



# Faculty Handbook

2018-2019



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**VICE PRESIDENT FOR ACADEMICS & STUDENT LIFE**

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Memphis, Tennessee 38104  
(901) 321-3231 • Fax (901) 321-3117  
[www.cbu.edu](http://www.cbu.edu)

Dear Adjunct Faculty Member:

Welcome to CBU! This Information Guide was prepared to provide you with a quick reference to information that we feel is of importance to you. In addition to this Guide, the complete Faculty Handbook, Administrative Policies and Procedures Manual and The Compass, our student handbook, are available for your review on the CBU website. Please take time to read these important documents.

This is going to be another great year! I am very proud of our students and faculty. With our Lasallian heritage and excellence in teaching, we have created a positive learning environment. Our students develop into well-rounded leaders due to the commitment of each faculty member. I am happy that you are a part of our community and a significant part of our students' lives.

I look forward to working with you! Please feel free to drop by my office or give me a call if you have any questions.

Sincerely,

Paul Haught, PhD

## **MISSION STATEMENT**

Christian Brothers University is a Catholic university in the student-centered tradition of the De La Salle Christian Brothers. CBU fosters academic excellence in a range of programs to prepare students from all faiths and backgrounds for careers and lives informed by the Lasallian values of faith, service, and community.

## **HERITAGE**

Let us remember that we are in the holy presence of God.  
Live Jesus in our hearts . . . forever.

As a Catholic institution of higher learning, Christian Brothers University brings the timeless wisdom and religious heritage of centuries into an encounter with the twenty-first century. Universities are dedicated to teaching, to fostering research and to the education of students who freely associate with their teachers in a common love of knowledge. The privileged task of a Catholic university is to bring together in one community the intellectual search for truth in the context of faith based on the gospel and mission of Jesus Christ. (Blessed) John Paul II described the Catholic university as “an incomparable center of creativity and dissemination of knowledge for the good of humanity . . . born from the heart of the Church.”

At CBU, the rich intellectual heritage of the Catholic university is expressed within the Lasallian tradition. St. John Baptist de La Salle is the patron saint of teachers and an educational innovator who founded the Brothers of the Christian Schools in seventeenth century France. Now a worldwide community of vowed religious brothers and dedicated associates, the Lasallian family remains committed to the vision of the founder: “. . . not only is God so good as to have created us, but God desires all of us to come to the knowledge of the truth.” St. John Baptist de La Salle, therefore, made it his life’s work to bring the blessings of a practical education beyond the privileged classes of French society, to all people, especially the young, who have an inherent dignity as those created in the image and likeness of God. A Lasallian institution continues to affirm the dignity of all people and embraces the presence of God.

## **THE BROTHERS IN MEMPHIS**

The De La Salle Christian Brothers arrived in Memphis in 1871 from Chicago, and immediately opened a Catholic school that, within a few years, contained elementary and secondary grades, college classes and granted graduate degrees. Christian Brothers College, as it was then, became the first Catholic college in West Tennessee. The First World War brought an end to the college program as men went off to war. The elementary school declined and closed in 1926, while the high school prevailed. The College came into existence once more in 1940, and moved to its current location on East Parkway South. In 1965, the high

school program moved to its present location on Walnut Grove Road, and the College, later to become a university, stood alone on East Parkway. In 2000, the Brothers agreed to the request of the Diocese of Memphis to administer one of the Jubilee Schools, De La Salle Blessed Sacrament. The circle was once more complete, with the Christian Brothers offering elementary, secondary and college programs with graduate degrees, continuing the tradition of committed Catholic education throughout the city of Memphis for more than 140 years.

## **OUR IDENTITY**

Christian Brothers University is a Catholic university founded on the heritage of Lasallian education. While large enough to provide educational opportunities in the arts, business, education, engineering and sciences, the University is small enough to promote teaching as ministry and to provide challenging student-centered learning and personal growth. Students of diverse cultures and religious traditions are encouraged to grow in their own faith. The University welcomes students into an educational community of faith and service, one that is committed to academic excellence, the betterment of society and the care of God's creation.

