



UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

**Faculty Guidebook
2017-2018**

Table of Contents

| | |
|---|-----------|
| GENERAL INFORMATION..... | 1 |
| Building Hours and Access..... | 1 |
| Canvas..... | 1 |
| WebAdvisor..... | 1 |
| Textbook Ordering..... | 2 |
| Desk Copies..... | 2 |
| Faculty Mailroom..... | 2 |
| Fax Service Xerox WorkCentres..... | 3 |
| Federal Express..... | 3 |
| Parking..... | 4 |
| Photocopying..... | 5 |
| Safety and Security/Security Badges..... | 5 |
| Weekly..... | 6 |
| Student Folders..... | 6 |
| Westlaw Account..... | 6 |
| West Academic Publishing/Foundation Press..... | 6 |
| Lexis/Nexis Account..... | 6 |
| Lexis/Nexis Law School Books..... | 6 |
| ADMINISTRATIVE SERVICES..... | 7 |
| Faculty Support..... | 7 |
| Class Materials..... | 7 |
| Classroom Seating Picture Charts..... | 7 |
| Class Schedule Cards..... | 7 |
| Course Readers and Copyright Clearances..... | 8 |
| Faculty Judicial Clerkship Students Letters of Recommendation..... | 8 |
| First Class Assignments: Canvas..... | 9 |
| Office Supplies..... | 9 |
| Professor and Course Evaluation Reports (PACE reports)..... | 9 |
| Telephone Directory Update..... | 10 |
| Travel Reimbursements and Check Requests..... | 10 |
| Summary of Changes for the Faculty Research Accounts..... | 11 |
| Travel Reimbursement Allowances Charged to State Accounts..... | 12 |
| Law Library-Borrowing and Course Reserves..... | 12 |
| Borrowing Privileges..... | 12 |
| Course Reserves..... | 12 |
| Media Services..... | 13 |
| Seminar Rooms..... | 13 |
| Lecture Rooms..... | 14 |
| Event Rooms..... | 15 |
| In-Class Videos – Instructor Not Present..... | 15 |
| Classroom Recording Access for Full Class or Individual Students..... | 15 |
| College Events Center..... | 16 |
| Class Cancellations and Rescheduling..... | 16 |
| Room Reservations..... | 17 |
| UC Hastings Master Events Calendar..... | 17 |
| ACADEMIC INFORMATION..... | 18 |
| Contacts..... | 18 |
| Chancellor and Dean’s Office..... | 18 |
| Office of the Academic Dean..... | 18 |
| Contracts and Teaching Assignments..... | 18 |
| Employment Paperwork..... | 19 |
| Health, Insurance, and Retirement Benefit Information..... | 19 |

| | |
|--|----|
| Pay..... | 19 |
| Direct Deposit | 19 |
| On-going Retirement Counseling | 19 |
| Student Employees | 20 |
| Hourly Paid Student Assignments | 20 |
| Stipend Paid Students | 21 |
| Graduate Research Fellows (grfs) or other Temporary Employees..... | 21 |
| Reporting and Approving GRF/Temp Hours Worked in Order to Be Paid | 22 |
| Services of independent consultants..... | 22 |
| Faculty Office Hours and Office Space..... | 23 |
| Academic Calendar | 23 |
| Course Catalog & Academic Regulations | 23 |
| Regulations - Students and Faculty | 24 |
| Student Handbook | 24 |
| Student Health Service..... | 24 |
| Grading Policies..... | 25 |
| Classes with 30 or more students | 25 |
| Classes with fewer than 30 students | 25 |
| Grades of A+ | 25 |
| Exam Courses and Examinations | 26 |
| Grading Seminar and Skills Classes..... | 27 |
| Seminars..... | 27 |
| Professional Skills Classes..... | 28 |
| Experiential Course Requirement..... | 29 |
| Grade Sheets and Grade Due Dates | 30 |
| Class Enrollment Rules and Procedures | 30 |
| Attendance during the Add/Drop Period and Waitlists..... | 31 |
| Policies & Regulations on College Activities | 32 |
| Student Conduct Code: Plagiarism and Other Forms of Cheating | 32 |
| Faculty Statement on Pluralism..... | 32 |
| Summary of Policy on Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence Related to Students..... | 32 |
| Important Information for Individuals Who May Be Victims of Sexual Assault/Violence..... | 34 |
| Policy for College Information Systems | 35 |
| Policy for UC Hastings-owned Equipment | 36 |
| Policy for Audio Recording | 37 |

GENERAL INFORMATION

BUILDING HOURS AND ACCESS

198 McAllister Building

*Hours: M-Th 7:00 am to 10:00 pm
Friday 7:00 am to 9:00 pm
Saturdays 8:00 am to 8:00 pm
Sundays 10:00 am to 9:00 pm*

200 McAllister Building

*Hours: M-Th 7:00 am to 11:00 pm
Friday 7:00 am to 10:00 pm
Saturday 10:00 am to 10:00 pm
Sunday 10:00 am to 11:00 pm*

The building and library hours may change during the summer and during holiday periods. When this occurs, the special building and library hours are posted on bulletin boards around campus, at the Law Library Circulation desk and at the Public Safety Desk in the lobby of both 198/200 McAllister Street.

Canvas

Faculty are responsible for retrieving their class rosters, posting course materials, first class assignments and syllabus to their own Canvas site. Faculty are personally responsible for maintaining their own Canvas site. The Canvas Quick Start can be found at <http://www.uchastings.edu/about/admin-offices/it/teaching-tools/canvas-quickstart/index.php>. If you require assistance using Canvas you may contact the IT Help Desk at helpdesk@uchastings.edu. You may also contact your administrative assistant in Faculty Support.

WebAdvisor

You can use WebAdvisor to access and download class rosters. It can be found at <https://webadvisor.uchastings.edu>. WebAdvisor rosters are updated in real time. You can login using just your username (the part of your UCH email address before the @) and password. Next you would select Faculty (on the right) and select Class Roster and your list of classes will show up. Once you pick a class your roster will display.

Textbook Ordering

In order for the online book ordering system to function effectively, each instructor must provide complete bibliographic information about the books needed for the instructor's class. The information will be uploaded into WebAdvisor so that when students register for classes they will know what books are needed for the class. At <http://www.uchastings.edu/about/admin-offices/bookstore/index.php>, the students will get information about vendors and special price deals from the publishers.

For each such book, instructors must provide all of the following information:

- Title
- Author
- Publisher
- Edition
- ISBN Number
- Any comments or additional information (e.g., if the book is merely recommended rather than required)

Each semester, instructors will receive an email asking for this information for each of the instructor's classes. In order to ensure that students will be able to acquire books by the time classes begin, it is imperative that instructors provide the above information promptly upon receipt of the email requesting the information.

Desk Copies

Contact the publisher directly for desk/complimentary/teachers' copies of books you are considering using for a course. The means to do this vary by publisher.

Some publishers request only a name and shipping address, others ask for more detailed information such as course number, enrollment, and other course data. See the publisher's websites to find contact information.

You may also ask your Administrative Assistant in Faculty Support for assistance.

Faculty Mailroom

Faculty mailboxes are located in the Faculty Lounge, 200 Building. Check your mailbox regularly for student submissions and other correspondence.

The pick-up time for outgoing mail from the Faculty Lounge is 11:00 a.m. and 3:15 p.m.

Purchasing staff provide the mail metering process and preparation for the U.S. Postal Service to pick up all outgoing College mail. The metering process begins at 3:00 p.m. – 3:10 p.m. The postal metering machine is closed down at 3:30 p.m. Mail received after 3:30 p.m. will be metered and sent out the next business day.

There is no Faculty Support mail services provided on Saturday, Sunday or other national holidays that are observed by the College.

The Holiday Shutdown, which occurs during December includes three (3) business days that Faculty Support staff are not here to sort, deliver or provide outgoing mail services. Most College departments are closed in observance of this winter break. The Holiday Shutdown schedule for 2017 is December 23, 2017 – January 1, 2018. Staff return on January 2, 2018.

Fax Service Xerox WorkCentres

Fax Machine number 415.565.4865

For outgoing faxes in the Faculty Lounge, dial 1, the area code, and then the fax number. You must do this even for 415 numbers. Press the green start button.

Federal Express

Faculty Support Administrative Assistants

The coordination of courier services, when necessary, are provided for faculty. Carrier packages by FedEx are signed for by Purchasing personnel and then picked up by Faculty Support and delivered to the faculty mailroom. Faculty Support Administrative Assistants will e-mail faculty individually for notification of these deliveries.

The FedEx Drop-off box is located in Room 138, 200 McAllister, in the Purchasing Department. Deliveries are made Monday through Friday in the afternoon. Urgent mail may be given to Faculty directly or placed in their respective offices if requested.

When sending a FedEx, for faculty who have an account, the shipping charges will be charged to your Faculty Research Account.

