeting), please remember to follow these final procedures:

- Distribute and collect completed course evaluations (included in your instructor packet)
- Complete the attendance on the course roster.
- Return the following items back to SCS: key, roster, attendance sheet, and evaluations. **Your instructor payment cannot be processed until we have received these materials from you.**
- If you are returning a classroom key, please do not mail the items back to us. Keys can tear holes in envelopes during the mail processing and can fall out.

### 3.11. Inclement Weather

Classes are rarely canceled for weather-related reasons. Announcements concerning the status of evening classes are made on WRVA (1140 FM) radio and most other radio and television stations. The university also has an Inclement Weather Hotline, 289-8760, that provides up-to-date closing information. In addition, Campus Police can be reached at 289-8715. If students show up, class should be conducted as normal. In the event that you are unable to meet your class, please follow the Medical/Personal Emergency policy stated below. Please contact your Program Coordinator to make arrangements for a makeup class.

### 3.12. Medical/Personal Emergency (Class Cancellation)

Should the instructor experience a medical or personal emergency, he or she should contact the Program Coordinator immediately. If class needs to be canceled for that session, the office will try to assist the instructor in contacting the students at home or work, after all other means are exhausted. (Instructors are strongly encouraged to get current day and evening phone numbers and/or e-mail addresses for every student and to use this information to establish a telephone tree to facilitate this process.) The

Program Coordinator should be contacted as soon as possible so SCS can assist with notifying the students. Class time missed needs to be made up—either by scheduling an extra class session, or adding minutes to remaining sessions. **Please contact the Program Coordinator to schedule any makeup sessions or to reserve extended time in the classroom.**

At the instructor's discretion, he or she may ask a qualified colleague to substitute for him or her. If this alternative is chosen, any financial remuneration is between the instructor and the colleague. The University will not authorize additional compensation over and above the agreed upon contract. The Program Coordinator should be contacted if another person will be teaching the course.

### 3.13. Political/Commercial Activity

It is considered inappropriate for an instructor to use her or his classroom to espouse any type of personal agenda. While the classroom is the forum for the exchange of various, diverse points of view, the instructor should take caution to identify personal opinion from factual content. At no time should an instructor use the classroom to promote a particular religious group, political party, social movement or ideological theme. **It is also inappropriate for the faculty member to attempt to sell either a product or professional service to the students or promote a business in which the faculty member has a personal or financial interest. Additionally, faculty members may NOT use their University of Richmond e-mail address to engage in any political or commercial activity of personal benefit. Use of unofficial business cards, letterhead, or other printed materials for any personal, political or commercial purpose that (a) make reference to UR, (b) contain an individual's full-time or adjunct faculty rank, or (c) use the UR and/or SCS logos, is strictly prohibited.**

### 3.14. Textbooks and Course Packs

#### 3.14.1. Textbooks

Textbook orders can be placed on-line at the university bookstore's website [urspidershop.com](http://urspidershop.com). All orders should be placed a minimum of eight weeks prior to the start of a new semester in order to allow sufficient time for the order to be generated and shipped. Instructors can also ask students to purchase a book through another bookstore or on-line store. If you wish to purchase the books yourself and have students pay you directly, please notify the Program Coordinator so that information can be included in the registration letter to students.

#### 3.14.2. Course Packs

Instructors may consider use of course packs\* in addition to or in lieu of textbooks. Instructors have access to the SCS copier, located in the mailroom of the Special Programs Building. If you need to make copies of packs that are more than 50 pages each, please contact the Program Coordinator so arrangements can be made to have the packs printed/copied ahead of time. Please contact the Program Coordinator at least 14 days prior to the start of the

course to allow enough time for printing the materials.

\* Course packs are collections of articles, book chapters, and sections from other printed material. Course pack materials may require the author's permission to reprint.

### **3.15. Visitors to Class**

In an effort to ensure a classroom environment that is conducive to quality instruction and learning, instructors should discourage any visitation to class sessions by those not enrolled in the course. This includes children, other relatives, friends, and colleagues of students enrolled in the course and of the instructor. In the event of an isolated emergency (such as a home crisis, absence of child care, etc.), the instructor may grant an exception to this policy for a single class session, provided that any disruption is dealt with promptly and effectively by the student to whom an exception has been granted. Instructors have the exclusive authority to provide for a classroom atmosphere that ensures maximum learning potential.

