

# FACULTY GUIDE BOOK

2010 ~ 2011

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UC HASTINGS COLLEGE OF THE LAW

# Contents

Building Hours and Access.....	3
Contacts.....	3
Academic Calendar .....	4
Academic Regulations - Students and Faculty.....	4
Student Handbook.....	4
Grading Policies .....	4
Classes with 30 or more students.....	4
Classes with fewer than 30 students.....	4
Exam Courses and Examinations.....	4
Grading Seminar and Skills classes.....	5
Gradesheets and Grade Due Dates.....	6
Class Enrollment Rules and Procedures.....	6
Attendance/Attendance Recording.....	6
Attendance during the Add/Drop Period and Waitlists .....	7
WebAdvisor and Class Rosters.....	7
General Information – Administrative Services .....	8
Bookstore and Textbook Selection Orders .....	8
Class Cancellations and Rescheduling.....	8
Classroom Reservations .....	9
Contracts and Teaching Assignments.....	9
Course Readers .....	10
Faculty Mailroom .....	10
Faculty Office Hours and Office Space .....	10
Faculty Support Services .....	10
Class Materials.....	10
Classroom Seating Picture Charts .....	10
Class Schedule Cards.....	10
Faculty Judicial Clerkship Students Letters of Recommendation.....	11
First Class Assignments: Student Bulletin Boards.....	11
Office Supplies .....	11
Professor and Course Evaluation Reports (PACE reports).....	11
Sample Classes for Student Orientation.....	12
Travel Reimbursements and Check Requests .....	12
Fax Machine.....	13
Law Library-Borrowing and Course Reserves .....	13
Mailroom Services .....	13
Federal Express .....	13
Media Services .....	14
Parking .....	14
Photocopying.....	15
Safety and Security/Security Badges.....	16
Student Folders .....	16
Westlaw and Lexis/Nexis Printers .....	16
Westlaw and TWEN Accounts .....	16
Student Employment: Research Assistants .....	16
Policies & Regulations on College Activities .....	17
Honor Code: Plagiarism .....	17
Faculty Statement on Pluralism.....	17
Policy and Procedure on Sexual Harassment.....	17
Policy for Hastings-owned Equipment.....	18

# Building Hours and Access

## 198/200 McAllister Buildings

hours: M-F 6:45 am to 11 pm  
Saturdays 9 am to 10 pm  
Sundays 9 am to 11 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.

See **Safety and Security** for information about off-hour access.

## Contacts

### Chancellor and Dean's Office

Room 306, 200 Building

Frank H. Wu Chancellor and Dean

Gail Marks, Executive Assistant

415.565.4700

415.565.4788

hours: M-F 8 am to 5 pm

[wuf@uchastings.edu](mailto:wuf@uchastings.edu)

[marksg@uchastings.edu](mailto:marksg@uchastings.edu)

### Office of the Academic Dean

Room 355, 200 Building

Shauna Marshall, Academic Dean

C. Keith Wingate, Associate Academic Dean

Evan Lee, Associate Dean for Research

Maria Burgos, Mgr., Faculty Support Services

Gloria Davis, Executive Assistant

Susan Esveld, Scheduling Coordinator

Roslyn Foy, Executive Assistant

415.565.4682

415.565.4682

415.565.4682

415.581.8828

415.565.4864

415.565.4841

415.581.8935

hours: M-F 8 am to 5 pm

[marshall@uchastings.edu](mailto:marshall@uchastings.edu)

[wingatek@uchastings.edu](mailto:wingatek@uchastings.edu)

[lee@uchastings.edu](mailto:lee@uchastings.edu)

[burgosm@uchastings.edu](mailto:burgosm@uchastings.edu)

[davisgl@uchastings.edu](mailto:davisgl@uchastings.edu)

[esvelds@uchastings.edu](mailto:esvelds@uchastings.edu)

[foyr@uchastings.edu](mailto:foyr@uchastings.edu)