Parking

Parking Garage Manager, Angel Solano

415-703-8235

solanoa@uchastings.edu

The UC Hastings parking garage is located at 376 Larkin Street and includes 400 vehicle spaces, which include parking spaces for the disabled. Motorcycle stalls are on the second level, and bicycle racks are conveniently located on the first level side entrance, along Larkin Street.

Early Bird Rates: M-F: In by 9am - Out by 7pm - \$18.00
Maximum Rate will apply After 7pm - \$27.00

Miscellaneous Fees:

Sunday Rate (7:00pm - 9:00pm Sundays only) - \$8.00
Lost Ticket - Must Pay Daily Maximum Rate (Per Day)

Pay Monthly Fees with a Credit Card Online

Hours of Operation:

Monday - Saturday 7:00 AM - 11:00 PM
Sunday 7:00 AM - 9:00 PM

Hourly Rates - as of July 1, 2016

| | |
|---------------------|---------|
| 0 - 1 hour | \$3.00 |
| 1 hour - 1 ½ hours | \$6.00 |
| 1 ½ - 2 hours | \$9.00 |
| 2 hours - 2 ½ hours | \$12.00 |
| 2 ½ - 3 hours | \$15.00 |
| 3 hour - 3 ½ hours | \$18.00 |
| 3 ½ hours - 4 hours | \$21.00 |
| 4 hours - 4 ½ hours | \$24.00 |
| 4 ½ hours - 5 hours | \$27.00 |
| Maximum daily rate | \$27.00 |

U.C. Hastings Students Max. Rate \$9.00 (Out by close: M-Saturday 11:00pm/Sunday 9:00pm)

| | |
|---|---------|
| Motorcycle - flat rate (in by 9:00am - out by 7:00pm) | \$9.00 |
| Evening rate (enter after 5:00pm - out by 11:00pm) | \$10.00 |

Monthly Parking

| | |
|--------------------------------------|----------|
| Regular | \$275.00 |
| UC Hastings Students | \$210.00 |
| Motorcycle | \$75.00 |
| Monthly Access Card (non-refundable) | \$25.00 |

Photocopying

Business Center, 200 McAllister, Room 103
Publication Coordinator, Sanjay Khanal

415.565.4807 businesscenter@uchastings.edu
415.565.4882 khanals@uchastings.edu

The Business Center offers full-service and self-service black & white and color digital copying and printing, large format (posters) in black & white and color, print & copy design and typesetting, website management, digital photography, videography, presentation development, and more. It also offers complete bindery services and stock recycled and specialty papers.

You will need a copy code to access any of the Xerox Multi-Function Printers throughout the College.

Copy Codes are available to all faculty and their research assistants. Codes may be obtained by contacting Faculty Support's Administrator, Stephen Lothrop at lothrops@uchastings.edu or 415.565.4782.

XEROX Multi-Function Printers (Copy, Print, Scan to Email) are located at 200 McAllister, third floor (Color) Faculty Lounge, the end of the hallway by room 348 and by room 360, 2M in 198 McAllister.

The Business Center supplies the toner cartridges, paper and service calls for all Xerox WorkCentre machines. If you require assistance, the Business Center staff may be reached by telephone: 415-565-4882 or by e-mail: businesscenter@uchastings.edu for paper, toner replacement or machine repairs.

Safety and Security/Security Badges

Office of Safety and Security
198 McAllister, Room B6

415.565.4855

Access to the buildings during "closed" hours can be arranged by presenting a Hastings ID card to the security guards. Paperwork for ID cards may be obtained from Human Resources. ID cards are processed by the Office of Safety and Security; this card will also identify you to the library staff.

Officers may be reached at the main desks in 198 & 200 McAllister. Red telephones are located throughout the College for emergency use.

Weekly

College Events Center (CEC)
College Events Center Assistant, Stella Cunanan

weekly@uchastings.edu
cunanans@uchastings.edu

Publication of the Weekly is processed by the CEC. For submissions, please send any announcements to weekly@uchastings.edu by noon on Thursday for publication in the next issue.

Student Folders

College Events Center/CEC, 200 McAllister, Room 105

If you cannot reach a student via email, you may wish to drop a note into the student's folder. Students' folders are located on the first floor of 200 McAllister and can be used to communicate non-sensitive information. The files are identified by student name.

Westlaw Account

Chuck Marcus, Library
Stephanie Zoet, J.D., Account Manager – Academic

415.565.4838

marcusc@uchastings.edu
stephanie.zoet@thomsonreuters.com

Please contact Chuck Marcus if you want to establish a Westlaw account.

West Academic Publishing/Foundation Press

Junior Torres, Account Manager

651-202-4775

junior.torres@westacademic.com

Mr. Torres is available to answer questions and requests from faculty regarding West Academic Publishing and Foundation Press publications.

Lexis/Nexis Account

Chuck Marcus, Library
Teal Taylor, Law School Account Executive

415.565.4838

marcusc@uchastings.edu
teal.taylor@lexisnexis.com

Please contact Chuck Marcus if you want to establish a Lexis/Nexis account.

Lexis/Nexis Law School Books

Karen Hanson Wellman, Publishing Representative

karen.wellman@lexisnexis.com

For questions relating to Lexis/Nexis law school books, please contact Karen Hanson Wellman for assistance.

ADMINISTRATIVE SERVICES

FACULTY SUPPORT

Room 385, 200 Building

Stephen R. Lothrop, Administrator

415.565.4782 lothrops@uchastings.edu

Lesley J. King, Lead Administrative Asst.

415.565.4781 kingl@uchastings.edu

Divina Morgan, Advanced Administrative Asst.

415.565.4785 morgand@uchastings.edu

Steve Zweig, Advanced Administrative Asst.

415.565.4840 zweigsteven@uchastings.edu

Class Materials

Faculty Support, Administrative Assistants

Submission of class materials and photocopying projects of 100 pages or less may be given to Faculty Support. Completed projects are delivered to faculty mailboxes. If you need a larger copy job please see your Faculty Support assistant. Your assistant will make arrangements with the Business Center to have the job completed. Please note that the "Copyright Notice" must be filled out completely and signed in order for this job to be completed by the Business Center.

Classroom Seating Picture Charts

Use the following link to access the Seat Gen Program:

<https://hastings-seatgen.appointlink.com/>

Both Faculty and Student instructions can be found at the following link:

<http://www.uchastings.edu/about/admin-offices/it/teaching-tools/seating-chart/index.php>

You must use your Hastings e-mail user name and password to access. Software allows for the creation of student seating charts by student placing their picture into the seat he/she has selected. You may also use the system to track student attendance, class roster with photos, and create flash cards.

Class Schedule Cards

Please post office hours on your office door and notify your administrative assistant of the dates and times you have selected.

Course Readers and Copyright Clearances

Faculty Support, Administrative Assistants, 200 McAllister, Room 385
Hastings Business Center, 200 McAllister, First Floor

Publications Coordinator and Copyright Clearances Sanjay Khanal
415.565.4882 khanals@uchastings.edu

Course readers are ordered online and will be printed "on-demand". To assure timely accessibility for your students, this process should be completed by the first week of August. Copyright clearances for non-subscribed material can take 2 – 4 weeks to clear and price; subscribed items can be cleared in hours. Ideally, the course reader process should begin 6 weeks in advance to allow adequate time for completion. The process is outlined below:

- Faculty submits course reader materials to their Faculty Support Administrative Assistant.
- Faculty Support assembles the reader and conveys to the UCSF Business Center.
- UCSF Business Center secures copyright clearance through the Copyright Clearance Center (CCC).
- If the item is not covered under the College's CCC subscription, the Business Center will work with CCC to secure clearance and notify Faculty Support if an additional cost will be incurred.
- Faculty Support working with Faculty (when necessary) approves pricing of reader.
- Business Center will work with faculty directly to get their approval of any additional costs.
- Faculty approve the reader's final price.
- UCSF Business Center transmits approved reader to be printed at UCSF print shop.
- UCSF Business Center will notify the professor and Faculty Support when reader is posted online.
- A link will be provided to the professor and Faculty Support. Links will also be added to the WebAdvisor description of the relevant course.
- Students are notified of reader order availability by the professor.
- Students create an account and order online using a credit card at:
<http://shopdm.ucsf.edu/browse.cfm/uc-hastings/2,19.html>

Faculty Judicial Clerkship Students Letters of Recommendation

Steve Zweig, Advanced Administrative Asst. 415.565.4840 zweigsteven@uchastings.edu
Faculty letters of recommendation e-mail letters@uchastings.edu

Letters of recommendation are processed by Faculty Support and can be E-mailed to letters@uchastings.edu for processing on (OSCAR) On-Line System for Clerkship Application and Review or non-OSCAR judges.

First Class Assignments: Canvas

Faculty post assignments directly to Canvas. If you require assistance using Canvas you may contact the IT Help Desk at helpdesk@uchastings.edu.