#### 4. IMPORTANT INSTRUCTOR ITEMS NEEDED EACH SEMESTER

*Faculty are sometimes confused about “administrative” items needed each semester, and the timeline for completing these tasks. The following are the items that must be completed by each faculty member for every course.*

##### 4.1. Your Classroom

Classroom locations should be visited prior to the class start date to ensure the space meets your needs. Contact the Program Coordinator if you have questions about the classroom location. The building and room number will also be listed on the front of your instructor packet envelope. If your class is being held off-campus, please make sure the Program Coordinator has the directions ahead of time.

##### 4.2. Media Requests

It is your responsibility to notify the Program Coordinator of any media requirements in the course proposal, and to schedule your class media needs in advance of the class start date. Media support includes any hardware, software, or equipment such as PowerPoint, a Mac or Windows-based computer, slide projector, overhead foil projector, projection screen, remote mouse, tape/CD, DVD player, TC, VCR, etc.

Kathy Rothert is the Telecom Services Representative. Please contact Kathy directly if you have any questions about using equipment or would like to set up a meeting with a tech to assist you:

krother@richmond.edu  
804-289-8888  
FAX 804-289-8988

You will need to let Kathy know your classroom assignment in this process so that she can complete your media request. You will be emailed with your classroom assignment prior to the start of your class.

If you need telecom or media support during your class, simply use the classroom telephone to dial x6500 for service.

##### 4.3. Instructor Packet

The Program Coordinator will contact you a few days before the start of your course to let you know when the instructor packet will be available for pick-up (usually 1 – 2 days before the class). If you need to pick up the packet before that time, please notify the Program Coordinator so it can be prepared earlier.

The instructor packet contains the following items:

- Course roster
- Course evaluations
- Extra student parking passes
- Extra Campus map
- Classroom key (if applicable)

- List of important phone numbers

The front of the instructor packet will be labeled with the instructor's name, course title, building and classroom. The packet will be placed in the mailbox labeled "Think Again Instructor Pick-up" in the mailroom, Special Programs Building, 2<sup>nd</sup> floor.

When your class has finished, return all of the above items to the Program Coordinator. You can place it in the Program Coordinator's mailbox, drop it by the office, or mail back (***Do not mail instructor packet if it contains a classroom key – they often tear holes in the envelope, fall out, and are lost en route.***)

Once the instructor packet has been returned to SCS, the Program Coordinator will submit your payment request to the payroll office.

#### 4.4. Course Proposals

Course proposals for each term will be requested by the Program Coordinator via email or mail. The course proposal request will include instructions for completing, information required, deadline for submission, and dates to avoid for campus breaks and exam periods. **We welcome new course topics and ideas.** Please don't feel that you have to offer the same course each semester. Keep your eyes open for any new topics that you would like to teach!

**Please note that submitting a course proposal does not guarantee that your course will be accepted for the upcoming semester.** We must limit course offerings to a certain number of courses in each topic area. Once your proposal has been reviewed and accepted, the Program Coordinator will get in touch with you to negotiate instructor salary, discuss specific course needs, and obtain any necessary references (for new instructors).

Once the semester schedule has been set, a new instructor contract will be mailed to you, detailing the course date(s), time, title, and instructor salary.



## **5. UNIVERSITY RESOURCES FOR INSTRUCTORS**

### **5.1. Free Non-Credit Course**

Instructors enjoy the benefit of auditing one OCPE course of choice per semester in which they teach at no charge (space permitting). Please contact your Program Coordinator to sign up for a class. Please see restrictions below:

#### 5.1.1. Eligible Courses

- Landscape Design Certificate Program:
  - Introduction to Plants
  - Landscape Graphics
  - History of Garden Design
- Institute on Philanthropy courses
- Culinary Arts Program (electives only)
- All Personal Enrichment and Professional Development courses that are not listed below as ineligible.

#### 5.1.2. Ineligible Courses

- Fitness Instruction Program
- Landscape Design Certificate Program (core courses)
- Lewis Ginter Home Gardener's Series
- Adjunct Faculty Certificate Program
- Culinary Arts Program (core courses)
- Online courses

### **5.2. Alumni Discount for Non-Credit Courses**

University of Richmond alumni with a baccalaureate or advanced degree are entitled to a 25% discount on ONE class per semester. Alumni discounts do not apply to travel programs, conferences, special programs, membership fees, certificate programs or application fees.