### Faculty Support

Room 385, 200 Building

Stephen R. Lothrop, Administrator

Lesley J. King, Lead Administrative Assistant

Alma Laigo, Advanced Administrative Assistant

Divina Morgan, Administrative Assistant

Beverly Taylor, Administrative Assistant

415.565.4782

415.565.4781

415.565.4670

415.565.4785

415.565.4840

hours: M-F 8 am to 5 pm

[lothrops@uchastings.edu](mailto:lothrops@uchastings.edu)

[kingl@uchastings.edu](mailto:kingl@uchastings.edu)

[laigoa@uchastings.edu](mailto:laigoa@uchastings.edu)

[morgand@uchastings.edu](mailto:morgand@uchastings.edu)

[taylorb@uchastings.edu](mailto:taylorb@uchastings.edu)

### Law Library

4<sup>th</sup> Floor, 200 Building

General Information

Reference:

Interlibrary Loan

415.565.4750

415.565.4751

415.565.4765

hours: M-F 8 am to 11 pm

Sat 9 am to 10 pm

Sun 9 am to 11 pm

[libil@uchastings.edu](mailto:libil@uchastings.edu)

# Academic Calendar

Susan Esveld, OAD

415.565.4841 [esvelds@uchastings.edu](mailto:esvelds@uchastings.edu)

The Academic Calendar is available on the following Hastings webpages:

[www.uchastings.edu/calendars/academic.html](http://www.uchastings.edu/calendars/academic.html) and

[www.uchastings.edu/academics/academic-dean](http://www.uchastings.edu/academics/academic-dean).

1L section schedules and dead hours can be found at

<http://www.uchastings.edu/faculty-administration/academic-dean/index.html>

## Academic Regulations - Students and Faculty

### Student Handbook

Adjunct faculty are encouraged to review the information in the *Academic Regulations and Other Rules Applicable to Students* guide book. 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. A copy of the book will be distributed to each member of the faculty. It is also on the Hastings Website at <http://www.uchastings.edu/academics/regulations.html>

### Grading Policies

C. Keith Wingate, Associate Academic Dean 415. 565. 4682 [wingatek@uchastings.edu](mailto:wingatek@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+); 12 to 17 percent of grades shall be below B-. If an instructor teaches more than one section of a course in a given semester, he may, at his 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, First-Year Moot Court, and Legal Analysis. 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 her authority to reject grade sheets to ensure a reasonable degree of uniformity across sections.

#### Exam Courses and Examinations

Carol Christensen, Records Office

415.581.8864 [christec@uchastings.edu](mailto:christec@uchastings.edu)

Exam courses are also known as GPA courses. 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 generally scheduled for 24+ hours & may be available for students to pick up only during the exam period (M-F, during Records Office exam period hours, 8:00 am - 3:30 pm). EXCEPTION: 1L exams can only be available after the previous 1L exam & must be completed by the regular exam date for the course.

The tentative exam schedule is on the Web at <http://www.uchastings.edu/records/registration/draft-exam-schd.html>. The final exam schedule will be published about 2 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 a calendar 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 Carol Christensen in Records, 415.581.8864, [christec@uchastings.edu](mailto:christec@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.

### **Grading Seminar and Skills classes**

These courses are generally considered non-exam courses. If you wish to give an exam in a seminar or skills class, please discuss this with the Associate Academic Dean immediately.

### **Seminars**

Seminar grades – based upon an evaluation of a student's written work which must be a substantial component of the work of the seminar – are counted in a student's grade point average. The grade in a seminar must NOT be based at least 50% on an anonymously-graded exam.

Many but not all seminars are intended to satisfy a student's **writing requirement**. To do so, a seminar must require a paper or series of papers that involve “substantial research, analysis, and writing.” Often, but not always, that means that

the student should submit an outline as well as a first and second draft. The length of the paper or papers varies among professors, but the minimum total length is usually about 20-25 pages. The student needs a grade of at least C to satisfy the writing requirement.

### **Skills Classes**

The grades in skills courses are not included in the student's grade point average, but a student must receive a passing grade in a course for it to satisfy the professional skills requirement. Additionally, to satisfy the requirement, a course must focus 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, or legal drafting.

