Adjunct Faculty Commons

Welcome to Mason and our Adjunct Faculty Commons! We are delighted that you have joined our Mason community. Mason is fortunate to be able to leverage the expertise of our regional community members as adjunct faculty to provide rich, relevant learning experiences for our students and to enhance our academic community. We have created this Adjunct Faculty Commons to help orient you to campus life and our most important resources. Still have questions? Email Adjunct Help!

The Stearns Center for Teaching and Learning provides comprehensive support for teaching and learning for all Mason faculty, instructors, and graduate students as they develop themselves fully as teachers, mentors, and colleagues. Whether you want to design digitally-enhanced, hybrid or face-to-face courses, or you seek to strengthen and refine your approaches to teaching and learning, the team at the Stearns Center can assist you. The Stearns Center sponsors programs and events to cultivate and recognize outstanding teaching, maintains a robust set of online resources, and supports the university’s Students as Scholars program, which increases undergraduate student participation in research and creative activities. To stay current with news and updates, you are encouraged to join the Stearns Center mailing list and follow the Stearns Center on Twitter.

Office of the Provost

- **New Adjunct Faculty Orientations** are held every January and August approximately one week before classes begin. Please work with your department to ensure that you are registered for this event.
- Your academic unit will work with the Office of the Provost to set up the administrative details of your faculty appointment. Information about **adjunct faculty appointments**, including faculty salary minimums, submission of transcripts, and offer letters are all available.
- Once you receive your campus email address you should be automatically enrolled in our Mason Alert Emergency Notification System to receive emergency notifications and timely warnings. You can manage your Mason Alert through this site.
- In 2015 an Adjunct Faculty Task Force was appointed to examine and respond to the needs of Mason’s adjunct faculty. The Task Force conducted a survey during the 2015-2016 Academic Year and the **full report** is now available.
- There are a number of notable campus-wide initiatives that are supported by the Office of the Provost. We encourage you to learn more and find ways to get connected.
  - Center for Innovation and Entrepreneurship
  - Mason Study Abroad
  - Students as Scholars Initiative

Teaching Resources for Faculty

Our **Teaching Resources for Faculty** are particularly useful, whether you are teaching for the first time or you are a seasoned educator. Information about designing your course, assignments and exams; working with students and student support resources; engaging students in the classroom; and Mason-specific resources can all be found here.

- **Getting Started**: This page includes teaching tips for designing your syllabus, facilitating student learning, identifying your course goals and learning objectives, and obtaining course materials. Strategies for succeeding your first week of class and finishing your course on a high note are also available.
- **Classroom Support**: Here you can find classroom descriptions, as well as information about specific technologies in your classroom, university classroom technology standards, classroom support, and event support in classrooms.
- **Blackboard Faculty Support**: All faculty are strongly encouraged to use Blackboard for their courses. Whether you are new to Blackboard or if you want to know the specifics about Blackboard at
Mason, this page provides assistance with Blackboard and additional course tools. Beyond information for faculty, this is a good resource for your students and you may wish to include it on your syllabus.

- **Registrar’s Information for Faculty & Staff:** This page includes faculty tools, such as viewing your class list and emailing your students in Patriot Web, and information pertinent to submitting your midterm evaluations (if required) and final grades. There is also information about scheduling policies, who to contact in your department with scheduling questions, and course catalog descriptions for all Mason courses. The Frequently Asked Questions section on student privacy (FERPA) for faculty is quite helpful. The Office of the Registrar site is also where you can find information about the academic calendar.

- **Goals for the First Day of Class:** Merlot Elixr is a free online resource that offers videos of faculty from a variety of disciplines sharing strategies for understanding and addressing students’ needs, course preparation and design, teaching strategies, and more. This link takes you to a short series on creating an effective First Day of Class but you are encouraged to check out all available videos.

- **Student Ratings of Instruction:** All Mason instructors must use the university course evaluation form to receive student feedback on your course(s). These ratings are used by your academic unit to make decisions about re-hiring. All quantitative student ratings of courses are available to Mason faculty and students on this site.

Mason recognizes the critical role that our adjunct faculty play in educating our students successfully. Our **Adjunct Faculty Teaching Excellence Awards**, which began in 2014, help us recognize and reward the outstanding teaching contributions of our adjunct faculty.

**Student Support Resources on Campus**

Mason is fortunate to have a strong community of professionals to help our students successfully meet their goals. Our students may need support with learning and/or mental health challenges. You are encouraged to familiarize yourself with these offices in the event that you need to make a referral.

You might find yourself having to deal with **student behaviors of concern** or that are disruptive to the learning environment. This page includes a Faculty Guide for addressing student behaviors of concern, Frequently Asked Questions for faculty, and a Disruptive Behavior Continuum that indicates whether the issue is best addressed by talking with the student, consulting with others, or calling the Mason Police or 911.