### **5.3. Boatwright Memorial Library**

Instructors may access the campus library to conduct research, review books and materials. Visit the library online at [library.richmond.edu](http://library.richmond.edu) for hours of operation.

### **5.4. Computer Help Desk**

The University of Richmond Computer Help Desk serves all faculty, staff and students. Assistance is provided for your computer needs as related to course presentations. You can contact the Help Desk from off campus at (804) 287-6400, from on campus

at extension 6400, through email [helpdesk@richmond.edu](mailto:helpdesk@richmond.edu), via chat or by visiting the Help Desk in person in Jepson Hall G-19 (basement).

Visit Information Services online at [is.richmond.edu](http://is.richmond.edu) for hours of operation and additional information.

## 6. POLICIES AND PROCEDURES

### 6.1. Parking

The Program Coordinator will provide instructors with a temporary faculty parking pass which will be enclosed in your instructor packet. You should make sure this parking tag is visible from your rear-view mirror, and you must park in spaces designated as Faculty/Staff.

If you are teaching on a regular basis you may also request a permanent parking sticker by visiting [police.richmond.edu](http://police.richmond.edu). You will need to know your UR ID to register (contact your Program Coordinator or look at your teaching contract).

### 6.2. Paychecks

Instructors will be paid when all of the following are complete:

- Contract is complete, signed and filed with SCS and Human Resource Services (HR).
- UR employee forms are complete, signed and filed in SCS and HR.
- HR has a copy of your social security card and photo identification.
- Course outline has been received for each new course being taught.
- Rosters and completed evaluations are returned to SCS.
- Room key (if provided) is returned to SCS.

Due to Payroll policies and schedules, payment will occur no more than 60 days from the last date of your course (or from the date you return the course forms). Payroll checks are processed on the 30th of each month, and requests must be submitted by the 15<sup>th</sup> of that month. For example, if you turn in your completed course paperwork on October 20, your paycheck will be processed on November 30. Please return the course roster, evaluations and keys as soon as possible. This will assist us in getting your payment processed in a timely manner.

Questions about paychecks, taxes or other deductions should be directed to the Payroll Office (804-289-8170).

### 6.3. Reimbursements

All additional expenses related to your course must be pre-approved by the Program Coordinator prior to purchase. Please also note the following:

- Only **original receipts** are accepted. Photocopied receipts will not be accepted by the Accounts Payable office for reimbursement.
- Please allow up to 4 weeks for processing reimbursements.

#### **6.4. Reviews by Instructor/Staff**

New instructors may be required to have their first course audited by another instructor or staff member in order to provide additional feedback to the instructor. Reviews will be determined as needed by the Program Coordinator.

#### **6.5. Communication Regarding Program Performance**

Should you need to discuss performance matters regarding the Program Coordinators, Registration & Operations Coordinator, or other SCS staff member at SCS, please contact David Kitchen, Associate Dean at 289-8382. The Associate Dean will handle and disseminate all communications of this sort to be assured the proper parties are involved.

#### **6.6. Student Complaints**

If a student has a complaint about a course or an instructor, the student must contact the Program Coordinator directly.

If a complaint is filed against an instructor, the following steps will be taken:

1. SCS staff will research the complaint
2. Program Coordinator will contact the instructor to notify them of the complaint.
3. Other students in the course may be contacted if additional information is needed.
4. The instructor will have the opportunity to meet with the Associate Dean and Program Coordinator(s) to discuss the complaint and respond.
5. If necessary, the Human Resources staff may need to research the complaint as well (depending on the nature of the complaint).
6. If, after careful review and consideration, the instructor is found to be at fault, SCS staff and the Associate Dean will decide what steps need to be taken. In some cases, the instructor may not be allowed to teach any additional courses for SCS.

The above procedures for handling complaints do not apply to claims of sexual harassment or inappropriate conduct. There are separate procedures for these types of complaints (See Harassment and Discrimination Policy 6.7)

#### **6.7. Affirmative Action**

The University has a policy of non-discrimination with regard to race, color, sex, age, religion, national origin or physical disability. It is the intent of the University's employment and personnel practices to conform to all applicable federal, state and local laws and regulations regarding non-discrimination. It is the obligation of every employee of the University in his/her area of responsibility to adhere to this policy.