The course description on Web Advisor and in the online course catalog (LINK) indicates if the course satisfies the writing or professional skills requirement. If it does, you will need to indicate on your gradesheet whether the students in your class did work to satisfy the writing requirement or the professional skills requirement. For courses that can satisfy either, most professors either 1) require work that will satisfy both even though the students cannot use the course for both requirements or 2) ask students which requirement they wish to satisfy and provide the appropriate assignments.

### **Gradesheets and Grade Due Dates**

Carol Christensen, Records Office

415.581.8864 [christec@uchastings.edu](mailto:christec@uchastings.edu)

Instructions for submitting grades are emailed from the Records Office about 2 weeks before the end of classes. Grades are generally due about 6 weeks after the end of classes.

## **Class Enrollment Rules and Procedures**

### **Attendance/Attendance Recording**

Gloria Davis, OAD Office

415.565.4682 [davisgl@uchastings.edu](mailto:davisgl@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.

The Academic Dean's office encourages all faculty to 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

Scott Ward, Records Office

415.581.8861 [wards@uchastings.edu](mailto:wards@uchastings.edu)

All enrolled students are required to attend the first day of class, or be excused by you or 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. Contact them 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.

## WebAdvisor and Class Rosters

### Records Office

Scott Ward

415.581.8861 [wards@uchastings.edu](mailto:wards@uchastings.edu)

Records staff

415.565.4613 [records@uchastings.edu](mailto:records@uchastings.edu)

### IT Department

Help Desk

415.581.8802 [helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu)

Online Help, WebAdvisor

[webadvisorhelp@uchastings.edu](mailto:webadvisorhelp@uchastings.edu)

WebAdvisor is used to view or print out course rosters. For access, you will need to use your Hastings Email user name and password (this would be your user name and password when logging onto an alternate Email provider that is used to access your Hastings Email). Any questions regarding the use of an alternate Email account may be directed to the IT helpdesk by phone 415.581.8802, or by Email, [helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu).

### Logging into WebAdvisor

1. To log into WebAdvisor, go to [www.uchastings.edu](http://www.uchastings.edu) and click on "WebAdvisor" in the top right hand corner.
2. On the WebAdvisor main page, click on "Log In" (you will need to log in before you can access the "Faculty" icon.)
3. Once you are logged in, the "Faculty" icon is accessible (changes color to show it can be clicked on). Click on the "Faculty" icon to access this module.
4. In the Faculty module, click on the hyperlink specific to the information you wish to access. (Class rosters, etc.)

### **Printing Course Rosters from WebAdvisor**

1. Choose "Class Roster" from the Faculty menu. Select the semester and class you wish to view.
2. Click the "File" menu at the top left corner of the browser to open the drop down menu and then click "Print" for printing options.
3. Here you can choose where and how to print. We recommend printing in Landscape to show the entire page. To print in Landscape, first click the "Properties" button and then choose Landscape in the Layout tab and click "OK".

## **General Information – Administrative Services**

### **Bookstore and Textbook Selection Orders**

Bookstore, 200 McAllister, Room 104                      415.565.4717    [lawbooks@uchastings.edu](mailto:lawbooks@uchastings.edu)  
Erwin Gatchalian    415.565.4610    [gatchali@uchastings.edu](mailto:gatchali@uchastings.edu)

Books are sold on-campus by the Hastings Bookstore, or off-campus by private firms. Complimentary copies of texts are available to faculty from all major publishers. The college distributes faculty rosters to several publishers, but we suggest and encourage direct contact, especially to receive new releases.

The bookstore offers extensive and in some cases exhaustive collections of study aids, bar review material, self-help books, and practice guides. It also has snacks, MUNI and BART passes, computer storage devices, calculators, audio tapes, binders, folders and imprinted and non-imprinted gift items.

### **Class Cancellations and Rescheduling**

Student Information Center /SIC, 200 McAllister, Room 105  
Betty Preston    415.565.4602    [prestonb@uchastings.edu](mailto:prestonb@uchastings.edu)  
Class Cancellation Hotline                                      415.581.8866

The Class Cancellation Hotline is available 24 hours and messages are retrieved daily beginning at 7:45 a.m. The Student Information Center staff will post notices of class cancellation on designated boards throughout the campus and on each of the classroom doors.