Office Supplies

Stephen R. Lothrop, Administrator 415.565.4782 lothrops@uchastings.edu
Lesley J. King, Lead Administrative Asst. 415.565.4781 kingl@uchastings.edu

Office supplies are available and are ordered upon request by the Administrator in Faculty Support.

Stephen Lothrop orders office supplies and toner cartridges via Office Depot. The College has a contract with Office Depot which includes a discount on office supplies including toner cartridges. Office Depot delivers Monday – Thursday. Office Depot, as part of their corporate “Green Initiative” does not deliver office supplies on Friday. Toner and supplies needed by faculty should be requested in advance of the Holiday Shutdown to insure timely receipt of the items. Toner cartridges will be recharged to the individual Faculty Research Account.

Home office supplies are not allowed to be purchased by the College. For your convenience, see *Summary of Changes* on p. 11.

Professor and Course Evaluation Reports (PACE reports)

Divina Morgan, Administrative Asst. 415.565.4785 morgand@uchastings.edu

Students will have the opportunity in one class session to respond to PACE evaluation questions. An email notice will be sent to professors regarding the online PACE survey and how it will be administered in their classes.

To access the pace reports you must first login to the Kscope Portal:
Open a web browser (e.g. Safari, Chrome, Internet Explorer) and access the URL kscope.uchastings.edu. To log in, use your Hastings email user name (without @uchastings.edu) and password.

Once you have logged into the Kaleidoscope portal or Kscope portal, click on Academic Resources, click on PACE Reports, and click on the pull down list/arrow and select the course/section for the PACE report.

Telephone Directory Update

Please use the following link to access the Faculty and Staff Directory.
www.uchastings.edu/about/contact/index.php. You will need to use your UC Hastings login and password to access this document.

Travel Reimbursements and Check Requests

| | | |
|---|--------------|--|
| <i>Stephen R. Lothrop, Administrator</i> | 415.565.4782 | lothrops@uchastings.edu |
| <i>Lesley J. King, Lead Administrative Asst.</i> | 415.565.4781 | kingl@uchastings.edu |
| <i>Divina Morgan, Advanced Administrative Asst.</i> | 415.565.4785 | morgand@uchastings.edu |
| <i>Steve Zweig, Advanced Administrative Asst.</i> | 415.565.4840 | zweigsteven@uchastings.edu |

Travel reimbursements and check requests used with Faculty Research Account's (FRA's) are processed by Faculty Support using Concur. Faculty members may either submit original or digital copies of itemized receipts, invoices, packing slips etc. to support the business expense for which you are seeking reimbursement. Proof of payment must be supplied for all transactions submitted to Accounts Payable. Once Faculty Support has processed the reimbursement through [Payit](#), the faculty members will receive notification that it has been submitted. Faculty members must login using their Hastings email and password, and finalize the submission. Until this is done, it will not be processed by Fiscal.

Fiscal Services has strict guidelines; having the appropriate documentation will help expedite your reimbursement. Approximate time for State funded development accounts carry a two-week turn around.

Our FRA procedures and guidelines can be found at the following link:
[Faculty Research Account Policies and Procedures Manual](#).

Faculty who purchase printers for home and office use will no longer be reimbursed through their Faculty Research Accounts (unless preapproved by the Academic Dean limited to special circumstances).

Please note the following
Summary of Changes for the Faculty Research Accounts

| Item | October 2006 | July 2015 |
|--|--|---|
| Name | Faculty Development Accounts (FDA) | Faculty Research Accounts (FRA) |
| Use of funds | Flexible use by faculty | Restricted to research, teaching, and scholarship, including events for students and guests |
| Amount allocated to eligible faculty ¹ | \$5,000 | \$3,500 |
| Faculty Research Funds Pool (FRFP) ² | \$0.00 | \$1,500 x number of eligible faculty members |
| Rollover of unused funds | Not allowed | Yes |
| Student Travel | Optionally funded by each faculty member | Funding allocation will be made by the Academic Dean |
| State Bar Dues | Not allowed | 100% Reimbursed |
| Computer Replacement | Paid for by IT | Every 5 years, paid for by IT |
| Additional computer purchases from your Faculty Research Account | Not restricted | Limited to every 3 years |
| Printers | Not restricted | Limited to special circumstances. Approval required. |
| Home office supplies | Not restricted | Not allowed |
| Office furniture and décor | Not restricted | Not allowed |
| Maintenance and service of office printers | Paid for by IT | Charged to FRA |

| | |
|----------------------|--|
| Student Employment | Students will no longer receive damage pay for hours worked before completing the onboarding process with Human Resources. Students must submit approved timesheets monthly. |
| Travel Reimbursement | Faculty must submit travel reimbursement documents within thirty days of completion of travel. |
| Direct Deposit | Direct deposit is required for non-payroll compensation. |

¹ Subject to funding availability.

² Subject to funding availability.

Travel Reimbursement Allowances Charged to State Accounts

(as of January 1, 2016)

Meals

\$42.00 per day for travel lasting more than 12 but less than 24 hours.

\$64.00 per day for travel occurring in 24 hour increments.

Travel must begin before 7 a.m. or end after 7 p.m.

Lodging

Lodging site must be more than a 50-mile radius of Hastings or the employee's residence.

Airfare

Economy fare unless a documented medical accommodation is on file with HR; if so, then business class is allowed.

Incidental Expenses

\$3.00 for every 24 hours of travel; no receipts are required.

Mileage Reimbursement (for Operation of Private Automobile)

Mileage rate as determined by IRS.

For 2016, the reimbursement rate is 54.0 cents per mile.

The Authorization to Use a Privately Owned Vehicle Form must be on file with the CFO's office and updated annually before mileage reimbursement will be made.

LAW LIBRARY-BORROWING AND COURSE RESERVES

Access Services Librarian, Justin Edgar

415-565-4759

edgarj@uchastings.edu

Borrowing Privileges

Adjunct faculty members may borrow items from the UC Hastings Law Library during any semester in which they are teaching. However, borrowing accounts are not established automatically. If you wish to borrow items from the Library, please bring your Hastings-issued ID to the Library Circulation Desk in order to have your information entered into our circulation system.

Course Reserves

Faculty members wishing to place items on Course Reserve may submit requests to Circulation

Access Services Librarian, Justin Edgar

415-565-4759

edgarj@uchastings.edu

If you wish to place an item on Course Reserve, please contact Marlene Bubrick with your request as early as possible before or near the beginning of the semester. This allows time to order, if necessary, and process any requested materials. Please note that the Library does not purchase casebooks or course books for placement on Course Reserve; if you wish to place such an item on Course Reserve, and the Library does not own a copy, you may submit a personal copy. For details, please contact Marlene Bubrick.

MEDIA SERVICES

Media Department, 200 McAllister, Room 445
Classroom Support office, 198 McAllister, Room B21

Emergency Requests for Media Services should be sent to IT media@uchastings.edu
or by calling the IT Help line 415-565-4265
Requests for audio/visual should be made while requesting a room.

Media Services provides classroom audio-visual and instructional media support for the Hastings Campus.

Seminar Rooms

Rooms B1, B2, M120, 201, 219, 312, 314, 640/200 (Rusty Dobbs), 620A/200, and 620B/200, are equipped with the following SELF-SERVICE equipment:

- Installed PC
- Document Camera
- DVD playback only via the PC (no VHS player)
- HDMI input cable (excluding 620A and 620B)
- HDMI jack on wall plate (rooms 620A and 620B)
- VGA input cable
- Electric projection screen (automatically lowered on system power up)
- Audio recording with computer screen recording (upon request)

Rooms 395/200, 205 and 304 are equipped with the following SELF-SERVICE equipment:

- Installed PC
- DVD playback only via the PC (no VHS player)
- HDMI input cable – Need to confirm
- HDMI jack on wall plate – Need to confirm
- VGA input cable
- Flat screen monitor-205 and 395/200
- Electric projection screen (automatically lowered on system power up – 304 only)
- Audio Recording with computer screen recording (upon request)

Rooms 404/100 is equipped with:

- Computer/Video projector with input cable and control system
- Videotape/DVD player (with remote and wall-mounted control)
- Overhead (transparency) projector
- Projection Screen

In rooms equipped with VHS/DVD players, the players are housed in wall-mounted boxes located near the front of the room. Computer input cables are located on wall-hooks, or hooks mounted on the boxes. For Seminar rooms that DO NOT have installed computers, Media Services DOES NOT provide notebook/laptop computers. NOTE: Mac

users must have the appropriate video adapter to connect to the system. They can be checked out from the Library at the main circulation desk on the 4th floor (Media Services does not provide them); also, they can be purchased at any [Apple Store](#) or at [monoprice.com](#). Click on a below link to download operating instructions for seminar rooms:

(rooms are grouped according to minor variations in control system configuration)

[201,219, 312, 314](#)

[B1, B2, 205, 308, 395, 640, 404](#)

[M120, 304](#)