## **INSTITUTIONAL GOALS**

### **EDUCATING MINDS**

1. CBU will provide the resources and expertise required to nurture and sustain the intellectual and academic formation of its students.
2. CBU will offer innovative, accessible programs and resources to ensure that all students are prepared for career success.

### **TOUCHING HEARTS**

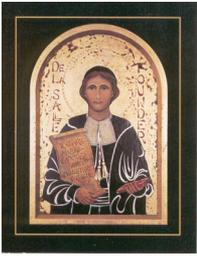
3. CBU will offer academic and enrichment experiences in support of students' ethical formation.
4. CBU will provide opportunities for students to engage with the wider community.

### **REMEMBERING THE PRESENCE OF GOD**

5. CBU will provide academic opportunities for students to investigate matters of faith and religious experience and will provide experiences in support of students' spiritual formation.
6. CBU will offer academic and enrichment experiences promoting its Catholic and Lasallian heritage.

## **ST. JOHN BAPTIST DE LA SALLE**

In 1900, John Baptist de La Salle was declared a saint of the Roman Catholic Church. Fifty years later, Pope Pius XII declared John Baptist de La Salle the Patron Saint of Teachers.



The foundation of the Lasallian educational tradition can be found in the vision and achievement of De La Salle who realized that “...not only is God so good as to have created us, but God desires all of us to come to the knowledge of the truth.” The Lasallian tradition emphasizes the fact that all people, especially the young, have an inherent dignity which comes from their being created in the image of God.

For Lasallian educators, education is a means of developing this dignity for the well-being of each student as well as for the well-being of our society. This is the heart of the Lasallian educational tradition.

## **THE LASALLIAN COMMUNITY**

As a member of the Christian Brothers University community, you are now part of the great International Lasallian Network. This group of educational institutions distributed around the world is dedicated to the advancement of knowledge, and appreciative of art and culture.

Christian Brothers University, as a Lasallian Catholic institution, traces its origins to a priest and educational innovator of 17th century France, St. John Baptist de La Salle. Born in 1651, De La Salle began a new system of Christian Schools in which the teachers assist parents in the education, ethical and religious formation of their children. To continue his vision, De La Salle founded the Institute of the Brothers of the Christian Schools. In Latin, the group’s name is “Fratres Scholarum Christianarum,” the familiar “F.S.C.” after a Brother’s name.

Today, the Lasallian community is alive and functioning in 81 countries of the world and in more than 1,000 educational institutions. Here in the United States, there are more than 100 Lasallian educational institutions. Christian Brothers University is one of the six Lasallian colleges and universities in the United States!

## **ACADEMIC POLICIES**

Most of the significant academic policies of the University are located in the “Policies & Undergraduate Programs” section of the CBU Catalog (available to you on the CBU website). Policies of importance to you include:

- general description of our various programs and terms
- policies on:
  - ◆ class attendance
  - ◆ code of conduct\*
  - ◆ grading

*\*For a more detailed description on academic misconduct and grade appeals procedures, please review the appropriate section of *The Compass* (also available on the CBU website).*

## **ATM**

An automatic teller machine is located in the 24 hour Mail Room in St. Joseph Hall. After hours access is available using your CBU ID card.

## **AVAILABILITY TO STUDENTS**

You are expected to share your availability outside of class with your students (on the course syllabus). Please provide times, locations, and/or communication numbers and an email address to students.

## **BOOKSTORE**

Please follow the instructions below to submit your book orders:

1. Go to [www.cbustore.com](http://www.cbustore.com).
2. Online adoptions is located under “Faculty Services” at the bottom of the page.
3. If you are a first time user, click on Register and sign up as an Approver not a Submitter.

