

**Diana R. Garland School of Social Work**



**Baylor University**

**Adjunct Faculty Handbook**

**Waco & Houston Campuses**

Diana R. Garland School of Social Work

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Baylor: <http://www.baylor.edu>

## Table of Contents

<b>General Information .....</b>	<b>4</b>
Introductory Letter from the Dean .....	4
Purpose of Manual.....	5
Baylor History .....	5
Baylor University Mission Statement.....	7
Diana R. Garland School of Social Work Mission, Goals and Philosophy.....	9
Accreditation and Memberships .....	10
<b>Academic Information.....</b>	<b>12</b>
Calendars.....	12
Class Schedules .....	12
Classroom Instruction.....	12
Canvas .....	12
Classroom Technology.....	13
Course Policy Appendix.....	13
Electronic Course Evaluations.....	13
Grading.....	13
Syllabi .....	14
Textbook Desk Copies.....	14
Textbook Ordering .....	14
Closed and Restricted Classes .....	14
Copying Procedures .....	14
Copyright and Fair Use Information.....	14
Course Reserve Policy .....	16
Degree Programs.....	16
<b>Faculty Information .....</b>	<b>17</b>
Baylor ID Cards.....	17
Baylor ID Number .....	17
BearWeb.....	17
Bookstore Discount.....	17
Contract and Human Resources Processes.....	17
E-mail Accounts.....	17
Library Privileges.....	18
Mailboxes .....	18
Parking and Parking Permits .....	18
<b>Policies, Procedures, and Guidelines .....</b>	<b>19</b>
Educational Policy and Accreditation Standards (EPAS) .....	19
FERPA.....	19
NASW Code of Ethics .....	19
Equity, Civil Rights, & Title IX.....	19
Personnel Policies.....	20
Emergency Procedures.....	20
<b>Appendices .....</b>	<b>23</b>
Helpful BU Contacts/Phone Numbers .....	23
Helpful Web Addresses.....	23
GSSW Faculty/Staff Directories.....	23

Welcome to the Diana R. Garland School of Social Work!

Social work is about service and justice; it is about the dignity of individuals and the power of relationships; it is about integrity and competence. Our mission here is preparing social workers to do these things well. We prepare social workers to serve in a wide range of public and private settings, from schools and hospitals, to prisons and foundations, with a diverse group of human service organizations in between.

One of the competencies we help social workers develop is the ethical integration of faith and social work practice. This means we are also preparing students to serve in congregations, religiously-affiliated and other faith-based organizations. Thank you for partnering with us by serving as an adjunct professor.

Thank you for partnering with us by serving as a part-time/adjunct instructor. We are humbled to walk alongside students as they prepare for professional service and a career of making a difference in the lives of others. We are grateful to have you join us in the educational journey of our students.

I hope you'll find within this adjunct handbook the resources, assistance and guidance you need as you begin teaching for us.

Sincerely,

A handwritten signature in black ink that reads "Jon". The signature is stylized with a large loop for the letter 'j' and a long, sweeping tail for the 'n'.

Jon Singletary  
GSSW Dean

## **Purpose of Manual**

The purpose of this faculty manual is to provide the part-time faculty of the Diana R. Garland School of Social Work with information that will assist them in their role and responsibilities as instructors. The information in this handbook will be updated periodically as policies and procedures change.

## **Baylor History**

In 1841, 35 delegates to the Union Baptist Association meeting accepted the suggestion of Reverend William Milton Tryon and District Judge R.E.B. Baylor to establish a Baptist university in Texas.

The Texas Baptist Education Society then petitioned the Congress of the Republic of Texas to charter a Baptist university in the fall of 1844. Republic President Anson Jones signed the Act of Congress on Feb. 1, 1845, officially establishing Baylor University. Reverend James Huckins, the first Baptist missionary to Texas, was Baylor's first full-time fundraiser and the third founding father of the university. Although these three men are credited as being the founders of Baylor University, there are many others who worked to see our university established in Texas.

After the University was chartered on February 1, 1845, four communities made bids to be the location: Travis, Huntsville, Shannon's Prairie and Independence. Independence was selected, and classes for preparatory students began in May 1846 with college courses offered the following June. In 1886, Baylor and Waco University consolidated to form Baylor University at Waco.

From humble beginnings in Independence, Texas, the campus has grown to approximately 1,000 acres in Waco, Texas, annually educating more than 15,000 men and women to pursue their individual life callings.

These are exciting times in the life of the University - a period in which our institution is striving to remain both a relevant institution of higher learning for the coming years and to continue to fulfill our original mission laid down by our founders: to be a Christian University "fully susceptible of enlargement and development to meet the needs of all ages to come." In a world where faith is often the casualty of a serious pursuit of academic achievement, Baylor is a special place.