Lecture Rooms

All Lecture rooms (A, B, C, D, E, F, G, H, J, K) are equipped as Smart Classrooms. Please contact Media Services for training (it takes 5-10 minutes). Basic instructions can also be [downloaded](#) (**NOTE:** except for Room K, none of these rooms is equipped with VHS playback). Equipment in these rooms includes:

- Computer/Video projector and control system
- Installed computer
- Input cable for laptop connection
- Interactive pen display (not available in room K) - [Click here for an overview](#) and [here for more in-depth instructions](#) “Interactive pen display (not available in room K) – Click here for an overview (http://www.uchastings.edu/about/admin-offices/instructional-media-services/docs/podium350_370qr.pdf) and here for more in-depth instructions (http://downloads.smarttech.com/media/trainingcenter/flash/podium/smart_podium.htm)” Room K still does not currently have Pen capabilities, but this may change in the near future. We are not using the Smart monitors anymore. The monitor is now a tablet, on a mounted arm in the desk. It is still a digital marking display, and there are pens attached to the tablet. If an instructor needs help navigating our new software, EpicPen, please redirect them to this link (https://uch-simpplr.na35.visual.force.com/apex/simpplr_sitepagesdetail?contentId=a0c4100005qIJJAA2&siteId=a0i41000006mIkMAAE) for a guide. If they need additional help, they can contact media@uchastings.edu to schedule an orientation.
- Video overhead/Document camera
- Motorized Projection Screen
- Audio recording with computer screen recording (upon request)
- Installed video recording (room K only, upon request)
- Wireless lavalier microphone
- For events: Either 2 wireless table microphones or 1 wireless lavalier microphone & 1 wireless table microphone (upon request & equipment availability)

For assistance with room equipment, please contact your assigned Faculty Support staff member, who can schedule AV assistance for you.

Event Rooms

The Alumni Reception Center (ARC) & Louis B. Mayer Lounge (LBML) are equipped with:

- Installed projection systems
- Public address systems with wireless microphones
- One High Definition (HD) video camera with live streaming capability
- Video and Audio conferencing: Limited videoconferencing is available in the ARC: we can receive and display incoming audio and video, and transmit audio back to the far end using any soft codec (Skype, Google, Lync).
- The ARC also has full two-way teleconferencing using a standard phone connection.

Please contact Media Services for more information.

For the room recording system, refer to this page:

<http://www.uchastings.edu/about/admin-offices/it/teaching-tools/panopto/index.php>

In-Class Videos – Instructor Not Present

If the video is copyrighted, the students will have to watch it in class on the designated date, time, and classroom. The professor may keep the DVD at course reserves in Library and designate a student from the class to start and stop the DVD. Students are encouraged to coordinate with Media Services in advance if they are unsure how to operate classroom equipment.

If it's NOT copyrighted (the students can access the DVD on their computer at their convenience): Take the DVD to media services. They will upload the DVD to a video management system called "Panopto." They will put it in the professor's class folder on Panopto (which media services creates). Media services will then email the professor (w/a cc to the faculty support admin assistant who brings them the DVD) with the URL asking the professor to send the link to their students and to log on using their Canvas username and password.

Classroom Recording Access for Full Class or Individual Students

Upon request, Media services will make available to all students in the course a particular class recording. However, there may be valid reasons why a professor may not want to release a recording to the entire class. The system has been modified to allow a faculty member to release a single class recording to an individual student. The professor, or his/her faculty support person) can do it from his/her Canvas course site. You must let media services know your wish to grant an individual student access to a recording by emailing media services with the date/time/classroom of the recording you wish released.

How-to instructions for granting individual students access can be found online at: <http://uchastings.edu/about/admin-offices/it/teaching-tools/panopto/providing-access.php>. A member of the Media Services team will be happy to walk you through the process if needed. It is encouraged that you learn how to do this yourself (with a tutorial from Media Services if necessary), but if the tutorial does not work, your faculty support person is there as a backup.

Within legal limits, it is the professor's discretion to decide what is considered a "valid" absence from class. If there may be a disability issue involved, you may reach out to Lisa Noshay-Petro from the Disability Resource Program (noshaype@uchastings.edu). If you are uncomfortable with exercising this discretion, Jeff Lefstin (lefstinj@uchastings.edu) has a memo of suggested guidelines to follow.

COLLEGE EVENTS CENTER

200 McAllister, Room 105

415-703-8220

cec@uchastings.edu

The College Events Center (CEC) serves as a one stop shop for all event inquiries. CEC assists event planners with room reservations and event publicity.

Lan Tran, College Events Resource Coordinator. Lan schedules rooms for events in the Louis B. Mayer Lounge, Alumni Reception Center, Sky Room and classrooms. She serves as a liaison to UC Hastings' Facilities and Media Services departments with respect to room set ups and audio-visual resources.

Stella Cunanan, College Events Resource Assistant. Stella assists with publicity for events, which includes managing the Master Events Calendar, The Weekly newsletter and the digital display in the 200 McAllister lobby. She also confirms events in classrooms and the Sky Room (100 McAllister, 24th Floor).

Roslyn Foy, Manager College Events Center.

Class Cancellations and Rescheduling

Class Cancellation Hotline

415.581.8866

Faculty are strongly encouraged to make an announcement on Canvas when there is a class cancellation and email their students. Instructions on making an announcement on Canvas are located at the following address:

<http://www.uchastings.edu/about/admin-offices/it/teaching-tools/canvas-quickstart/index.php>

If for some reason an internet connection is not available, alternatively you can call the Class Cancellation Hotline (415.581.8866) which is available 24 hours and messages are retrieved daily beginning at 7:45 a.m., but this method is a much less effective form of communication to the students.

To schedule a make-up class, please contact Lan Tran, College Events Center (CEC). Please note that make-up classes are often difficult to schedule. Members of the faculty should contact CEC with several potential meeting times. Faculty will receive confirmation of the scheduled make-up class within two business days.

Room Reservations

Lan Tran
College Events Center /CEC, 200 McAllister, Room 105
415.565.4600 tranla@uchastings.edu

Room reservations are made with the [Astra Schedule](#) on line.

Before planning an event (including a make-up class), please contact the College Events Center to inquire about room availability. Any room reservation request must be approved by the CEC. Faculty will receive confirmation of the scheduled room within two business days. Event or nonacademic activities scheduled in advance of the posting of the Academic Schedule for that term will be considered *unconfirmed* and subject to change as per the needs of the Academic Schedule.

UC Hastings Master Events Calendar

College Events Center/CEC, 200 McAllister, Room 105
College Events Center Assistant, Stella Cunanan 415-565-4602 cunanans@uchastings.edu

All on-campus events are listed on the UC Hastings Events Calendar. You can access the events calendar by clicking on “Full Events Calendar” from the UC Hastings homepage. We encourage you to review the events calendar to check for conflicts before scheduling any event, including make-up classes.

ACADEMIC INFORMATION

CONTACTS

Chancellor and Dean's Office

Room 300, 200 Building

David L. Faigman, Chancellor & Dean 415.565.4700 faigmand@uchastings.edu

Office of the Academic Dean

Room 355, 200 Building

Morris Ratner, Academic Dean 415.565.4682 ratnerm@uchastings.edu
Jeffrey Lefstin, Associate Academic Dean 415.565.4682 lefstinj@uchastings.edu
Scott Dodson, Associate Dean of Research 415.565.4682 dodsons@uchastings.edu
Maria Burgos, Mgr., Faculty Support Services 415.581.8828 burgosm@uchastings.edu
Alma Ramirez, Executive Assistant 415.565.4864 ramirezalma@uchastings.edu
Nancy Kato, Scheduling Coordinator 415.565.4841 katon@uchastings.edu
Roslyn Foy, Manager, College Events Center 415.581.8935 foyr@uchastings.edu

CONTRACTS AND TEACHING ASSIGNMENTS

Maria Burgos, OAD 415.581.8828 burgosm@uchastings.edu
Nancy Kato, OAD 415.565.4841 katon@uchastings.edu

Adjunct appointments are made on a term by term basis and the College assumes no responsibility for continued employment. Your appointment is subject to terms and conditions provided in the Standing Orders of the Board of Directors of the College and the Academic Rules and Standards of the Faculty. Further, the contracts offered are subject to availability of state funding.

Please direct questions regarding contract terms or requests for direct pay to school or firm to Maria Burgos and teaching assignments to Nancy Kato in the Academic Dean's office.