*The bookstore supplied password is 0478 (the number zero, not the letter O).*

Note: All book orders must be submitted via the website including those with no text required. Desk copies can be ordered by contacting the publisher directly. If you have any questions or need further assistance, the manager can be reached at [0478mgr@follett.com](mailto:0478mgr@follett.com) or (901) 321-3545.

Normal store hours are Monday through Friday from 8:00 a.m. to 4:30 p.m., with extended hours during term starts. You are eligible for a 10% discount on apparel, gifts, and many other items. Please have your CBU ID available.

## **BUCCANEER GRILL**

The Buccaneer is located on the ground floor of the Thomas Center. The hours are Monday through Friday, 10:00 a.m. to 11:00 p.m. The Buccaneer menu features grilled sandwiches, deli sandwiches, salads, fried treats like chicken tenders and cheese sticks, fruit salads, snacks and assorted soft drinks. Beer is available after 3:00 p.m. as well. Check your email or surf the Web while you dine. The Buccaneer accepts cash, Visa/MasterCard, or BUC \$.

## **CAFETERIA**

The Alfonso Dining Hall is located on the second floor of the Thomas Center and open to anyone. CBU Dining Service offers all-you-care-to-eat dining for a \$3.50 door charge to faculty/staff where you can choose from salads, sandwiches, wraps, pizza, pasta, grilled entrees and sandwiches and home-style meals with a wide variety of desserts including ice cream. Also available are a wide variety of soft drinks, milk, juices, coffee and tea.

**The Dining Hall is open as follows:**

### **Monday - Friday**

Breakfast	7:30 a.m. – 10:00 a.m.
Continental Breakfast	10:00 a.m. – 11:00 a.m.
Lunch	11:00 a.m. – 1:30 p.m.
Salad & Sandwich	1:30 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – *7:00 p.m.

**\*Dinner is available until 6:30 p.m. on Friday**

### **Saturday & Sunday**

Brunch	10:45 a.m. – 1:30 p.m.
Salad & Sandwich	1:30 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – 6:30 p.m.

## **CANALE CAFÉ**

The Canale Café is located in the Canale Arena Lobby. It is open Monday – Thursday, from 7:30 a.m. – 2:30 p.m. Featured items include coffee, sandwiches, salads, wraps, fruit smoothies, drinks, chips and snacks. Come by on your way to class or just to take a quick break.

## **CAMPUS MAIL / MESSAGES / FAXES**

Adjunct faculty are assigned mailboxes within the individual Schools or the College of Adult Professional Studies (CAPS) Office (for those teaching evening courses). You should check with the Administrative Assistant of your School or the office of CAPS to learn how your correspondence will be made available to you. A CBU Office Directory is located on the CBU website. Faxing is available on all Ricoh MFDs on campus save for the Student Library, ITS Office and CW 2nd Floor devices. 24-hour access to a fax is available in ITS Lab 3 with your CBU ID card. Many departments have their own fax machines.

Adjunct faculty members should use a CBU email address as the official way to send messages to students. It is also the conduit for official CBU communications. You will be provided with a CBU email address once your faculty file is completed in the Office of the Vice President for Academics. You can contact the ITS Help Desk at [HELP@cbu.edu](mailto:HELP@cbu.edu) or by phone at (901) 321-4438 if you have questions. Adjunct faculty members should verify and update their contact information in BannerWeb to assure that areas such as the Registrar's Office have an updated telephone number where they can be reached and to assure that they receive mailings such as contracts.

## **CBU CONNECTION / NEWSLETTERS**

Check your CBU email account weekly for information from the CBU Connection, the official University newsletter. Connection news items are due to [connection@cbu.edu](mailto:connection@cbu.edu) each Friday by 3:00 p.m. The College of Adult Professional Studies also publishes a newsletter twice a month which goes out to the evening program listserv. These contain important campus dates, deadlines and other general information which faculty and students need to know. Please share appropriate information with your students. Each academic school also publishes a regular online newsletter.