Abstract\* of Policy on Services for Students with Disabilities. The University of Richmond complies with Section 504 of the Rehabilitation Act of 1973 which states that "no otherwise qualified handicapped individual . . . in the United States shall, solely by reason of . . . handicap be excluded from the participation in, be denied the

benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

- The Office of the Vice-President for Student Affairs assumes responsibility for seeing that the University is properly interpreting federal regulations requiring that the University take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of reasonable accommodations for students with a physical or mental impairment. The University Disability Coordinator (Vice-President for Student Affairs), assisted by Disability Advisors (e.g., CAPS psychologists, law school associate dean), will be responsible for the University’s compliance with these regulations.
- Sufficient advance notice is required in order to give the various academic and service areas a reasonable period of time to evaluate and respond to requests. Students should complete the steps listed below well in advance of the anticipated need for services.
  - Students must be admitted to and/or enrolled in the University.
  - Students requesting auxiliary aids, academic adjustments, or other special services should first complete the “Request for Disability Accommodation” form available from the Office of the Vice-President for Student Affairs. If the request requires modification of academic procedural requirements or necessitates special testing and/or course evaluation methods, students must provide a copy of a report of the diagnosis from appropriate professionals. Such diagnosis is subject to verification by the University.
  - The University Disability Coordinator (the Vice-President for Student Affairs) or designees (Disability Advisors), will make a case-by-case determination of the student’s educational need for the requested auxiliary aid, academic adjustments, or other accommodations determined to be reasonable. A “Disability Accommodation Notice” will be provided to the student for use in arranging the permitted accommodations.
- Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the University’s grievance procedure. Information and consultation on these procedures are available through the Office of the Vice-President for Student Affairs.

\*Policy on file in the Office of the Vice-President for Student Affairs, Tyler Haynes Commons Building, Room 338, University of Richmond, Richmond VA 23173 (Tel. 289- 8032).

## **6.8. Harassment and Discrimination Policy (including Sexual Harassment)**

Every University staff member, instructor and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law.

The University's policy against discrimination and harassment ("Policy") incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on gender. The Policy also incorporates all other local, state and federal laws, including Title VII of the Civil Rights Act of 1964. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for instructor and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus.

Illegal and improper harassment based on any of the classifications in paragraph 1, may include, for example:

Making unwelcome or offensive comments about a person's clothing, body or personal life;

- Use of unwelcome or offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Any suggestion that sexual favors, race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any protected classification would affect one's job, promotion, performance evaluations, grades, working or educational conditions; or
- Other conduct that creates a work or educational environment that may be considered offensive or hostile, even though some employees or students might not find them objectionable.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating or offensive work or educational environment.

The University has designated the Vice President of Human Resources, Carl Sorensen, as the University's representative to handle issues arising under the Policy, including Title IX. Individuals who need further information or clarification of the Policy should contact Human Resources directly. Staff, faculty and students who feel they have suffered discrimination or harassment in violation of the Policy should contact Human Resources.

## 6.9. Rights with Respect to Education Records

The Family Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review their records within 45 days of the date the University receives a request for access. Students should submit to the University Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
7. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask that University of Richmond to amend a record that they believe is inaccurate or misleading. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University of Richmond decides not to amend the record as requested by the student, the University will notify the student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  8. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  9. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

The University of Richmond's complete FERPA Policy Statement is available as part of the Office of the University Registrar's web page at [registrar.richmond.edu](http://registrar.richmond.edu) or by contacting the Office of the University Registrar.

## 7. COMMONLY USED TELEPHONE NUMBERS (804 Area Code)

<b>School of Continuing Studies (<i>Main Number</i>)</b>	<b>289-8133</b>
Dr. James L. Narduzzi, Dean	289-8135
Dr. David Kitchen, Associate Dean	289-8382
Dr. Ned K. Swartz, Associate Dean	287-6338
<b>Stephanie Bowlin, Manager, Community Education Outreach</b>	<b>287-6331</b>
<b>Christina Draper, Personal Enrichment Program Specialist</b>	<b>289-8937</b>
<b>Anna Kay Travis, Registration &amp; Operations Coordinator</b>	<b>287-6676</b>
<b>Cary Jamieson, Program Specialist, Landscape Design</b>	<b>262-9887 x359</b>
<b>Martin Gravely, Culinary Center Manager</b>	<b>422-2665</b>
<b>Mary Catherine Raymond, Coordinator of Youth Programs</b>	<b>287-6302</b>
<b>Linda Tucker, Program Assistant</b>	<b>287-1808</b>
Kathy Powers, Institute on Philanthropy	287-1290
Accounts Payable	287-6363
<b>Audio/Visual Trouble (Media support)</b>	<b>289-6300</b>
Boatwright Library	289-8664
Business Information Center	289-8666
Circulation Desk	289-8876
Media Resource Center	289-8860
<b>Bookstore</b>	<b>289-8491</b>
<b>Help Desk</b>	<b>287-6400</b>
Human Resource Services	289-8704
<b>Inclement Weather Hotline</b>	<b>289-8760</b>
<b>Media Requests – Kathy Rothert</b>	<b>289-8888</b>
Payroll	289-8171
Printing Services	289-8525
<b>Room lock-out/from campus phone</b>	<b>289-8600 or “0”</b>
Telecommunications/Multimedia Support Services	287-6500
University Police	
<b>Emergency</b>	<b>911</b>
Non-emergency	289-8715
Parking Services	289-8703
Writing Center	289-8935