EMPLOYMENT PAPERWORK

Human Resources, 198 McAllister, Room 106

HR General Contact Info

415.565.4703

HumanResources@uchastings.edu

HR Analyst Jessica Wong

415.581.8868

wongiessica@uchastings.edu

Health, Insurance, and Retirement Benefit Information

- Initial benefit information is provided by the HR Benefits Analyst who will reach out to newly hired faculty to arrange an information session on your health, retirement and other benefits provided by the University of California (UC) system.
- On-going support is also provided by the HR Benefits Analyst.
- Our benefits are administered through the University of California Office of the President (UCOP)

Pay

- Pay is scheduled the first of every month, or occasionally on the last day of the month
- <http://www.uchastings.edu/about/admin-offices/fiscal-services/payroll-services/2017MonthlyPaySchedule>

Direct Deposit

- Monthly salary/wages are electronically credited to a designated bank account or financial institution through Direct Deposit/E-Check.
- Complete the Application for Direct Deposit/E-Check online on: <https://WebAdvisor.uchastings.edu>
- Contact the Office of Fiscal Services at 415.565.4704 if you have any questions.

On-going Retirement Counseling

ucal.us/askrasc

800.888.8267

Retirement counseling for employees and faculty members is handled by the Retirement Administration Service Center (RASC) of UCOP. RASC is responsible for assisting with:

- The retirement process
- UCRP disability benefits
- UC retiree health benefit questions
- Transition to Medicare

Student Employees

Faculty are encouraged to hire student employees to assist with research and scholarship. Additional funds requested from the Faculty Research Fund Pool will be given priority for student wages.

- Job descriptions for recruitment should be forwarded to Faculty Support staff on the third floor of 200 McAllister where a staff member will ensure they will be posted on the electronic student work job board called K-Scope.
- While it is appreciated that faculty may offer employment during coursework discussions, you must complete the **Work Authorization** form and student employees must first complete all required HR employment forms provided in the electronic job board K-Scope system **and** provide in-person proof of right to live and work in the U.S. identification documents **BEFORE** they begin working.
- This means that they cannot begin working for you until HR has inputted them into the payroll system.
- The Work Authorization form that must be completed is available from the HR website; 'uchastings' login required to access this link:
<https://sp1.uchastings.edu/sites/HRdocs/HR%20Forms/EmploymentAuthorization.pdf>

Hourly Paid Student Assignments

- Once the students are processed into the payroll system they are set up to have an electronic time record in the Time Reporting System (TRS).
- Student employees are paid bi-weekly based upon hours worked as recorded on their electronic timesheet in the TRS electronic time system.
- HR provides students with access to the electronic time sheet schedule.
- Students must submit electronic timesheets at the end of each pay-period worked.
- Faculty, as the supervisors of the students, are required to approve and submit the electronic record for each bi-weekly period before a student will be paid.
- Faculty Support staff **are not** allowed to approve or submit student time sheets.
- Faculty should consult with students to determine if students are working for more than one faculty member or department to ensure the employee does not work overtime or exceed his/her work study limits or work overtime.
- If students work overtime, they will be paid overtime as per State law.
- Amounts earned in excess of the student's work-study limit are charged 100% to the faculty's account. The work-study limits are provided on the Work Authorization form available from the HR website uchastings login required to access this link:
<https://sp1.uchastings.edu/sites/HRdocs/HR%20Forms/EmploymentAuthorization.pdf>
- Student wages are exempt from the College's benefit charges.

Stipend Paid Students

- This is also known as ‘one-time payment’ engagements. Departments who traditionally engage students for semester long projects such as in LEOP, DRP and Moot Court pay students a one-time-payment.
- At the beginning of the semester, faculty engaging stipend paid students must complete the **Work Authorization** form found at the following site:
<https://sp1.uchastings.edu/sites/HRdocs/HR%20Forms/EmploymentAuthorization.pdf>
and submit the completed form to HR.
- Student employees must first complete all required HR employment forms provided in the electronic job board/K-Scope system **and** provide in-person proof of right to live and work in the U.S. identification documents **BEFORE** they begin working.
- At the end of the semester, faculty or their administrative staff in charge of the departmental project(s), must submit a list of all employees and the amount of stipend they are to receive as a one-time payment. The list is required in HR before the end of the semester for payroll processing.

Graduate Research Fellows (grfs) or other Temporary Employees

Faculty may hire UCH graduates or other temporary employees to assist with their research, teaching, and scholarship.

- Job descriptions for recruitment should be forwarded to Faculty Support on the third floor of 200 McAllister where a staff member will ensure they will be posted on the electronic student work job board called K-Scope.
- While it is appreciated that faculty may offer employment you must complete the **Work Authorization** form and GRF’s must first complete all required HR employment forms provided in the electronic job board/K-Scope system **and** provide in-person proof of right to live and work in the U.S. identification documents **BEFORE** they begin working.
- This means that they cannot begin working for you until HR has inputted them into the payroll system.
- The Work Authorization form that must be completed is available from the HR website; ‘uchastings’ login required to access this link:
<https://sp1.uchastings.edu/sites/HRdocs/HR%20Forms/EmploymentAuthorization.pdf>

Reporting and Approving GRF/Temp Hours Worked in Order to Be Paid

- Once the GRF's/temps are processed into the payroll system they are set up to have an electronic time record in the Time Reporting System (TRS).
- GRF's/temps employees are paid bi-weekly based upon hours worked as recorded on their electronic timesheet in the TRS electronic time system.
- HR provides GRF's/temps with access to the electronic time sheet schedule.
- GRF's/temps must submit electronic timesheets at the end of each pay-period worked.
- Faculty, as the supervisors of the GRF's/temps are required to approve and submit the electronic record before a student will be paid.
- Faculty support staff are **not allowed** to approve or submit GRF's/temps time sheets.
- GRF wages are exempt from benefit charges if they work less than 17.5 hours per week.
- GRF and temp wages are subject to a benefit allocation if they work more than 17.5 hours per week. Currently, the benefit allocation is 34% of the salary. Faculty should consider this expense when hiring temporary employees on a more than 17.5 hour per week schedule to ensure they have sufficient funds in their FRA account.
- Faculty should consult with GRF's/temps to determine if they are working for more than one faculty member or department to ensure the employee does not work overtime or exceed his/her hours for which they have been engaged, particularly if hired to work less than 17.5 hours per week. If they work more than 17.5 hours per week they *may* be eligible to obtain benefits.
- If they work overtime, they must be paid overtime as per State law.

Services of independent consultants

- Faculty may hire independent consultants to assist with research and scholarship.
- Faculty must contact Purchasing Department staff to first determine if the individual meets the IRS test of an independent consultant. In most cases, the individual is likely to be an employee of the College and not an independent consultant.
- If the individual is determined to be an independent consultant, an Agreement for Services must be executed before the services can be performed.
- Faculty are responsible for completing the approved Agreement template and forwarding it to the Purchasing Department who will work with the individual consultant to execute the Agreement.
- The consultant should not work until the Agreement is fully executed.
- Services will be paid upon receipt of an invoice issued to UC Hastings College of the Law.
- The individual will receive a 1099 form at the end of each tax year for purposes of reporting taxable income.
- The individual, not the College, is responsible for reporting and remitting all related taxes including federal income tax, state income tax, Social Security and Medicare tax.
- These individuals are not covered by the College's workers' compensation plan.

Faculty Office Hours and Office Space

Alma Ramirez, OAD

415.565.4682 ramirezalma@uchastings.edu

Adjunct faculty members are encouraged to make themselves available for student meetings during the week. For office space, please contact Alma Ramirez.

Academic Calendar

Nancy Kato, OAD

415.565.4841 katon@uchastings.edu

The Academic Calendar is available on the following Hastings webpage:
<http://www.uchastings.edu/about/admin-offices/academic-dean/academic-calendar/index.php>.

1L section schedules and free hours can be found at
<http://www.uchastings.edu/about/admin-offices/academic-dean/index.php>.

Course Catalog & Academic Regulations

Nancy Kato, OAD

415.565.4841 katon@uchastings.edu

The course catalog and academic regulations are available at the following Hastings webpage:
<http://uchastings.edu/faculty-administration/academic-dean/index.html>

REGULATIONS - STUDENTS AND FACULTY

Student Handbook

Nancy Kato, OAD

415.565.4841 katon@uchastings.edu

Adjunct faculty are encouraged to review the information in the *Academic Regulations and Other Rules Applicable to Students* portion of the Student Handbook. In particular, adjuncts should review the College's policies on grading, attendance, and examinations to become more familiar with the standards students are held to. It is on the Hastings Website at <http://www.uchastings.edu/student-life/student-services/StudentHandbook/index.php>.

Student Health Service

Laurie M. Brookner, RN

415.581.8813 brookner@uchastings.edu

Faculty and staff are often the first people who encounter a student in distress. Research suggests that if we, as faculty and staff, are equipped with the education and resources to recognize and respond appropriately to students who may be struggling, we can prevent many concerns from escalating into full blown crises and may even be able to save lives. UCOP's latest mental health resource, a full-text handbook for faculty and staff entitled, [*Promoting Student Mental Health: A Guide for UC Faculty and Staff*](#), is now available to Hastings Faculty and staff. Please see the [SHS Resources](#) page for more helpful information and community resources.