The ability and willingness of Baylor to adapt and change to achieve continual progress can be traced throughout its history. It has endured and survived hardships, from financial difficulties, to the Great Depression, to world wars. It made a historic and critical decision to move from Independence to Waco, its current home. It divested its medical and dental schools at a time when that proved to be the most prudent decision for the success of each program. It even had the foresight and fortitude to change its very charter to insulate the institution from denominational struggles.

Had Baylor and its leaders throughout history not faced these decisions and challenges with foresight and a commitment to progress, it would not be the leading university that it

is today. The University's *Pro Futuris* vision will continue to help Baylor adapt and grow with the world around it, while ever strengthening its original mission and heritage.

The Carnegie Foundation for the Advancement of Teaching classifies Baylor as a research university with "high research activity." Baylor has an international reputation for educational excellence built upon the faculty's commitment to teaching, scholarship and interdisciplinary research that produces outstanding graduates.

Baylor University is a private Christian university and a nationally ranked liberal arts institution. Our rank of alumni includes missionaries and pastors, heads of Fortune 500 companies, governors of Texas and professional athletes. Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continually operating university in the state.

## BAYLOR UNIVERSITY MISSION STATEMENT

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

Chartered in 1845 by the Republic of Texas and affiliated with the Baptist General Convention of Texas, Baylor is both the state's oldest institution of higher learning and the world's largest Baptist university. Established to be a servant of the church and of society, Baylor seeks to fulfill its calling through excellence in teaching and research, in scholarship and publication, and in service to the community, both local and global. The vision of its founders and the ongoing commitment of generations of students and scholars are reflected in the motto inscribed on the Baylor seal: *Pro Ecclesia, Pro Texana* — For Church, For Texas.

### *Pro Ecclesia.*

Baylor is founded on the belief that God's nature is made known through both revealed and discovered truth. Thus, the University derives its understanding of God, humanity, and nature from many sources: the person and work of Jesus Christ, the biblical record, and Christian history and tradition, as well as scholarly and artistic endeavors. In its service to the church, Baylor's pursuit of knowledge is strengthened by the conviction that truth has its ultimate source in God and by a Baptist heritage that champions religious liberty and freedom of conscience. Without imposing religious conformity, Baylor expects the members of its community to support its mission. Affirming the value of intellectually informed faith and religiously informed education, the University seeks to provide an environment that fosters spiritual maturity, strength of character, and moral virtue.

### *Pro Texana.*

Integral to its commitment to God and to the church is Baylor's commitment to society. Whereas that society in the mid 1800s was limited to Texas, today Baylor's sphere of influence is indeed the world. The University remains dedicated to the traditional responsibilities of higher education — dissemination of knowledge, transmission of culture, search for new knowledge and application of knowledge — while recognizing the global proportions these responsibilities have assumed. Moreover, within the context of an ethnically and culturally diverse community, Baylor strives to develop responsible citizens, educated leaders, dedicated scholars, and skilled professionals who are sensitive to the needs of a pluralistic society. To those ends, Baylor provides expanded opportunities for civic education and for church and community service at home and abroad.

### *Pro Ecclesia, Pro Texana.*

Baylor University is committed to excellence at the undergraduate, graduate, and professional levels. Within the undergraduate programs, the University seeks to familiarize students with the principal bodies of knowledge, cultural viewpoints, belief systems, and aesthetic perspectives that affect the world in which they live. Within the

graduate and the professional programs, the University provides advanced educational opportunities to develop ethical and capable scholars and practitioners who contribute to their academic disciplines, professional fields, and society. Baylor encourages all of its students to cultivate their capacity to think critically, to assess information from a Christian perspective, to arrive at informed and reasoned conclusions, and to become lifelong learners. Beyond the intellectual life, the University pursues the social, physical, ethical, and spiritual development of each student.

Aware of its responsibility as the largest Baptist educational institution in the world and as a member of the international community of higher learning, Baylor promotes exemplary teaching, encourages innovative and original research, and supports professional excellence in various specialized disciplines. Advancing the frontiers of knowledge while cultivating a Christian world - view, Baylor holds fast to its original commitment — to build a university that is *Pro Ecclesia, Pro Texana*.



## **MISSION, GOALS, AND PHILOSOPHY OF THE DIANA R. GARLAND SCHOOL OF SOCIAL WORK**

### **Introduction**

Social work has been a part of the University's curriculum since the first course was taught in the Department of Sociology in 1936. The first full-time faculty member with an MSW was hired in 1962. In 1969, the Department launched a complete baccalaureate social work program to prepare students for the beginning level of social work practice. A feasibility study conducted during academic year 1997-98 documented the significant needs, which Baylor University could address in its graduate social work program. Based on that study, the Baylor Board of Regents approved a Master's of Social Work degree and the School of Social Work was established in January 1999. The program was moved from within the department of Sociology, Anthropology, Social Work and Gerontology to become a separate department in the College of Arts and Sciences. In September 2004, the School of Social Work was granted independent status, effective June 2005. In June 2013, the PhD in Social Work was launched with the first cohort of students. In May 2015, the name of Baylor University's School of Social Work was changed to the Diana R. Garland School of Social Work in honor of the School's first dean. That same year an extension campus of the Garland School of Social Work was opened in Houston, TX. In May 2019, the School began to offer a fully online campus for students seeking to gain their MSW through Baylor from across the United States.