## **8. SAMPLES AND FORMS**

### **8.1. Student Evaluation Form**

Distribute and collect course evaluations from each student at the conclusion of the course. Return all evaluations to appropriate Program Coordinator.

### **8.2. Sample Course Roster**

Return your student roster to SCS when course concludes.

### **8.3. Campus Map**

Insert campus map here.

### **8.4. Direct Deposit Authorization Form**

You must fill out and return the direct deposit authorization form if you would like your reimbursements to be paid by direct deposit.

### **8.5. Course Proposal Form**

The course proposal form is also available online at [scs.richmond.edu/faculty-staff/proposal](https://scs.richmond.edu/faculty-staff/proposal).



*Instructors: Please ask a student volunteer to collect evaluations and place them in an envelope.*

Course Title: \_\_\_\_\_ Date(s) of Course: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Your name (optional): \_\_\_\_\_

Please evaluate the following statements by placing an "X" in the appropriate column. Your feedback will provide the School of Continuing Studies (SCS) with valuable information to improve our programs.

<b>This course...</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Registration form/process was easy to use & understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content clearly addressed objectives & course description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained balance between lecture & hands-on activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was relevant in terms of learners' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Included materials that were clear and concise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Had a logical flow & transition from one topic to the next.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taught me what I needed to know.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was so good that I'd recommend it to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>The instructor...</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Conducted the course at an appropriate pace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explained concepts and procedures clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is comfortable using visual aids and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated strong knowledge of all course content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged class participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answered all of the questions raised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was well organized and prepared for class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used language and examples that learners could relate to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was enthusiastic and engaging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was so good I'd like to take another class with him/her.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you like to be notified when this instructor is teaching again?  Yes  No

What suggestions do you have for future classes or workshops? \_\_\_\_\_


Do you have recommendations or feedback to provide to SCS staff or customer service representatives? \_\_\_\_\_


Is this your first class with SCS? If so, how did you hear about us? \_\_\_\_\_

Please provide any additional feedback for the instructor or staff back of this sheet. Thank you for your time!



# Campus Map





## Campus Map

**LEGEND**

- Roads
- Walkways
- Ⓟ Visitor Parking
- Ⓝ Building Numbers
- ♿ Accessible Parking
- ℹ Campus Information