UC Hastings Student Health Services:

- Located in room 202, 200 McAllister Street
- All students, whether they have Student Health Insurance (UC SHIP) or private insurance have access to Student Health services (SHS).
- No Charge for any medical or counseling appointments. Almost all costs are fully covered by the mandatory Health Services Fee of \$325 per semester.
- 2 Registered Nurses on site during open hours. RNs available for drop in visits and nursing advice.
- Students can call Nurseline at 1-877-351-3457 for advice from an RN after-hours.
- Staff of four physicians and one Nurse Practitioner.
 - Same day appointments available.
 - Most illnesses and injuries can be treated on campus.
 - Referrals to specialists available.
 - All practitioners have private practices in San Francisco and are familiar with community resources.
- Weekly Women's Health Clinic.
 - Birth Control Prescriptions.
 - STI Screening

- Laboratory services provided on campus at Student Health Services
- Advice /assistance with insurance related matters.
- Mental health staff consists of four psychiatrists, a psychologist, and an MFT. All practitioners work part-time hours at Student Health and have private practices in San Francisco.
 - Short term counseling and psychiatry available by appointment and for urgent needs.
 - Community mental health, wellness, and counseling referrals available.
 - ***Consultations available to faculty re: students in distress.***
- Case Management (Social work) Services available by appointment.
- [Online screening](#) for depression, anxiety, eating disorders, bipolar disease, substance abuse, and post- traumatic stress.

GRADING POLICIES

Jeffrey Lefstin, Associate Academic Dean

415.565.4716 lefstini@uchastings.edu

Classes with 30 or more students

In all classes with 30 or more students enrolled at the time of grading, the following normalization requirements shall apply: 15 to 25 percent of grades shall be in the A range (A-, A, or A+); 7 to 12 percent of grades shall be below B-. If an instructor teaches more than one section of a course in a given semester, they may, at their discretion, treat multiple sections as a single class for the purposes of grade normalization.

Classes with fewer than 30 students

There are no specific normalization requirements for classes with fewer than 30 students enrolled at the time of grading, including Legal Research and Writing. The Academic Dean may reject the grade sheet of a class with fewer than 30 students that does not have a range of grades. Furthermore, if there are multiple sections of a class with fewer than 30 students in a given semester, the Academic Dean shall use their authority to reject grade sheets to ensure a reasonable degree of uniformity across sections.

Grades of A+

At the discretion of the instructor, the grade of A+ may be granted to reward superlative performance. An instructor need not award the grade of A+ in any given class. Only in unusual cases may more than one A+ grade be awarded in a given class. No more than one A+ grade may be awarded in a class with fewer than 30 students, no more than two A+ grades may be awarded in a class of 30 to 70 students, and no more than three A+ grades may be awarded in class of more than 70 students.

Exam Courses and Examinations

Simona Scotti, Records Office

415.581.8864

scottigoetz@uchastings.edu

If you plan to give an exam that counts toward students' final grades, the exam must be administered by the Records Office. All such exams must be anonymously graded, and the exam administration must comply with the examination policies (including re: scheduling, delays, and extra time for LLM students who do not speak English as a first language) that are articulated in the academic regulations. In addition, the College must meet its obligations under the ADA, meaning that we must ensure that a student with a disability is able to take the exam with the accommodations that have been approved by the College's Disability Resource Program. Exam administration by the Records Office helps us meet all of these goals. *Please note that the requirement that all exams be administered by the Records Office applies to midterms and final examinations that count toward students' final grades, and this requirement applies regardless of the course's categorization as a lecture course, seminar, or non-GPA course.* However, this requirement does not apply to quizzes (which would count for only a small part of a final grade) or to exams that do not count toward students' grades; if you plan to use either of these tools for formative assessment, please contact Lisa Noshay Petro, Director of the Disability Resource Program, to ensure that you are administering your assessment in a way that is accessible to students with disabilities.

A GPA course grade must be based at least 50% on an anonymously-graded exam, or a series of anonymously-graded exams. Students must be notified in writing during the Add/drop period if a portion of the final grade will be based on other factors.

The Records Office will email to ask whether you plan a proctored classroom exam or a take-home exam or a final paper. For classroom exams, exam length usually corresponds to the number of units credit for the course, but this is not mandatory.

Take-home exams are administered by the Records Office online. They must be completed within the exam period. (Exception: 1L take-home exams have a slightly different timeframe. Please contact Records if you would like to schedule a 1L take-home exam) Traditionally students have been allowed 24 hours to complete take-home exams, but shorter periods of time (from 2 to 8 hours) are increasingly popular.

The tentative exam schedule is on the Web at http://uchastings.edu/about/admin-offices/records/registration/tentative_exam_schedule/index.php. The final exam schedule will be published about 5 weeks after classes start. Examinations must be taken at the time they are regularly scheduled. Changes in a particular student's exam schedule may be made only by the Associate Academic Dean or the Director of Records.

Procedures for the preparation and reproduction of exams are explained in a memo from the Associate Academic Dean sent out about five weeks before the end of the semester. It includes information showing when exam copy is due to Stephen Lothrop (415.565.4782) in Faculty Support – generally two or more weeks before the exam is to be

given. It also supplies an “exam cover page template” which may be used for exam preparation.

If you have any questions about exam mechanics (wording of exam instructions, limitations on materials, exam format, using multiple choice machine-scoring), direct them to Simona Scotti in Records, 415.581.8864, scottigoetz@uchastings.edu.

The Academic Dean’s Office suggests that both exam questions & answers (which are both collected after the exam) be returned to students after exams have been graded, providing feedback for your students. For multiple choice exams or if you prefer not to return the exam and answer, indicate this to Stephen Lothrop when you turn in the exam copy.

In courses that teach subjects tested on the bar exam, there are additional exam requirements. In particular, faculty teaching subjects tested on the bar exam shall assess the students using an exam that is at least in part closed book. In courses teaching subjects tested on the MBE, final examinations shall additionally contain a substantial portion of essay and MBE-type multiple-choice questions. For a list of bar-tested subjects, see <http://uchastings.edu/about/admin-offices/academic-professional-success-gateway/bar-passage-support/uchastingsbarcourses1.pdf>.

Grading Seminar and Skills Classes

Grading in seminars and skills classes is generally based on papers, assignments, and in-class performance/participation, rather than on exams. If you wish to give an exam in a seminar or skills class, please discuss this with the Associate Academic Dean immediately.

Seminars

A seminar is a class in which students do substantial research and writing done under faculty supervision and in which each student’s grade is based at least 50% on that written work. Instructors must notify the class in writing during the first week of classes about how students will be evaluated. The grade in a GPA Seminar is counted in a student’s grade point average.

Many, but not all GPA Seminars, are intended to satisfy a student’s **writing requirement**. To do so, the seminar must require students to complete a substantial research paper that demonstrates professional and scholarly proficiency in research, analysis, and writing. For a student to satisfy the writing requirement in a GPA Seminar, all of the following requirements must be met:

- a. The student must inform the instructor that the student wishes to have a paper fulfill the writing requirement.
- b. The student must submit a topic and receive approval of it from the instructor.

- c. The student must submit at least one preliminary draft to the instructor for comments and suggestions.
- d. The student must submit a final draft that is of sufficient length to thoroughly discuss and resolve the issue(s) that it considers. Ordinarily this would require a final draft of approximately 7,000 words exclusive of footnotes and endnotes. Quality, however, is more important than length, and a draft of fewer than 7,000 words that is concise, yet thorough, and otherwise meets these requirements may equally fulfill the writing requirement.
- e. The student must receive a grade of C or better on the final draft of the paper.
- f. The paper must be a substantial research paper that demonstrates professional and scholarly proficiency in research, analysis, and writing.
- g. The instructor must certify in writing that all of the above requirements have been met.

Course descriptions on WebAdvisor and in the online course catalog at <http://www.uchastings.edu/academics/education/catalog/CAT15-16.pdf> indicate if your course can be used to satisfy the writing requirement. If so, you will need to indicate, when you submit your grades, whether each student in your class satisfied the requirement.

Professional Skills Classes

Students who entered law school before 2016 are required to satisfy the professional skills requirement. To do so, they must take a course that focuses on the development of professional skills - e.g., trial and appellate advocacy, alternative methods of dispute resolution, counseling, interviewing, negotiating, problem solving, factual investigation, organization and management of legal work, and legal drafting. To satisfy the professional skills requirement, the student must obtain a grade of C or better in the course, or a grade of CR if the course is graded on a CR/ NC basis. Generally, grades in most skills class are not included in the students' grade point averages.

Course descriptions on WebAdvisor and in the online course catalog at www.uchastings.edu/academics/education/catalog/docs/CAT13-14.pdf indicate if your course can be used to satisfy the professional skills requirement. If so, you will need to indicate, when you submit your grades, whether each student in your class satisfied the requirement.

A few classes can satisfy either the writing requirement or the professional skills requirement. For these courses, professors generally either 1) require work that will satisfy both requirements even though students can only use the course for one requirement, or 2) ask each student which requirement the student wishes to satisfy and provide appropriate assignments.