The School of Social Work at Baylor University gives shape and direction to the faith-based social services not only of Baptists but, more broadly, of other denominations and religious organizations. Through its baccalaureate and graduate programs, the School of Social Work prepares professional social workers for building healthy communities, and provides effective leadership in social service, social action, and advocacy for social justice in many settings, including religious organizations and faith communities.

### **Mission**

The mission of the Diana R. Garland School of Social Work at Baylor University is to prepare social workers in a Christian context for worldwide service and leadership.

### **Goals**

The goals of the Baylor University School of Social Work are:

1. To produce Alumni who are
  - influencing (through service and leadership) the social welfare of people, families, and communities globally; <sup>[1]</sup><sub>[SEP]</sub>
  - ethically integrating religious faith with social work practice; <sup>[1]</sup><sub>[SEP]</sub>
  - culturally responsive and competent; and <sup>[1]</sup><sub>[SEP]</sub>
  - effective in creating healthy organizations <sup>[1]</sup><sub>[SEP]</sub>
  
2. To produce Research by the School and its alumni that
  - provides resources and models for excellence in professional social work practice that contribute to social justice and the wellbeing of persons, families, and

- communities; and [L][SEP]
- provides resources and models that are respectful, faithful, and effective for communities of faith and religiously-affiliated organizations. [L][SEP]

### **Ethical Integration of Faith and Practice**

The Garland School of Social Work teaches its students the importance of wholistic and ethical social work practice, which includes a focus on the ethical integration of faith and practice. Regardless of the setting of social work practice — public or private, religious or nonsectarian — social workers need to understand and be able to work effectively and professionally with the religious, faith, and spirituality dimensions of persons and of communities. They also need to have examined their own religious frameworks and spirituality in order to know how these personal aspects inform, conflict with, and can be used in their service as social work professionals. In addition to the reviewed for all social workers to be able to integrate knowledge about faith, spirituality, and religion with professional practice, many social workers practice in organizational contexts that have religious missions and faith orientations. These social work practice contexts include staff positions in congregations, gerontological and medical services in denominational agencies, child welfare services provided by denominations through their children's homes and family services, community service and development organizations sponsored in part or totally by religious constituencies, and national and international missions with diverse ethnic and cultural groups.

In addition to the nine competencies from the Educational Policy and Accreditation Standards of the Council on Social Work Education (CSWE), the Garland School adopted this tenth competency: **Apply an ethical integration of faith and practice**. On the generalist level, the professional behaviors are as follows:

- (1) Understand and work effectively with the religious, faith, and spirituality dimensions of persons and communities.
- (2) Examine one's own religious, faith, and spiritual frameworks and know how these aspects of self inform and conflict with one's social work practice.
- (3) Understand and work effectively within the context of the practice setting in regard to religion, faith, and spirituality.

### **Accreditations and Memberships**

Baylor University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, specialist, and doctoral degrees. Individuals who wish to contact the Commission on Colleges pertaining to the accreditation status of the University may write the Commission at 1886 Southern Lane, Decatur, GA 30033-4097, or call at (404) 679- 4501. In addition, the University and its schools and colleges are accredited by, and/or hold membership in, the following organizations:

#### **General**

The Association of Texas Colleges and Universities [L][SEP]  
The Association of American Colleges and Universities [L][SEP]  
The American Council on Education [L][SEP]  
The Southern University Conference [L][SEP]

The American Council of Learned Societies<sup>{}L</sup><sub>{}SEP</sub>  
The Texas Council of Church-Related Colleges<sup>{}L</sup><sub>{}SEP</sub>  
The Association of Southern Baptist Colleges and Schools<sup>{}L</sup><sub>{}SEP</sub>  
The Lilly Fellows National Network of Church-Related Colleges and Universities  
The American Association of University Women<sup>{}L</sup><sub>{}SEP</sub>  
The American Society of Allied Health Professions

**The School Of Social Work**

The Council on Social Work Education

## ACADEMIC INFORMATION

### Academic calendars

View the academic calendars at:

<http://www.baylor.edu/calendar/>

### Class Schedules

Class schedules are maintained by the Registrar's Office. To view the class schedule, go to:

<https://www1.baylor.edu/scheduleofclasses/?buref=1169-91771>

Use the drop down menu to click on the appropriate class term. Select Social Work (SW) from the College drop down menu, then click "search courses" to view all social work course, or you may use the other drop down menus to search for a particular course.