Campus information (804) 293-8000

**LOCATIONS**

<ul style="list-style-type: none"> <li>5 Boatwright Memorial Library . . . D3</li> <li>38 Booker Hall . . . . . B4</li> <li>18 Bruner Hall . . . . . D2</li> <li>21 Bus Stop . . . . . E2</li> <li>36 Cannon Memorial Chapel . . . . D4</li> <li>52 Carole Weinstien International Center . . . . . D2</li> <li>50a Crenshaw Field . . . . . B4</li> <li>13 Dennis Hall . . . . . D2</li> <li>48 Football Practice Field . . . . . A5</li> <li>10 Freeman Hall . . . . . C2</li> <li>47 Gazebo . . . . . B3</li> <li>35 Gotwald Center for the Sciences . . . . . C4</li> <li>39 Gray Court . . . . . B4</li> <li>41 Greek Theatre, Jenkins . . . . . B3</li> <li>34 Heilman Center (dining hall) . . C4</li> <li>29 Intramural Fields . . . . . D5</li> <li>49 Jepson Alumni Center . . . . . A4</li> <li>17 Jepson Hall . . . . . D2</li> <li>15 Jeter Hall . . . . . D2</li> <li>43 Keller Hall . . . . . B4</li> <li>6 Lakeview Hall . . . . . C3</li> <li>32 Lora Robins Court . . . . . C5</li> <li>31 Maryland Hall . . . . . D3</li> <li>16 Millhiser Gymnasium . . . . . D2</li> <li>50 Modlin Center for the Arts . . . B4</li> <li>12 Moore Hall . . . . . C2</li> <li>24 New Fraternity Row . . . . . C1</li> <li>40 North Court . . . . . B4</li> <li>22 Old Fraternity Row . . . . . C1</li> <li>27 Physical Plant . . . . . D5</li> <li>23c Pitt Baseball Field . . . . . C2</li> <li>44 President's Home . . . . . A5</li> <li>3c Puryear Hall . . . . . D3</li> <li>1a Queally Hall . . . . . E3</li> <li>20 Richmond College Tennis Courts . . . . . E2</li> <li>3b Richmond Hall . . . . . D3</li> <li>23a Robins Center . . . . . D1</li> <li>14 Robins Hall . . . . . D2</li> <li>1 Robins School of Business . . . . E3</li> <li>23b Robins Stadium . . . . . D1</li> <li>2 Ryland Hall . . . . . D3</li> <li>19 School of Law . . . . . D2</li> <li>28 Service Building . . . . . D4</li> <li>42 South Court . . . . . B4</li> <li>31 Special Programs Building . . . . C5</li> </ul>	<ul style="list-style-type: none"> <li>26 Steam Plant . . . . . D4</li> <li>7 Thomas Hall . . . . . C3</li> <li>4 Tyler Haynes Commons . . . . . D4</li> <li>30 University Forest Apartments . . . . . B6, C5, C6, D6</li> <li>53 University Forum . . . . . C4</li> <li>45 Upper/Lower Grass Training Fields . . . . . B5</li> <li>23d Weinstien Center for Recreation and Wellness . . . . . D2</li> <li>8 Weinstien Hall . . . . . D3</li> <li>33 Westhampton Center . . . . . C4</li> <li>25 Westhampton College Tennis Courts . . . . . B3</li> <li>51 Whitehurst . . . . . D2</li> <li>37 Wilton Center . . . . . D4</li> <li>9 Wood Hall . . . . . C3</li> </ul> <p><b>PLACES TO NOTE</b></p> <ul style="list-style-type: none"> <li>18 Admissions and Financial Aid – Undergraduate . . . . . D2</li> <li>4 Bookstore . . . . . D4</li> <li>49 Batomley House . . . . . A4</li> <li>38 Camp Concert Hall . . . . . B4</li> <li>4 Career Development Center . . . D4</li> <li>8 Human Resources . . . . . D3</li> <li>31 Police, Parking Services, and Student Health Center . . . . . C5</li> <li>33 Thalhimer Guest Cottage . . . . C4</li> <li>5 Virginia Baptist Historical Society . . . . . D3</li> </ul> <p><b>MUSEUMS</b></p> <ul style="list-style-type: none"> <li>50 Harnett Museum of Art and Harnett Print Study Center . . . . B4</li> <li>5 Lora Robins Gallery of Design from Nature . . . . . D3</li> </ul> <p><b>DEAN'S OFFICES</b></p> <ul style="list-style-type: none"> <li>17 Jepson School of Leadership Studies . . . . . D2</li> <li>51 Richmond College . . . . . D2</li> <li>1 Robins School of Business . . . . E3</li> <li>5 School of Arts and Sciences . . . D3</li> <li>31 School of Continuing Studies . . C5</li> <li>19 School of Law . . . . . D2</li> <li>33 Westhampton College . . . . . C4</li> </ul>
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11/10

## Direct Deposit Authorization Form

### Direct Deposit Authorization Form For Payments Processed by Accounts Payable and Payroll

**Initial Request**

**Payroll:** The first payroll after entering your direct deposit information to the computer system will be a "prenote" period. This allows your bank to have an opportunity to notify the University of Richmond should there be any problem with the routing number or account number that has been entered. No dollar amount is transmitted to the bank. Your first payroll check will always go through the prenote process, and you will receive an actual check for the first payroll after submitting the direct deposit form to us. Direct deposit will be effective with the second payroll after submitting this form.