Experiential Course Requirement

Students who entered law school in or after 2016, must instead satisfy the **experiential course** requirement. To do so, they must take on or more courses totaling **at least six units** that qualify as experiential.

There are three different types of experiential courses: clinics, field placements (also known as externships), and simulation courses (in which students perform lawyering tasks involving simulated problems with feedback from the faculty teaching the course). To qualify as experiential, a clinic, field placement or simulation class must be primarily experiential (i.e. focused on teaching professional skills rather than substantive law) and must: (1) integrate doctrine, theory, skills, and legal ethics, (2) develop the concepts underlying the skills being taught, (3) provide students multiple opportunities to perform the skill(s), and (4) provide students the opportunity to self-assess and reflect on their performance.

The qualifying courses are listed below, with the number of units that count as experiential. If you believe your course should qualify as experiential, contact the Associate Dean for Experiential Learning.

UC Hastings Experiential Courses (updated May 24, 2017)

| Clinics & Field Placement Courses | Experiential Units |
|--|--------------------------------|
| Alternative Dispute Resolution Externship | 4 (1 class, 3 fieldwork) |
| Business Tax Practicum | 3 (1 class, 2 fieldwork) |
| Community Economic Development Clinic | 8 (4 class, 4 fieldwork) |
| Community Group Advocacy & Social Change Lawyering Clinic | 8 (4 class, 4 fieldwork) |
| Criminal Practice Clinic | 12 (4 class, 8 fieldwork) |
| Individual Representation Clinic | 8 (4 class, 4 fieldwork) |
| Environmental Law Clinic | 6 (2 class, 4 fieldwork) |
| Immigrants' Rights Clinic | 6 (2 class, 4 fieldwork) |
| Judicial Externship | 4-10 (1 class, 3-9 fieldwork) |
| Lawyering for Children: A Practicum at Legal Services for Children | 6 (2 class, 4 fieldwork) |
| Lawyers for America (fieldwork) | 8 (8 fieldwork) |
| Legal Externship Program | 4-5 (1 class, 3-4 fieldwork) |
| Legislation Clinic | 10 (10 fieldwork) |
| Local Government Clinic (fieldwork) & The Government Lawyer | 6 (2 class, 4 fieldwork) |
| Mediation Clinic | 6 (3 class, 3 fieldwork) |
| Medical Legal Partnership for Seniors | 6 (3 class, 3 fieldwork) |
| Refugee and Human Rights Clinic | 8 (3 class, 5 fieldwork) |
| Social Enterprise & Economic Empowerment Clinic | 7 (3 class, 4 fieldwork) |
| Startup Legal Garage – Corporate (fieldwork) | 4 (4 fieldwork) over full year |
| Startup Legal Garage – Patent (fieldwork) | 6 (6 fieldwork) over full year |
| UCDC: Law & Lawyering in the Nation's Capital (fieldwork) | 10 (10 fieldwork) |
| Workers' Rights Clinic | 3 (1 class, 2 fieldwork) |

| Simulation Courses | Experiential Units |
|---|---------------------------|
| Advanced Legal Research | 3 |
| Advanced Negotiation: Art of Deal | 2 |
| Appellate Advocacy | 2 |
| Commercial Contract Drafting | 2 |
| Contract-Writing & Analysis | 2 |
| Facilitation for Attorneys | 1 |
| International Business Negotiation | 3 |
| Negotiation | 3 |
| Negotiation & Mediation: Process & Practice | 4 |
| Pre-Trial Practice | 2 |
| Taking & Defending Depositions | 3 |
| Trial Advocacy I | 2 |
| Trial Advocacy II | 3 |
| Trial Objections | 2 |

Grade Sheets and Grade Due Dates

Simona Scotti, Records Office

415.581.8864

scottigoetz@uchastings.edu

Instructions for submitting grades are emailed from the Records Office about 2 weeks before the end of classes. Grades are due about 6 weeks after the end of classes. Faculty must meet this deadline so that student records can be processed and maintained properly.

Class Enrollment Rules and Procedures

Attendance/Attendance Recording

Alma Ramirez, OAD Office

415.565.4682

ramirezalma@uchastings.edu

Regular and punctual class attendance is required. You may report a student for excessive absence to the Academic Dean's Office. The Associate Academic Dean informs the student that he/she will be dropped from the course if the student does not explain the absence and make arrangements with the instructor to continue enrollment.

All faculty should take attendance. Both the ABA Accreditation Standards and the Hastings Academic Regulations require regular and punctual attendance from students. More importantly, failing attendance is often one of the first signs that a student is having serious personal or academic difficulty. When the Academic Dean's office is alerted that a student is not attending class, an effort can be made to intervene and help the student.

Attendance during the Add/Drop Period and Waitlists

Records Office

415.581.8861

olatunde@uchastings.edu

All enrolled students are required to attend the first day of class, or be excused by the Associate Academic Dean to maintain their places in the class. Waitlisted students can be encouraged, but not required, to attend the first day of class. You can send a memo to enrolled and waitlisted students explaining the importance of attending all class sessions.

Waitlisted students who do attend the first day of classes cannot be promised a seat in your class, as enrolled students may have an excuse from the Associate Academic Dean which allows them to keep their place and students with higher waitlist priorities will be offered open places first.

To drop an enrolled student for non-attendance and move the next student on the waitlist into the class, notify the Records Office immediately, by emailing, calling or by dropping off a note in the Records Office. The sooner you notify Records, the sooner the space can be offered to a waitlisted student. Eligible waitlisted students are not automatically enrolled; they are sent enrollment instructions by the Records Office and must register via Web Advisor. Please direct students to the Records Office if they have any questions about the waitlist procedures.

POLICIES & REGULATIONS ON COLLEGE ACTIVITIES

Selected sections

Student Conduct Code: Plagiarism and Other Forms of Cheating

Dishonesty, cheating, plagiarism, misrepresenting one's record or résumé when seeking a benefit or employment or knowingly furnishing false information to the College. In addition to the conduct customarily regarded as cheating, conduct of the following types shall also be deemed in violation of the prohibition against cheating: (1) turning in any examination or assignment which is not entirely the student's own work, unless otherwise expressly authorized; (2) referring to any material during an examination or in an assignment to which reference is not authorized; (3) violating the security provisions of UC Hastings' examination rules; and (4) submitting to obtain academic credit, without express authorization, a work product which is the same or essentially duplicative in language or research to a work product submitted for other academic credit or created in the course of employment.

If you believe that a student may have violated the Student Conduct Code, please advise the Associate Academic Dean.

Faculty Statement on Pluralism

The students, faculty, and staff of UC Hastings College of the Law are committed to creation of an environment where all people, individually and collectively, without regard to race, gender, national origin, religion, age, disability, class, or sexual orientation, are provided an unobstructed opportunity to develop while contributing to the sharing in the UC Hastings community and experience.

The UC Hastings community strives towards creating, perfecting, and maintaining an environment of cooperation based upon tolerance, honesty, justice, and respect for the development of the mind, body, and spirit in order to realize our human potential.

Approved by Faculty on May 1, 1989

Summary of Policy on Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence Related to Students

The University of California, Hastings College of the Law ("Hastings") is a community of students and professionals committed to upholding the principles of academic integrity and honesty and the highest standards of professional conduct in teaching, learning, research, and service. In expression of this commitment, and in strict compliance with federal, state, and local laws, Hastings has adopted a policy prohibiting acts of discrimination, bias, protected-status harassment, sexual harassment, and sexual assault and violence against students, and establishing procedures for responding to violations

against students by students, employees, other students, or third parties. The complete policy is available on the Hastings website. An electronic copy of the policy is e-mailed to each student at the time of orientation. A hard-copy of the policy may also be obtained from Human Resources.

Every student at Hastings has the right to pursue his/her academic or professional career in an atmosphere that is safe and free from prohibited acts of discrimination, harassment, or violence, including sexual abuse, rape, sexual assault, domestic violence, intimate-partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students. Bigotry, harassment, or intimidation is particularly insidious when directed at a member or group of the Hastings community on the basis of actual or perceived age, color, creed, physical or mental disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status, or any combination of these or related factors; and, to the degree it constitutes prohibited bias activity, such conduct will also not be tolerated. The occurrence of prohibited activity violates the trust that is essential to the thriving of Hastings' academic and professional environment, threatens the well-being of UC Hastings students and ultimately undermines Hastings' core mission.

Contained in the Policy is a detailed description of the different types of prohibited conduct and the duties that arise under the policy, including Hastings' policy on mandatory reporting. The policy also details the procedures for filing a complaint and the options that are available prior to or in lieu of a formal complaint, including the option to seek advice or informal resolution, or to anonymously report as a "Silent Witness." Information is provided about the possibility of limited immunity for related misconduct. Further detailed in the policy is the period of limitations for the filing of a complaint, the evidentiary standard applied in the formal investigatory process, rights of the various parties during and throughout the investigatory and appellate process, and all other aspects of the protocol governing investigation and resolution of a complaint. Finally, the policy contains a detailed list of the responsibilities of the various parties in connection with the policy, and a list of resources for survivors and perpetrators of sexual assault/violence.