To schedule a make-up class, please contact Betty Preston, Student Information Center (SIC). Please note that make-up classes are difficult to schedule. Members of the faculty should contact SIC with several potential meeting times.

## **Classroom Reservations**

Student Information Center /SIC, 200 McAllister, Room 105

Betty Preston

415.565.4602 [prestonb@uchastings.edu](mailto:prestonb@uchastings.edu)

Lan Tran

415.565.4600 [tranla@uchastings.edu](mailto:tranla@uchastings.edu)

Room reservations are made with the Astra Schedule on line. This site is located on the Hastings home web page with the link available under Student Information Center/ Room Reservations. <http://uchastings.edu/information/room-reservations.html>

Before changing a scheduled class meeting, adding times to a meeting, or adding another class meeting, please contact the Student Information Center. Any changes to the schedule must be approved by the SIC.

## **Contracts and Teaching Assignments**

Maria Burgos, OAD

415.581.8828 [burgosm@uchastings.edu](mailto:burgosm@uchastings.edu)

Susan Esveld, OAD

415.565.4841 [esvelds@uchastings.edu](mailto:esvelds@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 Susan Esveld in the Academic Dean's office.

## **Employment Paperwork**

Human Resources, 198 McAllister, Room M206

Hillary Kane, HR Analyst

415.565.4812 [kaneh@uchastings.edu](mailto:kaneh@uchastings.edu)

Please contact the Human Resources Office to confirm your employment paperwork records. A pay schedule is included in the faculty packet and lists all the paydays for the 2010-2011 academic year. Pay schedule is the first of every month, or occasionally on the last day of the month.

## **Direct Deposit**

Through Direct Deposit/E-Check, monthly salary/wages are electronically credited to a designated bank account or financial institution. Complete the Application for Direct Deposit/E-Check online on [WebAdvisor](#) . Contact the Office of Fiscal Services at 415.565.4704 if you have any questions.

## **Course Readers**

Faculty Support, Administrative Assistants, 200 McAllister, Room 385  
Hastings Book Store, 200 McAllister, Room 104  
Bookstore Manager, Erwin Gatchalian 415.565.4610 [gatchali@uchastings.edu](mailto:gatchali@uchastings.edu)

Course Reader production is coordinated for faculty through their administrative assistants. Additional time may be needed for edits, pagination, table of contents, and/or material assembly. The Business Center will be provided with an exacting reader that is ready for photocopying. For Course Readers that are made available and sold to students in the Hastings Bookstore, allow at least three to four days for photocopying.

The Hastings Bookstore facilitates the copyright clearance process. Allow two to three weeks before semester commencement for copyright clearances. Any questions or concerns may be directed to (415.565.4610).

## **Faculty Mailroom**

Faculty mailboxes are located in Room 371, 200 Building. Check your mailbox regularly for student submissions, schedule changes, school bulletins and memos about grading procedures.

## **Faculty Office Hours and Office Space**

Roslyn Foy, OAD 415.581.8935 [foyr@uchastings.edu](mailto:foyr@uchastings.edu)

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

## **Faculty Support Services**

### **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.

### **Classroom Seating Picture Charts**

Divina Morgan, Administrative Assistant 415.565.4758 [morgand@uchastings.edu](mailto:morgand@uchastings.edu)

To request a seating chart please see instructions in the faculty mailroom.

### **Class Schedule Cards**

Beverly Taylor, Administrative Assistant 415.565.4840 [taylorb@uchastings.edu](mailto:taylorb@uchastings.edu)

A memo will be placed in your faculty mailbox with a blank scheduling card attached for you to fill out. Upon completion, Beverly Taylor will create your schedule card and it will be placed in your faculty mailbox.