**Accounts Payable:** For expense reimbursements processed by Accounts Payable, your first reimbursement may or (may not) be direct deposited, depending upon the timing of Accounts Payable receiving your direct deposit authorization and your reimbursement request. If your reimbursement is direct deposited, you will receive an email notification from Accounts Payable. If your first reimbursement is not direct deposited, you will receive a check sent to your campus mail address.

*I authorize the University of Richmond to credit automatically to the accounts stated below on this form. If funds to which I am not entitled are deposited to my accounts, I authorize the University of Richmond to direct the financial institutions involved to return said funds. This authority is to remain in effect until canceled in writing.*

Please Print Name: <input type="text"/>	UR ID #: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>

**Employee's Status:** Biweekly Paid Staff or Monthly Paid Staff/Faculty

**Policy-**

- Attach a voided check to this form for *each* account.
- Your accounts remain active on the computer system until canceled in writing.
- Employees working under contracts should contact Payroll if they have changed banks during periods between employments at the University.
- **Changes to Existing Direct Deposit:** Any employee who already has direct deposit established should speak directly to Payroll or Accounts Payable personnel if changing banking institutions, account numbers, changing fixed dollar amounts, or closing an account.

**Accounts Payable:** All reimbursement payments processed through the Accounts Payable Office will be directly deposited to your bank account. Please indicate the account to which the reimbursement should be deposited here:

Routing Number:  Account Number:

Institution:   Checking  or Savings

**Payroll:** Funds are to be deposited to the following accounts. You may elect to have as many as three accounts

**Primary Account (Net Amount)**

Account Number One:   Checking  or Savings Banking Institution:

**Secondary Accounts (Specified Fixed Amount)**

Account Number Two:   Checking  or Savings Name of Banking Institution:

Dollar amount to be deposited to this account: \$

Account Number Three:   Checking  or Savings Name of Banking Institution:

Dollar amount to be deposited to this account: \$

*Please print out and return AP authorization to Accounts Payable, Maryland Hall G-13  
Return Payroll authorization to Payroll, Maryland Hall G-12*



*Thank you for submitting a course idea for the Think Again catalog. Once your proposal is received a Program Coordinator will be in touch to discuss in more detail.*

Instructor's Name: \_\_\_\_\_

Instructor's Title/Credentials (as you want it to appear in course catalog): \_\_\_\_\_

**Instructor's Contact Information**

Work phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Mailing Address (where you want pay checks and correspondence sent):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Course Title: \_\_\_\_\_

Is this a new or existing course?    NEW    EXISTING (offered before)

***For NEW courses, please submit a course outline as a separate document.***

Course Description (as you want it to appear in course catalog)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the **minimum** number of students you will teach? \_\_\_\_\_

What is the **maximum** number of students you will teach? \_\_\_\_\_

Will the course be held on or off campus?    On-campus    Off-campus    UR Downtown

If **off-campus**, where will the course be held? \_\_\_\_\_

If **on-campus**, do you have any special classroom requests or needs (size or type of classroom, type of room set up, number of tables, etc)? Do you have any need for **media or audio/visual equipment** for the class (laptop, screen, projector, video, DVD, TV, CD player, etc)?

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*Instructors are allowed to choose their preferred date(s) and time for offering a course. The Program Coordinator will be in touch with you to discuss any scheduling conflicts or required changes.*

Start date of course: \_\_\_\_\_ End date of course: \_\_\_\_\_

Day(s) of the week offered: \_\_\_\_\_

Start time of course: \_\_\_\_\_ am/pm End time of course: \_\_\_\_\_ am/pm

Are there any dates that will be omitted? \_\_\_\_\_

How many times will the class meet? \_\_\_\_\_

Will the instructor need to be reimbursed for any course supplies or materials?  YES  NO

If yes, what is the cost of reimbursement (for whole class or per student)?: \_\_\_\_\_

Please list any other costs associated with the class (copying, materials, supplies, etc): \_\_\_\_\_

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Is there a textbook required for the course?  YES  NO

If yes, what is the title of the text(s)? \_\_\_\_\_

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Will students purchase this book from:  Bookstore  Instructor

Cost of text: \_\_\_\_\_

If students are to purchase the text on their own please supply ISBN #: \_\_\_\_\_

Do you have any additional classroom or course needs that have not been previously mentioned in this course proposal? \_\_\_\_\_

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*Please return completed proposals to Stephanie Bowlin via fax at (804) 289-8138 or mail to School of Continuing Studies, 28 Westhampton Way, University of Richmond, VA 23173.*