The Policy is binding upon all students of Hastings and describes processes by which redress and remediation can be provided to individuals or groups who believe they have been the victims of prohibited conduct. Where sexual misconduct is involved, the policy is presumed to supersede all other procedures and policies set forth in other Hastings policies. The Policy establishes standards and procedures for the reporting and investigation of complaints, the dispensation of disciplinary action, and the provision of information pertaining to the pursuit of criminal or other legal action, where appropriate. Members of the Hastings community who have relevant information are expected to cooperate with any investigations conducted pursuant to the Policy. Ignorance of the Policy is not an excuse for its violation. Acts in retaliation for complaints filed pursuant to the policy will not be tolerated.

Hastings will respond to the fullest extent of its authority to violations of the Policy. The Policy applies to allegations of misconduct made by or against students regardless of where the misconduct may have occurred, to the degree that the conduct giving rise to

the complaint is related to Hastings' social, cultural, academic, extracurricular, educational, or professional activities. Additionally, although there is no geographical limitation to applicability of the Policy, sexual misconduct that is alleged to have occurred at a significant distance from Hastings' property may be more difficult for Hastings to investigate.

Complaints regarding inappropriate workplace conduct that is not covered by the Policy should be directed to the UC Hastings Department of Human Resources. Complaints by faculty of unlawful discrimination in reappointment, promotion, and tenure are governed by procedures set out in the UC Hastings Faculty Rules and Regulations. Complaints alleging misconduct by students that is not covered by the Policy are governed by the UC Hastings Student Conduct Code and should be directed to the Office of the Associate Academic Dean.

Important Information for Individuals Who May Be Victims of Sexual Assault/Violence

If you suspect that you or someone you know may have been a victim of sexual assault, even if you are not certain, you are strongly encouraged to seek immediate assistance. Regardless of whether or not you ultimately decide to file a complaint, seeking immediate medical assistance can be critical to your own physical and mental health, and is critical to the collection of evidence, without which prosecution may not be possible. Until you obtain medical assistance, *it is imperative that you do everything you can to avoid showering, brushing your teeth, or using the toilet.* If you have already showered or feel you cannot wait to bathe, place your clothing in a paper (not plastic) bag and bring it with you to the clinic or hospital. Seeking assistance can also help you to deal with the shock, inability to concentrate, fear, depression, self blame, guilt, and shame, that are but a few of the emotions that survivors of sexual assault/violence may experience. Assistance is also available for you to obtain important accommodations that can protect you from an unsafe environment. You do not and should not have to suffer alone.

WHERE TO GO / WHOM TO CALL: Assistance is available 24 hours a day, 7 days a week, from the Hastings Department of Public Safety, located on the ground floor of the 198 McAllister Street building, or by phone, at (415) 565-4611. A Public Safety Officer will be able to document your complaint and/or escort you to San Francisco General Hospital's Emergency Department, where staff are trained and certified in providing treatment to potential victims of sexual assault and/or violence. The Hastings Public Safety Officer may remain with you through as much of the process as you would like, and will be available to escort you to wherever you decide you will be staying afterwards. You may also have a friend accompany you. The Public Safety Officer can assist you in reaching out to a critical support person in your life, such as a family member, a friend, or a roommate, if that is something you would like to do, but the thought of doing so yourself feels too overwhelming. A list of external resources that are available to you as a possible survivor of sexual assault/violence is provided in Appendix D of this policy.

WHAT YOU SHOULD EXPECT WHEN SEEKING MEDICAL TREATMENT: Medical treatment will be able to address pregnancy prevention and prophylactic treatment for sexually-transmitted diseases, including HIV and hepatitis, as well as any bodily or psychological injury that may have resulted from the assault. You have the right to decline any or all tests and medications. A rape kit consists of a series of tests used to help collect evidence after someone has been sexually assaulted. It contains forensic equipment appropriate to detect, collect, and preserve evidence. The evidence collected may later be used in court if you decide to press charges against the person who assaulted you. It is important to know that you can have a rape kit done even if you do not yet know if you will want to report the assault to law enforcement and press charges. Having the rape kit done will preserve your options as you process what happened to you and figure out what you would like to do.

IMPORTANT TIMELINES TO KEEP IN MIND:

- (1) A rape kit can only be done within 5 days of the assault. Evidence degrades rapidly, and can be destroyed as a result of showering, brushing of teeth, or use of the toilet, although a rape kit is still recommended in those cases for collection of possible residual evidence.
- (2) Evidence collected during a rape kit is saved, anonymously, for 90 days, in a secure location, in order to allow you time to consider whether you would like to file a complaint with law enforcement. After 90 days, if no complaint has been filed the evidence is destroyed.
- (3) HIV prophylactic treatment must be started within 36 hours of the assault.
- (4) Emergency birth control is most effective if started within 72 hours of the assault.
- (5) If an IUD is inserted within one week of an assault, it can help prevent pregnancy.

Policy for College Information Systems

UC Hastings regards security and confidentiality of data and information to be of utmost importance. Each individual granted access to data and hard copy information holds a position of trust and must preserve the security and confidentiality of the information he/she uses. Users of College data and information are required to abide by all applicable Federal and State guidelines and College policies regarding confidentiality of data, including, but not limited to the Family Education Rights and Privacy Act (FERPA); Gramm Leach Bliley (GLB); and The Health Insurance Portability and Accountability Act of 1996 (HIPAA). All users of College data and information must read and understand how the FERPA, GLB and HIPAA policies apply to their respective job functions. All users with access to Datatel or other college computer systems acknowledge that they have read and agree to abide by the College's Acceptable Use Policy.

All users of College information systems are supplied with individual user account(s) to access the data necessary for the completion of their job responsibilities. Users of the College information systems are required to follow the procedures outlined below:

1. All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and must not be shared with anyone. Using someone else's password is a violation of policy, no matter how it was obtained. Your password provides access to information that has been granted specifically to you. To reduce the risk of shared

passwords – remember not to post your password on or near your workstation or share your password with anyone. It is your responsibility to change your password immediately if you believe someone else has obtained it.

2. Access to any student or employee information (in any format) is to be determined based on specific job requirements. The appropriate Dean and/or Department Director/Manager is responsible for ensuring that access is granted only to authorized individuals, based on their job responsibilities. Written authorization must be received by the IT Department prior to granting system access. You are prohibited from viewing or accessing additional information (in any format).
3. You agree to properly secure and dispose of any output or files you create in a manner that fully protects the confidentiality of records. Confidential data files should be permanently maintained on UC Hastings managed network servers. Use of local hard drives or laptop computers or other storage media for maintaining confidential data must be approved by the appropriate Dean and/or Department Director/Manager.

Policy for UC Hastings-owned Equipment

Chief Financial Officer, David Seward

415.565.4710

sewardd@uchastings.edu

Faculty must comply with all UC Hastings policies with respect to purchasing electronic equipment with UC Hastings funds. Equipment should be tagged as UC Hastings property, and replacement schedules and caps on expenses followed. See the Academic Dean's Office for more information.

The purchase cost of UC Hastings-owned equipment (e.g., desktop computers, I-pads, printers, etc.) domiciled outside of UC Hastings' premises (i.e., home based) will be treated as Miscellaneous Income for tax reporting purposes and displayed as such in the W-2 Statement of Wages and Earnings. This action is being taken to conform Hastings' practices with regards to provisions of the Internal Revenue Code pertaining to "listed property" (IRC Section 280F (d)(4)(A)(iv)). Listed property, by IRS definition, means that the very nature of the property subjects itself to personal use and thus is subject to strict substantiation requirements in order to be excluded as a taxable benefit.

The detailed record keeping required to substantiate business uses of "listed property" is onerous. To manage the College's tax responsibilities as related to employee benefits and to avoid penalties in the event that faculty do not fulfill substantiation requirements, the equipment's purchase cost will be included in your salary and wages but ownership of the equipment is retained by Hastings. Please contact CFO if you have any questions or concerns.

Policy for Audio Recording

No student may make an audio or video recording of any class, using any technological device, unless the student has received prior approval of the instructor. If a student is given permission to record a class, the student shall not, under any circumstances, make copies of, or distribute to others, any such recording. Classes may be recorded by the school for various reasons, including as an accommodation to students with disabilities. Entering students are required to sign a form acknowledging their receipt of and adherence to this recording policy.

In all lecture rooms and most seminar rooms, the lecture capture system automatically audio records classes during scheduled class hours and free hours, including breaks. Signs are posted at the entrances to these rooms to advise all entrants about the use of the lecture capture equipment. Upon faculty request, Media Services will make available to all students in the course a class recording. Media Services will not release class recordings to individual students for individual absences.