## **CLASS ATTENDANCE AND CLASS ROLLS**

Faculty can retrieve their class rolls from BannerWeb. Class rolls will change frequently during the first week of class, so it will be necessary to pull a new class list several times during the first week of each semester/term. Faculty should notify the Registrar at (901) 321-3889 or by email at [registrar@cbu.edu](mailto:registrar@cbu.edu), the Graduate Program director, or a College of Adult Professional Studies staff member of any discrepancy between the list you get through BannerWeb and those students actually attending.

Students' classes will be dropped for non-payment of tuition and fees shortly after the drop/add period ends each semester/term. You will be notified by your CBU email account when students have been dropped for non-payment. It will be necessary for you to pull an updated version of your class list from the Web after the students are dropped so that you will know who is eligible to attend

class. If a student's name does not appear on your class list from the Web, they are NOT registered for the class and should not be allowed to continue attending class. Class lists from the Web are correct to the moment in time that you pull them.

Guidelines from the federal government concerning the tracking of federally funded financial aid require the faculty to keep detailed attendance records. Faculty are required to take and record attendance daily for at least the first three weeks of each semester/term. Attendance is to be recorded electronically by each faculty member via BannerWeb as soon as possible after the class meets. You should enter a check mark for each student who attended the class. If a student did not attend leave the box next to the student's name blank and the system will automatically record the blank as not attending.

Students should be made aware of attendance requirements at the first class meeting, and these should be indicated in the syllabus. The withdrawal option is available only during the University's withdrawal period. Students wishing to withdraw from a class does so using BannerWeb. Students wishing to withdraw from all classes must go to the Office of the Registrar to complete the appropriate paperwork. Faculty will be contacted by the Registrar's Office to get the official date of last attendance for the student.

After the first three weeks, you are no longer required to enter attendance electronically, but you must maintain attendance records via some other method for the remainder of the class. You will be asked for a "last date of attendance" for any student who withdraws, or receives a grade of "I" or "F" or "FA – Failure due to excessive absences".

## **CLASSROOM SCHEDULING**

The Registrar's Office makes long-term classroom assignments after taking into consideration the type of class, number of students enrolled, and instructor needs. If there is an occasional need to move a class to a different room or to a computer lab, you should complete an Event Request for the date and time needed. You can find the link for the Event Request form on the CBU website under Events Management.

## **COMPENSATION**

Assuming that the proper credentials have been completed and are on file with the Vice President for Academics and that a contract has been signed and returned, adjunct faculty members will be paid a prorated share of the compensation at the end of each month of instruction. A final check for the balance due will be paid at the end of the semester when final grades are submitted through BannerWeb. (Adjuncts teaching a 5 week course will be paid in full at the end of the month in which final grades are due.) This policy also applies to any full-time faculty member who may be teaching additional classes as an overload. Payment for

Independent Study/Internships, regardless of the part of term, will be paid at the end of the semester.

The Physician Assistant Studies Program has a separate payroll system which provides payment at the end of each academic semester based upon completion of course materials or hours taught for the program.

Adjunct faculty members who wish to receive payment by direct deposit to their checking or savings account, should contact the payroll department at payroll@cbu.edu Those not signed up for direct deposit will receive checks that are mailed to the home address located under contacts in BannerWeb.

## **COURSE SYLLABI**

Faculty members compose their own syllabi and examinations unless the Department has a specific, required department-wide syllabus and/or examination. The Department Chair, Program Director, and Catalog provide information.

The syllabus should include:

- a description of the course and assignments
- weight to be given to all graded assignments
- grading scales
- attendance policy and make-up policy for student absences
- other material specified by the particular department or program

You must submit a copy of the syllabus for each course taught to the Department Chair during the first week of each semester or term. If your course is taught in the evening, a copy of the syllabus should also be provided to the College of Adult Professional Studies Office. Of critical importance is the inclusion of your availability to students outside of class and your contact numbers. Some programs may request a syllabus prior to the beginning of the term so that students may complete an assignment before the first class. Your Department Chair, Program Director or Dean will inform you of their deadlines.