## **Faculty Judicial Clerkship Students Letters of Recommendation**

Beverly Taylor, Administrative Assistant  
Faculty letters of recommendation e-mail

415.565.4840 [taylorb@uchastings.edu](mailto:taylorb@uchastings.edu)  
[letters@uchastings.edu](mailto:letters@uchastings.edu)

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

## **First Class Assignments: Student Bulletin Boards**

Beverly Taylor, Administrative Assistant

415.565.4840 [taylorb@uchastings.edu](mailto:taylorb@uchastings.edu)

Beverly will send an email approximately two weeks prior to class commencement with an attached form that can be emailed back to her with your First Class Assignments. She will place them on the Hastings website and will post on the bulletin board located in the lobby at 200 McAllister.

## **Office Supplies**

Stephen R. Lothrop, Administrator

415.565.4782 [lothrops@uchastings.edu](mailto:lothrops@uchastings.edu)

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

## **Professor and Course Evaluation Reports (PACE reports)**

Divina Morgan, Administrative Assistant

415.565.4785 [morgand@uchastings.edu](mailto:morgand@uchastings.edu)

We are moving to an all-online version of the PACE survey this fall. Students will have the opportunity in one class session to respond through a web page form to the evaluation questions. The procedure will be somewhat different than the paper-based format used in past semesters. Here are some points of distinction:

1. A notice will be sent to professors telling them the date when the online PACE survey will be administered in their classes.
2. A packet of numbered password tickets will be sent to each professor.
3. Professor selects a student volunteer to handle the PACE process and gives student volunteer password tickets to be handed out.
4. Professor gives advance notice to students that they should definitely bring a computer to class on the survey date.
5. On the survey date, the student volunteer hands out the password tickets to every student who is in attendance.
6. Each student completes the survey during the time set aside in class. Students may share their computers with any students who didn't bring a computer.
7. Student volunteer returns coupons that were not distributed (to SIC), and Faculty Support picks up the unused coupons. Hopefully, the number of coupons returned plus the number of online questionnaires filled in is equal to the number of coupons printed for step 1 above.

## Sample Classes for Student Orientation

Stephen R. Lothrop, Administrator 415.565.4782 [lothrops@uchastings.edu](mailto:lothrops@uchastings.edu)

Sample class materials are submitted to the Administrator in Faculty Support. After the copies are made, the Administrator coordinates with the Director of Student Services for distribution of sample class handouts.

## Travel Reimbursements and Check Requests

Stephen R. Lothrop, Administrator 415.565.4782 [lothrops@uchastings.edu](mailto:lothrops@uchastings.edu)  
Lesley J. King, Lead Administrative Assistant 415.565.4781 [kingl@uchastings.edu](mailto:kingl@uchastings.edu)

Travel reimbursements and check requests used with Faculty Development Accounts are processed by Faculty Support. Please provide original, 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 Account Payable. 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. The Faculty Development Account Procedures manual may be viewed via this link:

[Faculty Development Account Procedures](#)

Below is a snapshot of Fiscal's policy on travel reimbursements and requirements:

### Travel Reimbursement Allowances Charged to State Accounts

*Hastings College of the Law 1*

#### Travel Reimbursement Allowances Charged to State Accounts

- As of December 07, 2007

##### 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.
- Actual amount paid as determined by [Federal General Service Administration \(GSA\)](#) rates.

##### 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 2010, the reimbursement rate is 50.0 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.

## **Fax Machine**

200 McAllister, Room 379      Fax Machine number for incoming faxes      415.565-4865

The Fax Machine is located in Room 379, 200 McAllister. For outgoing faxes, dial 9 first, and then the fax number. For outgoing faxes not within the 415 area code, dial 9 and then 1, the outside area code, and then the fax number.

## **Law Library-Borrowing and Course Reserves**

Circulation Librarian, Tony Pelczynski:      415-565-4768 [pelczyns@uchastings.edu](mailto:pelczyns@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 Librarian Tony Pelczynski:

Ph: 415-565-4768

Email: [pelczyns@uchastings.edu](mailto:pelczyns@uchastings.edu)

If you wish to place an item on Course Reserve, please contact Tony Pelczynski 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 coursebooks 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 Tony Pelczynski.