## CLASSROOM INSTRUCTION

### Canvas

Waco & Houston courses utilize Canvas as the Learning Management System for housing classroom content. In addition to having a specific Canvas course for the section each faculty member is teaching, part-time faculty will be added to the "GSSW Faculty Resources" course.

To log into Canvas, follow the steps below. Class rosters may be found on Canvas and grades may also be submitted on Canvas.

#### Step 1: Logging In

To begin using Canvas, visit <http://canvas.baylor.edu> and click the "Canvas Login" button. Log in using your Bear ID (firstname\_lastname) and password.

#### Step 2: Access Your Courses

Your list of courses will be available under the "Courses" menu in Canvas in the green column on the left. Then select "All Courses." You may begin to add or modify content to any of the courses you will be teaching. You may also request the lead full time faculty person who will give the course syllabi to copy their Canvas course for you. If you experience other login issues, please contact the Baylor Help Desk at 254-710-4357.

#### Step 3: Getting Help & Support

To assist you with the transition to Canvas, <http://www.baylor.edu/canvas/> has sections for Getting Started, Help & Support, Training Opportunities. Canvas has a 24/7 phone support service available at 1-833-737-0520. For additional assistance with Canvas questions, please contact Jim Heston, Academic Consultant – Instructional Designer, at [Jim\\_Heston@baylor.edu](mailto:Jim_Heston@baylor.edu)

## Classroom Technology

See the most recent Classroom Technology documents for GSSW:

Waco: <https://baylor.box.com/s/37m0ulkypo56xd7urslzk6lchn1g0hyd>

Houston: <https://baylor.box.com/s/3zwwwqvwbmptsh8ddn3rtip5wdkuk3>

Jim Heston: [jim\\_heston@baylor.edu](mailto:jim_heston@baylor.edu)

Classroom Support Hotline (Baylor campus Waco): 1-254-307-1614

## Course Policy Appendix

The most current GSSW Policy Course Appendix (to be added to your Canvas course) can be found in Box at:

Online: <https://baylor.box.com/s/tsropqefgrm57awtz7pjamwvqmo4kj0s>

Waco/Houston: <https://baylor.box.com/s/p157iocnycgphyxk87u8a7elp7byveh4>

If you do not have access to Baylor Box, please contact [Jim\\_Heston@Baylor.edu](mailto:Jim_Heston@Baylor.edu). We recommend the appropriate link be included in each syllabus so that students and faculty are accessing the most current version at any time.

## Electronic Course Evaluations

The University utilizes a web-based student end-of-course evaluation system, which is hosted by an off-site vendor known as EvaluationKIT. EvaluationKIT uses a secure server that ensures the security of all data. The electronic course evaluation system is **easy, convenient, secure, and confidential**. EvaluationKIT is integrated into the University's Canvas course management systems, which provides easy access for both instructors and students.

## Grading

The assessment names and describes the products and/or learning activities that are adopted to achieve the course objectives. The evaluative criteria for determination of the grade and the contribution of each assessment element to the overall grade are specified. Assessment includes the grading criteria and scale, a description of the penalty for assignments that are overdue, and an attendance and/or participation policy.

Grades will be based on the following scale:

A	= 100 - 93
A-	= 92 - 90
B+	= 89 - 87
B	= 86 - 83
B-	= 82 - 80
C+	= 79 - 77
C	= 76 - 73
C-	= 72 - 70
D+	= 69 - 67
D	= 66 - 63
D-	= 62 - 60
F	= 59-0

## **Syllabi**

Generally, you will be asked to teach a course that already has a syllabus developed. You will be connected to a full time faculty person who will give you the master syllabus for the course. Instructors are expected to review and model all course expectations found in the Syllabus and accompanying Course Policy Appendix.

## **Textbook Desk Copies**

Adjunct faculty members should contact [Krista Barrett@baylor.edu](mailto:Krista.Barrett@baylor.edu) regarding ordering their desk copies.

## **Textbook Ordering**

Please contact [Krista Barrett@baylor.edu](mailto:Krista.Barrett@baylor.edu) regarding the textbooks to be used in your course. She will order needed texts for all instructors and communicate with the Baylor Bookstore about required texts for each course.

## **Closed and restricted classes (Waitlist)**

<http://www.baylor.edu/registrar/index.php?id=94468>

## **Copying Procedures**

Rather than paper, electronic communications and materials are encouraged, but if you need to print less than 25 paper copies, those copies may be made on the copier in the SSW. See a fellow faculty or staff member for the correct code prior to copying.