## **CREDENTIALS**

We require that all faculty have on file a current resume and official transcripts for each graduate degree earned. The transcript for the bachelor's degree must be on file if it is not referenced on at least one graduate transcript. If you have not already done so, please make arrangements to have all of these documents sent directly to the Office of the Vice President for Academics (Buckman Hall 202) from the university/college issuing the degree as soon as possible. You should check within two weeks of requesting your transcript(s) to be certain it has been received.

If the highest degree earned is from a non-regionally accredited institution within the United States or an institution outside of the United States, the credentials of the faculty member must be validated by an external agency. See Human

Resources and Office of Vice President for Academics heading (later in this guide) for other necessary documents.

## **DEPARTMENTAL MEETINGS**

Adjunct faculty members may attend departmental meetings and are encouraged to attend university-wide faculty meetings and other campus events. Again, you are now part of our community.

## **FACULTY ABSENCE FROM CLASS**

You must clear any planned absences from classes with your Department Chair who will confer with you to make suitable arrangements for the classes. Emergency absences should be communicated to the Department Chair, Graduate Director, or College of Adult Professional Studies Office. If the Department Chair is not available, you should contact the School or the College of Adult Professional Studies assistant so that appropriate signs indicating class cancellation can be posted. Do not simply leave a voicemail message or send an email; ensure that you have a response. The faculty member should email the class roster with a cancellation notice as soon as possible to prevent students reporting to class.

## **FINAL EXAMS AND GRADES**

In the Day Program, the Registrar issues a final exam schedule before the end of the term. CBU policy requires that the last exam/test administered in a course be given during the Final Exam Week at the time scheduled by the Registrar. Any exception must be approved by the School Dean. Final exams in the evening courses are held on the last Friday, Saturday, or Monday of the term. The schedule for Evening Undergraduate Exams is posted on the Registrar's Web page. The MPA program exam schedule is available through the Physician Assistant Studies Program office.

Grades are issued at mid-term and at the end of the semester in the Day Program. The Faculty in the College of Adult Professional Studies assign final grades and submit them to the Registrar via BannerWeb. The timeframe for processing grades is very short and this deadline must be met.

A faculty member cannot enter the grade of "I" via BannerWeb. The contract form for the Incomplete grade, which is available on the Registrar's Web page, must be completed and turned in to the Office of the Registrar one week prior to the grade posting date. This form requires the faculty member and the student to indicate what work still needs to be completed and must be signed by the student, the faculty member, and the Dean of the School. Upon receipt of the completed form the Registrar's Office will enter the grade of "I". Exceptions to the deadline may only be made by the Dean of Academic Services (Day Students) or the Associate Registrar (all other students). These will only be granted for a documented illness, a serious family emergency, or another issue of comparable

magnitude. Requests made by the students for an exception to this deadline must be received by the last day of exams.

Incomplete grades should only be given if the student has been doing the work required during the semester/term and becomes ill or has an emergency that would prevent the student from taking the final exam or turning in the final paper. It should not be given because the student has missed an inordinate amount of class time or has simply fallen behind.

Incomplete work in the 16-week semester courses must be made up by the mid-term of the following semester, and in 8-week term courses by the end of the following 8-week term. (Adjunct faculty who assign an incomplete grade and who will not be teaching in the following semester or 8-week term should arrange for students to be able to turn in work to them prior to these deadlines.)

## **HUMAN RESOURCES AND OFFICE OF VICE PRESIDENT FOR ACADEMICS**

The Human Resources Office must have the following information forms in your personnel/payroll files:

- I-9\* (this form must be completed in person in Human Resources/all other forms go to the Office of the VPA)
- W-4
- Vitae
- “Application for Employment” form (new faculty)

The Office of the Vice President for Academics (VPA) will also keep your vitae on file and will request an update on a yearly basis. All new and returning adjunct personnel need to contact the Office of the Vice President for Academics to ensure that all forms and information are up to date.