## **Mailroom Services**

200 McAllister, Room 129  
Maurice Martinez, Mail Clerk

415.565.4603

The Drop off box is located in Room 129 of 200 McAllister. Deliveries are made in the morning and afternoon. Urgent mail may be given to Faculty directly or placed in their respective offices if requested.

### **Federal Express**

Faculty Support Administrative Assistants

The coordination of courier services are provided for faculty. Please feel free to bring packages to your Administrative Assistant.

Carrier packages by Fed Ex are signed for by mailroom personnel and then delivered to the faculty mailroom. Faculty Support Administrative Assistants will e-mail faculty individually for notification of these deliveries.

## Media Services

Media Department, 198 McAllister, Room B27  
Martin Pacholuk, Manager 415.565.4609 [pacholuk@uchastings.edu](mailto:pacholuk@uchastings.edu)  
Laura Irvine 415.565.4609 [irvinel@uchastings.edu](mailto:irvinel@uchastings.edu)  
Requests for audio/visual [media@uchastings.edu](mailto:media@uchastings.edu)  
Requests for audio recorders, Faculty Support 415.565.4781 [kingl@uchastings.edu](mailto:kingl@uchastings.edu)

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

Typical support for faculty includes the following:

Microphone (wireless clip-on lapel mic), Audio Visual equipment and support in all classrooms, seminar rooms and most lecture halls. Training is available for the lecture rooms and self-service instructions are in all classrooms. Multimedia and Video production, editing and conversion are available.

If you would like to record your class lectures, make up classes, or review sessions, you may obtain a digital audio recorder from Faculty Support.

There are six digital audio recorders available to check out during regular business hours. If you teach a class after hours, you may drop off the recorder with a Security Officer at either of the two security desks located at the entrances to the 200 and 198 McAllister Street buildings. Security will have a lock box at each security station that will house the recorders securely until Faculty Support staff can pick them up the following business day. You will need to complete a sign out card with your name, course taught, room number, and date and time of the lecture in order to check out a recorder. This information will enable Faculty Support and Media Services to process the audio files and have the recordings available for your students in approximately twenty-four hours.

If you have any further questions, you may contact Lesley King, Faculty Support, 200 McAllister, Room 385, extension 4781.

## Parking

Hastings Garage, 376 Larkin Street  
Parking Services Manager, Angel Solano 415.355.9618 [parking@uchastings.edu](mailto:parking@uchastings.edu)  
[solanoa@uchastings.edu](mailto:solanoa@uchastings.edu)

**Early Bird Rates:** M-F: In by 9am - Out by 6pm - \$13.00 (Effective June 30, 2010)

**Miscellaneous Fees:** Sunday Rate (7:00am - 9:00pm Sundays only) - \$5.00  
Lost Ticket – Must Pay Daily Maximum Rate (Per Day)

Hours of Operation: Monday - Saturday 7:00 AM - 11:00 PM, Sunday 7:00 AM - 9:00 PM

Hourly Rates - as of May 25, 2010	
Hours	Rate
0-1 hour	\$2.00
1-2 hours	\$5.00
2-3 hours	\$9.00
3-4 hours	\$11.00
4-5 hours	\$14.00
5-6 hours	\$17.00
6-7 hours	\$20.00
7-12 hours	\$21.00
Maximum daily rate	\$23.00
Motorcycle - Flat Rate (In by 9:00am out by 6:00pm)	\$8.00
UC Hastings Students (No In & Out Privileges)	\$8.00
Evening Rate (Enter After 5:00pm Out By 11:00pm)	\$8.00

Monthly Parking	
Regular **	\$235.00
UC Hastings Students	\$200.00
Motorcycle	\$75.00
Monthly Access Card (Non-refundable)	\$25.00

## Photocopying

Business Center, 200 McAllister, Room 103

hours: M-F 8 am to 6 pm

415.565.4807 [businesscenter@uchastings.edu](mailto:businesscenter@uchastings.edu)

Publication Coordinator, Sanjay Khanal

415.565.4882 [khanals@uchastings.edu](mailto:khanals@uchastings.edu)

XEROX Multi Function Printers (Copy, Print, Scan to Email)  
200 McAllister, Room 379 (Color) and 348A (B&W) located at the end of the hallway.