If you need to print more than 25 copies, please contact a Social Work staff member for the code, then submit your copy order electronically at

<http://www.baylor.edu/copy/index.php?id=43099>. Please note that you will need to pick up copies at Morrison Hall, Suite 121, on Baylor's main campus Monday – Friday between 7:00 a.m. and 6:00 p.m.

## **Copyright and Fair Use Information**

The fair use exemption is most likely the exemption that most educators and scholars are familiar with. It is codified in [Section 107](#) of the US copyright law and states:

...the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

For a basic overview, take a look at [Fair Use Fundamentals](#), a summary document commissioned by the Association for Research Libraries. Fair use is a **balancing act** and is highly dependent on the facts in each situation. **All 4 factors must be considered in any fair use analysis** -- none is more important than the other. Any parameters that have evolved around fair use have been the outcomes of [court decisions](#). Many institutions have developed checklists to guide users through fair use analysis. Regarding the two such tools identified below, one was developed at Baylor University and the other is an interactive tool developed by the American Library Association:

- [Fair Use Checklist](#) -- A PDF that can be completed, saved, and printed, developed by Baylor University and based on checklists developed at other institutions.
- [Fair Use Evaluator](#) -- Interactive tool that guides you through a fair use analysis and provides a PDF record of the reasons for the decision, developed by the American Library Association.

Two important concepts to be considered in any fair use analysis are "**transformation**" (1st factor) and "**heart of the work**" (2nd factor):

- *Transformation* -- Related to the first factor (purpose and character of the work), more and more court opinions are focusing on the transformative nature of the use of a copyrighted work. In considering transformation, ask yourself the following questions, suggested by Kevin Smith:
  1. Will the incorporation of the copyrighted material into my new work help me make my new point?
  2. Have I used no more of the copyrighted material than is necessary for me to make that point? (A "Goldilocks" test -- not too much and not too little.)
  3. Will the incorporation of the copyrighted material help my readers/viewers "get" my point?
- *Heart of the Work* -- Related to the third factor (amount and substantiality), even if you are using only a very small amount of a copyrighted work, how significant is that content you are using? Does that small amount of content represent the essence of the copyrighted material? If so, the use may not be a fair use.

Although there are no clear, bright lines associated with fair use, a number of organizations have developed guidelines or best practices, which are available below:

- [ARL Code of Best Practices in Fair Use in Academic and Research Libraries](#)
- [Best Practices in Fair Use of Dance-related Materials](#)
- [Best Practices in Fair Use of Orphan Works for Libraries & Archives](#)
- [Code of Best Practices in Fair Use for Media Literacy Education](#)
- [Code of Best Practices in Fair Use for Online Video](#)
- [Code of Best Practices in Fair Use for OpenCourseWare](#)
- [Code of Best Practices in Fair Use for Scholarly Research in Communication](#)
- [Code of Best Practices in Fair Use for the Visual Arts](#) (College Art Association)

- [Documentary Filmmakers' Statement of Best Practices in Fair Use](#)
- [Fair Use Videos](#)
- [Statement of the Fair Use of Images for Teaching, Research, and Study](#) (Visual Resources Association)

The creators of these best practices investigated how educators and scholars in the specific environments fairly use copyrighted content and from those environmental scans they identified the practices that were most common among all of them to develop the disciplinary-specific guidelines.

Additional information available at:

<http://www.baylor.edu/copyright/index.php?id=56543>

### **Course Reserve Policy**

For information about Baylor Library course reserve policies, please click on the following link:

<http://www.baylor.edu/lib/circ/index.php?id=30392>

### **Degree Programs**

For information about Social Work degrees, please click on the following links:

- Ph.D. Program Information  
[http://www.baylor.edu/social\\_work/index.php?id=868301](http://www.baylor.edu/social_work/index.php?id=868301)
- MSW Program Information  
[https://www.baylor.edu/social\\_work/index.php?id=956643](https://www.baylor.edu/social_work/index.php?id=956643)
- BSW Program Information  
[https://www.baylor.edu/social\\_work/index.php?id=866764](https://www.baylor.edu/social_work/index.php?id=866764)



## FACULTY INFORMATION

### **Baylor ID cards**

All GSSW adjuncts are issued Baylor ID cards (photo ID card) upon employment with the university. Your ID card is used for identification, library privileges, building access, lab access, bookstore discounts and other activities.

Lost ID cards should be deactivated immediately by clicking [here](#) and entering your BearID and password, or you may call the ID office during business hours at 254-710-1965. If your card is lost, damaged or does not perform needed functions as expected, it should be taken to the Cashier's office located in Robinson Tower. Replacement cards can be issued from the ID Office.

### **Baylor ID Numbers**

All employees are assigned a Baylor ID number, if you do not already have one. You will need this number to access some of the University computer systems, such as BearWeb.