*\*Note that for the I-9 form, you must present two original forms of identification that can be copied to the Human Resources Office.*

## **IDENTIFICATION CARDS**

Faculty members must have a CBU photo identification card (CBU ID) made at the Campus Police and Safety Office. You will need your CBU ID to check books out of the library, access copy/ print/scan/fax functionality on Ricoh campus copy machines, for identification at campus events, and for campus safety. Please see CBU Copyright Policy (Appendix Y of the Faculty Handbook).

## **INSTRUCTIONAL EQUIPMENT AND SUPPLIES**

Please contact the administrative assistants of the individual schools or programs for information regarding word processing and/or photocopying needs. If you are photocopying significant sections from other publications, please keep in mind that copyright laws apply (please see Faculty Handbook Appendix Y). Classrooms in Assisi, Buckman, Cooper-Wilson, Nolan, and Rosa Deal have dry erase boards. You should contact the school assistant or the College of

Adult Professional Studies assistant if you do not have appropriate markers for this surface. All classrooms are equipped with overhead projectors capable of connecting to instructor personal computers. Please reserve all other multimedia equipment at least 48 hours in advance to ensure availability of equipment and/or technician, if needed. Contact the Events Management office using the on-line tool under Events Management on the CBU website to make your reservation. A list of additional multimedia equipment, policies, and services are available on CBU's website under Events Management.

## **LIBRARY**

Regular Fall and Spring semester hours for the Library are 7:45 a.m. - 11:00 p.m. Monday-Thursday; 7:45 a.m. - 4:30 p.m. Friday; 12 noon to 4:00 p.m. on Saturday, and 1:00 p.m. - 11:00 p.m. on Sunday. Hours vary during holidays, summer terms, and final exams. Take materials to be placed on Reserve to the library and submit the Course Reserves Request Form; for more information call (901) 321-4018. To purchase materials for the collection, consult with the library liaison for your department. For a personal orientation to the Library or to schedule a class session on library resources, contact the Instruction Librarian at (901) 321-4355. For current information on services and resources, as well as for access to the online catalog and research databases, check the Library section of the CBU website.

## **PARKING**

Faculty/Staff parking is available in the lot behind De La Salle Hall and St. Benilde Hall, behind St. Joseph Hall, and also the lot south of Nolan Hall. Overflow areas are the large student Central lot and the lot on the east side of the Dollar General Store. Faculty parking is not allowed in spaces designated for visitors. All faculty must have a faculty/staff hangtag displayed in the windshield of their vehicle to avoid being ticketed. There is no charge to faculty for hangtags, which can be obtained in the Campus Safety office.

## **RECORD KEEPING**

Faculty are required to keep copies of course paperwork, grades, etc., for a minimum of one semester (or two terms for evening courses) in case of grade appeals, etc. Incomplete grades in the 16-week semester courses must be removed by the mid-term of the following semester or by the end of the next term for 8-week term courses. Students with a grade appeal must initiate the appeals process within two weeks after the beginning of the subsequent term.

## **SCHOOL CLOSING POLICY**

After consultation with the Campus Safety director, the Vice President for Academics will make the decision concerning day class cancellation no later than 5:45 a.m. on the day of the closing. The Office of Communications and Marketing

will notify television channels WREG-TV 3, WMC 5 -TV (includes WMC790 AM and 99.7 FM), EYEWITNESS NEWS ABC24/CW30, and WHBQ 13 so as to report the closing as soon as possible. Where appropriate, instructors will indicate in their syllabi that, while the physical campus may be closed due to inclement weather, learning and testing will continue via electronic means.

**In addition, the following methods of announcing cancellations/closure will be implemented:**

The homepage of the CBU website will be updated with the latest information regarding class cancellations and school closings.