You will need a copy code to access any of the new 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 415.565.4782.

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. We also offer complete bindery services and stock recycled and specialty papers.

## **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. ID slips for 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 desk. Red telephones are located throughout the College for emergency use.

## **Student Folders**

Student Information Center /SIC, 200 McAllister, Room 105

If you cannot reach a student via email, you may wish to drop a note into the student’s folder. Student Information Center (SIC) files 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 and Lexis/Nexis Printers**

WestLaw Printer, 200 McAllister, Room 371 (Faculty Mailroom)  
Lexis/Nexis Printer, 200 McAllister, 348A

The printers for both Westlaw and LexisNexis are located in Rooms 377 and 348A of 200 McAllister.

## **Westlaw and TWEN Accounts**

200 McAllister, Room 554

Linda Weir, Public Services Librarian

415.565.4761

[weirl@uchastings.edu](mailto:weirl@uchastings.edu)

Mark Cygnet, Hastings Westlaw Representative

[mark.cygnet@thomson.com](mailto:mark.cygnet@thomson.com)

Please contact Linda Weir if you want to establish a Westlaw account or receive training on TWEN classroom management software to enable you to distribute assignments and materials electronically.

## **Student Employment: Research Assistants**

Financial Aid Office, 200 McAllister, Room 275 415.565.4624

Gloria Davis, OAD

415.565.4864

[davisgl@uchastings.edu](mailto:davisgl@uchastings.edu)

A detailed guide to Student Employment may be found at:

[http://uchastings.edu/site\\_files/Fiscal/student-employment-guide08-09.pdf](http://uchastings.edu/site_files/Fiscal/student-employment-guide08-09.pdf)

Work Authorization forms for non-work study can be obtained in the Academic Dean’s Office. Work-study forms can be obtained in the Financial Aid Office.

# Policies & Regulations on College Activities

Selected sections

## Honor Code: Plagiarism

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 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.

## Faculty Statement on Pluralism

The students, faculty, and staff of 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 Hastings community and experience.

The 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

## Policy and Procedure on Sexual Harassment

*1. Policy.* The University of California, Hastings College of the Law is committed to the creation and maintenance of a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, and intimidation. Accordingly, all members of the College community should be aware that sexual harassment is prohibited both by law and by University of California policy and that the College will not tolerate sexual harassment, whether such conduct occurs on or off College property. It is the purpose of this Policy and Procedure on Sexual Harassment to establish standards for the prevention, correction and, where appropriate, discipline of behavior that constitutes sexual harassment.

*2. Prohibited Conduct.* No member of the College Community shall engage in sexual harassment.

*3. Definitions.*

a. *Sexual Harassment*. As used in this policy, the term "sexual harassment" shall mean unwelcome sexual advances or requests for sexual favors,

(1) submission to which is either explicitly or implicitly made a term or condition of the recipient's instruction, employment, or participation in other College-related activity;

(2) submission to or rejection of which is used as a basis for evaluation in making academic or personnel decisions affecting the recipient; or

(3) that have the purpose or effect of unreasonably interfering with the recipient's work or academic performance by creating an intimidating, hostile, or offensive working or academic environment.

The term "sexual harassment" also shall mean other speech or conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or academic environment.

Anything said or done in a classroom or as part of a course or other educational activity is not sexual harassment if the speech or conduct is said or done with a reasonable good faith belief that it is germane to the pedagogical purposes of the College. This exemption applies regardless of anything to the contrary elsewhere in this policy.

b. *Member of the College Community*. As used in this policy, the term "member of the College community" shall include faculty, students, and administrative and academic staff employees of the University of California, Hastings College of the Law.

Approved by Faculty on December 4, 1996

## **Policy for Hastings-owned Equipment**

Chief Financial Officer, David Seward

415.565.4710

In recent years, the IRS has become very interested in employee benefits provided by employers. Effective July 1, 2010, the purchase cost of Hastings-owned equipment (e.g., desktop computers, I-pads, printers, etc.) domiciled outside of 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 me if you have any questions or concerns.