### **BearWeb**

For login to BearWeb, please click on the following link: <https://bearweb.baylor.edu>

### **Bookstore Discount**

All GSSW adjuncts are entitled to a 10% discount for any purchased made at the Baylor Bookstore located on campus. Items included in the discount are books, supplies, software, clothing, etc.

### **Contract & HR Processes**

All individuals recruited to serve as a part-time faculty member of the Diana R. Garland School of Social Work will be required to sign a contract letter for each semester you are employed. A contract letter will be presented for your signature, and your compensation for the semester will be paid based on the number of teaching credit hours assigned to your course or field responsibilities. All new part-time faculty will be required to complete an initial employment packet for temporary employees. Please provide all required documents and complete all steps required by HR in a timely manner in order to ensure your ability to continue employment and receive compensation.

***\*\*Failure to provide acceptable documents will affect your employment status.\*\****

### **E-Mail Accounts**

Accessing your University e-mail is an important function that you will be required to perform as a University employee. Your e-mail account will keep you informed of important notices concerning the teaching of your courses and your role with the Diana R. Garland School of Social Work at Baylor University as a part-time faculty employee. The University e-mail system name is Outlook. The School of Social Work will maintain a part-time faculty e-mail distribution list and will communicate important information using this

system. We will not maintain part-time faculty home or personal e-mail addresses. If this is your first time to be employed by the University, your Outlook e-mail address will be established when you are entered into the University payroll system.

### **Library Privileges**

As faculty, you have full access to our library catalog and databases. You can also request materials through Baylor's interlibrary loan management, [OsoFast](#). To access these resources, you will need your Bear ID (your University email address without the "@baylor.edu") and password; you may also have to authenticate via [Duo Two-factor Authentication](#). Links to library services can be found here: <https://www.baylor.edu/lib/index.php?id=98356>.

### **Mailboxes**

Mailboxes are provided for part-time Waco faculty in room 230.08.

### **Parking and Parking Permits**

Houston Campus: An adjunct faculty member may park in the front lot of South Main Baptist Church near the Welcome Center entrance.

Waco Campus: Part-time faculty are eligible to receive a Baylor parking permit, which is required for on-campus parking (Waco). Information regarding parking at Baylor may be found at <https://www.baylor.edu/dps/index.php?id=873876>

Diana R. Garland School of Social Work (Waco): An adjunct faculty member may park on Washington Street in Waco in front of the building or behind the building off of Columbus Avenue in one of the outside parking spaces marked for faculty. Obtaining a parking decal is not necessary unless you will be teaching a course on the main campus, in which case you must have the decal.

## **POLICIES, PROCEDURES, AND GUIDELINES**

### **CSWE EPAS 2015**

The Garland School of Social Work is fully accredited and follows the Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE). The EPAS can be found here:

[https://cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS\\_Web\\_FINAL.pdf.aspx](https://cswe.org/getattachment/Accreditation/Accreditation-Process/2015-EPAS/2015EPAS_Web_FINAL.pdf.aspx)

### **FERPA**

FERPA is the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99. The Act is designed to protect the rights of students and to safeguard the privacy and accuracy of education records and affords students attending, or who have attended, certain rights with respect to their education records. Students are considered to be "in attendance" once they have registered for courses for their initial term of enrollment. The Act applies to all institutions that are recipients of federal aid administered by the United States Secretary of Education. The rights may be summarized as follows:

1. The right to inspect and review the student's educational records.
2. The right to request an amendment of the student's educational records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Please review further and be familiar with the information regarding FERPA found at the following link:

<http://www.baylor.edu/registrar/index.php?id=86721>

### **NASW Code of Ethics**

For information on the NASW Code of Ethics, please click on the following link:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>

### **Equity, Civil Rights, and Title IX**

The Garland School of Social Work supports Baylor University's commitment to provide a safe and non-discriminatory learning, living, and working environment for all members of the University community. This includes complying with the university's [Civil Rights](#) and [Sexual & Interpersonal Misconduct](#) policies, as well as additional laws and policies addressed on Baylor's website at <https://www.baylor.edu/equity/>.

Important information you will find on the website noted above:

Except for Confidential Resources, all University Employees are designated Responsible Employees and thereby mandatory reporters of potential Title IX violations. Responsible Employees include all staff (hourly and salary), faculty, instructors and teaching assistants. Responsible Employees must report immediately any information about suspected prohibited conduct or violations of the Title IX policy. Reports must include any known details such as identities of the parties and the date, time and location of the incident. Confidential Resources who do not have to report to Title IX include those working in the Counseling Center, Health Center and the University Chaplain, Dr. Burt Burlison. If you believe that a student has been the victim of a sexual assault or interpersonal violence, please contact the Title IX Coordinator at 254-710-8454. If there is an immediate safety concern, please contact appropriate law enforcement. Reporting may also be done online through <http://baylor.edu/titleix>.