The **Christian Brothers Mass Notification System** will deliver closure and cancellation messages on multiple devices to those individuals who opt in to the system. Individuals may identify as many as three telephone numbers and one CBU email address (automatically) for receiving emergency notifications. Both voice and text messages can be sent to cell phones. To register or update your information, a valid CBU email account is required. Registration or updating your information is simple and straightforward: simply visit the registration page at [neelix.cbu.edu/auth/safety/notifications](http://neelix.cbu.edu/auth/safety/notifications) and follow the instructions. If you do not wish to receive emergency notifications, simply do not fill out this form.

Other than periodic tests, this system will only be used for emergencies requiring immediate action on the part of the CBU community. If you have further questions on the system or registration, please contact the Department of Campus Police & Safety at [safety@cbu.edu](mailto:safety@cbu.edu) or (901) 321-3550.

**In addition to the Mass Notification System:**

**LiveSafe** is a free mobile safety app that CBU provides to all students, faculty, staff, parents, alumni, and visitors. This app provides a streamlined way for you to communicate directly with CBU safety officials to better protect you.

The decision concerning evening classes (undergraduate and graduate) is made by the Dean of the College of Adult Professional Studies in collaboration with the Graduate Program Directors no later than 3:00 p.m. on the day of closing. The Office of Communications and Marketing will notify the stations listed above to report the closing and ensure that the additional methods listed above will be implemented.

The Vice President for Academics will make the cancellation decision regarding weekend classes, following the above procedures.

College of Adult Professional Studies faculty should be aware that there may be times when day classes are cancelled but evening classes and/or graduate classes may be held (or vice versa), so you should check the media or contact your Program Director for any late announcements.

## **SECURITY**

The Campus Safety Office is adjacent to the visitor's parking lot. It is on the front side of St. Joseph Hall and across from Barry Hall. You may contact Campus Safety at (901) 321- 3550.

The Campus Safety office provides escort service for late night exit or entrance to campus, car battery boost, primary first aid, I.D. cards, and vehicle registration (parking passes).

## **STUDENT EVALUATION OF FACULTY**

Prior to the end of each term, students complete an evaluation of each class and teacher. Dates for these evaluations will be sent to faculty via their CBU email account. CBU uses an electronic evaluation "Online Course Evaluation" to handle the evaluation process. Faculty will receive an email at the time the online process begins and then receive a number of additional email reminders during the evaluation process. Students will also be receiving email reminders. About one week after the semester ends, the School Deans, Department Chairs and faculty members will receive the evaluation results electronically for review.

## **STUDENTS WITH DISABILITIES**

It is the policy of Christian Brothers University to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans and Disabilities Act of 1990 in providing reasonable accommodations to qualified students with disabilities.

A qualified student with disabilities is defined as a person who meets the academic and non-academic admission criteria essential to participate in the program in question and who, with or without reasonable accommodation, can perform the essential functions of the program or course requirements.

A student who desires any type of accommodation based on a diagnosed disability must follow the procedures outlined in the Administrative Policies and Procedures Manual Policy #D.1 or contact the Director of Student Disability Services at (901) 321- 3536.

## **TECHNOLOGY ACCESS**

Authorization for technology access is granted to faculty once their professional file is complete in the Office of the Vice President for Academics (Application paperwork provided by the Department Chair/Director and official transcripts etc). Technology access includes an email account, directory space for saving files, and a BannerWeb account for logging student attendance and grades. Instructors are also encouraged to use the Moodle learning management system for their courses. Mobile devices such as laptops and smart phones may also be registered for network access on site. Once your file is complete you will receive an email from the Office of the Vice President for Academics explaining how to obtain your password and personal identification number (PIN). All faculty members are required to have a CBU address for communication purposes. Our system allows your CBU email to be forwarded to your home email address.





“The spirit of this Institute is first a  
Spirit of faith, and second, an ardent zeal  
for the instruction of children.”

--De La Salle