**Professional Development Resources for Faculty**

Mason has a number of activities and events that provide support for teaching and learning (e.g., Mason’s annual Innovations in Teaching and Learning Conference), as well as activities that offer spaces and a community for faculty writing. These **professional development opportunities** are intended for new and experienced faculty alike, as well as graduate students and postdoctoral fellows. You can also take advantage of Mason’s subscription to the **National Center for Faculty Development and Diversity**, an organization devoted to professional development, training, and mentoring. Finally, Mason has partnered with **Lynda.com** to provide free and unlimited online training to Mason students, faculty, and staff.

**Support for Faculty Research**

Key offices and their role in supporting faculty research at Mason are highlighted here, including the Offices of Sponsored Programs; Research Development, Integrity, and Assurance; Environmental Health and Safety; and Graduate Fellowships. Additional research resources, such as databases that assist faculty in identifying and locating funding sources, and seminars and workshops on a variety of topics related to procuring external funding and grants management, can be found here.

**Human Resources and Payroll**

- **The NEW Center:** The New Employee Welcome (NEW) Center provides faculty with a variety of resources – all centrally located – to ensure a smooth transition to Mason.
• **Required Training**: All new faculty are required to take the **Title IX Overview and Sexual Harassment Prevention training** (formerly called Sexual Harassment Prevention and Equal Opportunity training), offered by the **Office of Compliance, Diversity, and Ethics**. This page has information about how to register for online training sessions on active shooters, terrorism and security, and workplace violence and prevention.

• **Adjunct Faculty Benefits**: Information about discounted parking options and individual retirement counseling. Mason has also collaborated with businesses to provide a number of **discounts** available to employees. You may also be eligible for a **tuition waiver** to take a class that interests you.

• **Well-Being**: Becoming a Well-Being University is part of Mason’s strategic plan. HR and Payroll support this goal through a number of well-being initiatives and resources for your career, financial, and physical well-being.

**Information Technology Services**
Mason’s ITS prides itself on providing user-friendly technology solutions and responsive customer service. While their homepage provides an overview of the scope of ITS, you are most likely to have questions about specific services for you as a faculty member. A comprehensive list is on the **IT Services by Category** page, while links to the most frequently used services are provided below.

• **Blackboard Courses**: Mason’s web-based Learning Management System (LMS) for all courses, whether face-to-face, hybrid, or online.

• **Classroom Support**: Information about support offered by Classroom and Lab Technologies (CaLT)

• **ITS Support Center**: Serves as central point of contact for requesting IT support or information.

• **Mason Email and Calendar Systems**: Provides information about accessing your email and calendar.

• **Microsoft Campus Agreement**: Licenses certain Microsoft products for use on university-owned equipment.

• **MyMason Portal**: Resources used by the Mason community all in one location.

• **Network Access**: Offers information about accessing wired and wireless networks in campus facilities.

• **Patriot Web**: Provides information about managing your administrative records with HR and Payroll (e.g., tax forms, pay stubs, etc.) and course records (e.g., viewing class lists, submitting grades, etc.)

• **Symantec Endpoint Protection**: Available to all faculty, staff, and students for their personal computers as well as for all university-owned resources.

**Additional University Resources**
The following resources will be useful to you as a professional working in our Mason community. Whether visiting the university libraries to meet a student or conduct research, learning more about the services and resources that University Life provides to faculty and staff as we work together in support of student success, or finding out where you can grab a bite to eat or drink before or after your class, our goal is to support you.

• **Academic Calendars**

• **Campus Police** (Includes information about the Clery Act and faculty and staff responsibilities for reporting crimes.)

• **Compliance, Diversity, and Ethics**

• **Campus Emergencies**

• **Mason Dining** (locations and hours)

• **Mason Diversity Statement**

• **Parking Services**

• **People Finder** (Mason’s faculty, staff, and student directory – please be sure your information is submitted!)

• **Title IX** (Information about how to get informed, get help, and/or get prevention training.)

• **University Libraries**

• **University Life**
Wellness and Work-Life Balance
The following resources are available to you in support of Mason’s strategic goal of becoming a Well-Being University.

- Center for the Advancement of Well-Being
- Center for the Arts (Fairfax Campus)
- Hylton Performing Arts Center (Sci Tech Campus)
- Life/Work Connections at Mason
- Mason Recreation Membership Information

Mason News and Information
Mason has a number of online resources and digital tools for keeping up with campus events; being informed of critical incidents, and celebrating the accomplishments of our faculty, staff, and students.

- George Mason University: A History
- Mason Alerts Emergency Messaging System
- Mason Ready (emergency situation preparation resource)
- News at Mason (general campus news)
- Social Media at Mason (includes LinkedIn, Twitter, Facebook, and more)
- Today@Mason (for featured events and trainings)
- About Mason

Faculty Resources by College
- Antonin Scalia Law School
- College of Education and Human Development
- College of Health and Human Services
- College of Humanities and Social Sciences
- College of Science
- College of Visual and Performing Arts
- Schar School of Policy and Government
- School for Conflict Analysis and Resolution
- School of Business
- Volgenau School of Engineering