### **Baylor University Personnel Policies**

All Baylor faculty are expected to review and abide by the university's personnel policies. These policies may be found on Baylor's website, linked here: <https://www.baylor.edu/risk/index.php?id=962845>

## **Emergency Procedures Plan**

The Garland School of Social Work, being located off campus, has developed the following Emergency Procedures Plan to protect the students, staff, faculty and any visitors who might be present in the time of an emergency.

The Building Emergency Procedures Committee (BEPC) has determined that there are two primary physical emergency threats to the occupants and property of this building. The first is fire; the second is weather, specifically a tornado. There is also the threat of an active shooter. This plan will outline response procedures for prevention, as well as first response to any of these possible situations.

### **FIRE**

#### **Prevention**

Evacuation routes in case of fire are placed in obvious locations in all of the rooms in the building. Routes were prepared by Baylor's Office of Risk Management and indicate the location of fire extinguishers, pull boxes, as well as the evacuation route from the building.

The building at 811 Washington is equipped with fire extinguishers as well as pull boxes to call the fire department. These are inspected by Baylor Facility Services at appropriate intervals.

Fire drills will take place every August after classes have begun in order to orient students to the safety procedures in case of a fire in the 811 Washington building.

- The Building Emergency Procedures Ad Hoc Committee will plan and conduct an unannounced fire drill during the first two weeks of classes each fall semester.
- The chair of the BEPC will notify the fire department of this drill prior to the event and asked to send an observer.
- When the alarm is sounded, all occupants of the building will be expected to leave the building and meet in the parking lot across Washington at 8<sup>th</sup> Street.
- All faculty will take an attendance record with them for their class and do a head count once the class is a safe distance from the building.

### **Emergency Response**

1. Call the fire department either by calling 911 or with a pull box.
2. When the alarm is sounded, all occupants of the building will be expected to leave the building and meet in the parking lot across Washington at 8<sup>th</sup> Street.
3. All faculty will take an attendance record with them for their class and do a head count once the class is a safe distance from the building.
4. No one is to return to the building until an official “all clear” has been sounded.
5. No one is to use the elevators during a fire emergency.
6. Persons who are wheel chair bound should be carried down the stairs.

### **TORNADO**

#### **Prevention**

To prepare the building to become a shelter-in place-facility for the occupants, the following guidelines have been prepared:

1. Boxes with emergency medical, shelter equipment and water are placed in the primary shelter locations.
2. Appropriate signs are placed out front of all three entry points to the shelters.
3. Three locations have been identified as appropriate shelters in the building: Two bank vaults (1<sup>st</sup> floor and second floor) and the basement.
  - a. The Primary Shelter will be the 1<sup>st</sup> floor computer lab. This is an old bank vault. The only vulnerability is found in the door. The door is locked 24/7 and admission is protected by a Baylor-supported card reader system. School of Social Work faculty, staff, and current social work students should carry their Baylor ID cards to open the door. Each card reader unit in the building is supported by a 2-hour back-up battery system that keeps the unit functional in the event of an electrical power failure. Additionally, master keys assigned to specific faculty and staff will also unlock the door.
  - b. Should this shelter become full and if there is time, a key to the basement will be kept in a box in the primary shelter (computer lab with the emergency supplies) so that people can be evacuated into the basement of the building by going through the Columbus avenue back doors, turn right, use the key to open the door to the basement and proceed into the basement.

## **Emergency Response**

When the tornado alarms sound, all persons in the building should proceed to the primary shelter on the 1<sup>st</sup> floor. If this group is too large and there is time, they can be redirected to the basement shelter.

BEPC members, designated with neon green vests, will be in charge with absolute authority during times of an emergency, with authority turned over to the first appropriate First Responder on the scene.

1. No one is to use the elevators during a fire emergency.
2. Persons who are wheel chair bound should be carried down the stairs.

## **Active Shooter**

Should there be any indication of an active shooter the following steps should be taken.

1. Determine where the shooting is taking place and if a safe exit route is available.
2. If a safe route is available, get out and alert others to get out as well. Be sure to block others from coming into the building as well. As soon as possible call 911.
3. If a safe route does not seem to be available, find a room with as much cover as possible. Push heavy objects in front of the door, inform everyone to silence their cell phones and to make no noise. Be sure to cover any hall windows if possible as well. Wait for the police. Remember to declare yourselves to the police and keep your hands in sight so that they know you are a victim, not the shooter.
4. If you have sheltered in place and have barricaded yourselves in, then make a plan to fight back should the intruder get past the door. Find heavy objects in the room, things to defend yourself with, and make a plan to work together to stop the intruder.
5. No one is to use the elevators during a fire emergency.
6. Persons who are wheel chair bound should be carried down the stairs.

Run, hide, fight are the three watchwords for this type of incident. Be sure to call the police and remain calm as well.

## APPENDICES

### Helpful Contacts/Phone Numbers

Baylor Main Switchboard	254-710-1011
Baylor Main Switchboard Outside Waco	1-800-BAYLOR-U (800-229-5678)
Baylor Technology Help Line	254-710-HELP (254-710-4357)
Campus Police, Fire, EMS	254-710-2222
Canvas 24/7 Hotline	1-844-334-0228
Diana R. Garland School of Social Work	251-710-6400

### Helpful Web Addresses

Activate Baylor ID/Change Password	<a href="https://www1.baylor.edu/managebid/">https://www1.baylor.edu/managebid/</a>
Baylor Bookstore	<a href="http://www.bkstr.com/baylorstore/home/en?cm_mmc=Redirect--VanityURL--baylor.bkstr.com--10068">http://www.bkstr.com/baylorstore/home/en?cm_mmc=Redirect--VanityURL--baylor.bkstr.com--10068</a>
Baylor Department of Public Safety (DPS)	<a href="http://www.baylor.edu/dps/index.php?id=866871">http://www.baylor.edu/dps/index.php?id=866871</a>
Baylor Faculty/Staff Home Page	<a href="http://www.baylor.edu/facultystaff/">http://www.baylor.edu/facultystaff/</a>
Baylor Online Directory	<a href="http://www.baylor.edu/directory/?buref=1155-90749">http://www.baylor.edu/directory/?buref=1155-90749</a>
BearWeb Login Page	<a href="https://bearweb.baylor.edu/PROD8/twbkwbis.P_WWWLogin">https://bearweb.baylor.edu/PROD8/twbkwbis.P_WWWLogin</a>
Canvas	<a href="http://www.baylor.edu/canvas/?buref=1155-90749">http://www.baylor.edu/canvas/?buref=1155-90749</a>
Complete List of Links	<a href="http://www.baylor.edu/facultystaff/index.php?id=91239">http://www.baylor.edu/facultystaff/index.php?id=91239</a>
Copying Services	<a href="http://www.baylor.edu/copy/?buref=1155-90749">http://www.baylor.edu/copy/?buref=1155-90749</a>
Diana R. Garland School of Social Work Home Page	<a href="http://www.baylor.edu/social_work/?buref=1155-90749">http://www.baylor.edu/social_work/?buref=1155-90749</a>
E-mail/Outlook Web Access -	<a href="https://mail.baylor.edu/owa/auth/logon.aspx?replaceCurrent=1&amp;url=https%3a%2f%2fmail.baylor.edu%2fowa%2f">https://mail.baylor.edu/owa/auth/logon.aspx?replaceCurrent=1&amp;url=https%3a%2f%2fmail.baylor.edu%2fowa%2f</a>
Human Resources	<a href="http://www.baylor.edu/hr/?buref=1155-90749">http://www.baylor.edu/hr/?buref=1155-90749</a>
New Employee Resources	<a href="https://www.baylor.edu/hr/index.php?id=952325">https://www.baylor.edu/hr/index.php?id=952325</a>
Parking Services	<a href="http://www.baylor.edu/dps/index.php?id=866872">http://www.baylor.edu/dps/index.php?id=866872</a>
Payroll Office	<a href="http://www.baylor.edu/payroll/?buref=1155-90749">http://www.baylor.edu/payroll/?buref=1155-90749</a>
Printing Procurement	<a href="http://www.baylor.edu/procurement/printing/?buref=1155-90749">http://www.baylor.edu/procurement/printing/?buref=1155-90749</a>

Report It!

[http://www.baylor.edu/student\\_life/index.php?id=83906](http://www.baylor.edu/student_life/index.php?id=83906)

Teaching and Related Responsibilities -

<http://www.baylor.edu/facultyhandbook/index.php?id=70181>

### **GSSW Faculty & Staff Directories**

GSSW Faculty:

[https://www.baylor.edu/social\\_work/index.php?id=867626](https://www.baylor.edu/social_work/index.php?id=867626)

GSSW Part Time Faculty:

[http://www.baylor.edu/social\\_work/index.php?id=868059](http://www.baylor.edu/social_work/index.php?id=868059)

GSSW Staff:

[https://www.baylor.edu/social\\_work/index.php?id=867627](https://www.baylor.edu/social_work/index.php?id=867627)

Telephone Directory: (254-710-xxxx)

Dean's Conference Room	1713	
Recruitment	4484	
Dean's Office Fax Machine	7412	
SWO Fax (2nd Floor Work Room)	6455	
Student Worker Cubicle	4437	330.02 (Left)
Student Worker Cubicle	4438	330.03 (Center)
Student Worker Cubicle	4440	330.04 (Right)
BU Emergency	2222	
HELP Line	4357	
Down Line	3696	
Copy Center	1914	