

FACULTY GUIDEBOOK

2011 ~ 2012

UC HASTINGS COLLEGE OF THE LAW

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GENERAL INFORMATION

Building Hours and Access

198/200 McAllister Buildings

hours: M-F 6:45 am to 11:00 pm

Saturdays 9:00 am to 10:00 pm

Sundays 9:00 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.

Bookstore and Textbook Selection Orders

Bookstore, 200 McAllister, Room 104
Kevin Collen, Acting Manager

415.565.4717
415.565.8289

lawbooks@uchastings.edu
collenk@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, limited MUNI and BART passes, computer storage devices, calculators, audio tapes, binders, folders and imprinted and non-imprinted gift items.

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.

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.

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.

Mailroom Services

200 McAllister, Room 129
Maurice Martinez, Mail Clerk

415.565.4603

martinem@uchastings.edu

The Drop off box is located in Room 129, 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.

Parking

Early Bird Rates: M-F: In by 9am - Out by 7pm - \$14.00

Miscellaneous Fees:

Sunday Rate (7:00am - 9:00pm Sundays only) - \$5.00

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, 2011	
Hours	Rate
0-1 hour	\$3.00
1-2 hours	\$6.00
2-3 hours	\$9.00
3-4 hours	\$12.00
4-5 hours	\$15.00
5-6 hours	\$18.00
6-7 hours	\$21.00
7-12 hours	\$24.00
Maximum daily rate	\$24.00
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)	\$10.00

Monthly Parking	
Regular	\$250.00
UC Hastings Students	\$200.00
Motorcycle	\$75.00
Monthly Access Card (Non-refundable)	\$25.00

Photocopying

Business Center, 200 McAllister, Room 103

415.565.4807

hours: M-F 8 am to 6 pm

businesscenter@uchastings.edu

Publication Coordinator, Sanjay Khanal

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

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.

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.

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 TWEN Accounts

200 McAllister, Room 554

Linda Weir, Public Services Librarian

415.565.4761

weirl@uchastings.edu

Mark Cygnet, Hastings Westlaw Representative

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.

Westlaw and Lexis/Nexis Printers

The printers for both Westlaw and LexisNexis are located in Room 371 (Faculty mailroom) of 200 McAllister.

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
Alma Laigo, Advanced Administrative Asst. 415.565.4671 laigoa@uchastings.edu
Divina Morgan, Administrative Asst. 415.565.4785 morgand@uchastings.edu
Beverly Taylor, Administrative Asst. 415.565.4840 taylorb@uchastings.edu

hours: M-F 8:00 am to 4:45 pm

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 415.565.4785 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

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.

Course Readers

Faculty Support, Administrative Assistants, 200 McAllister, Room 385
Hastings Bookstore, 200 McAllister, Room 104
Bookstore Acting Manager, Kevin Collen 415.565.8289 collenk@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 the Bookstore, 415.565.8289.

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 2011, the reimbursement rate is 55.5 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

Circulation Librarian, Tony Pelczynski: 415-565-4768

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 415-565-4768 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.

Media Services

Media Department, 198 McAllister, Room B27

Martin Pacholuk, Manager

Laura Irvine

Requests for audio/visual

Requests for audio recorders, Faculty Support:

Lesley King

415.565.4609 pacholuk@uchastings.edu

415.565.4609 irvinel@uchastings.edu

media@uchastings.edu

415.565.4781 kingl@uchastings.edu

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

Services & Equipment Available

VIDEO

Video recording

Videotape playback

DVD playback

Video production

AUDIO

Audio recording

Microphones

Audio recorder loan

Speaker phone

PRESENTATION

Video/computer display projector

Overhead projector

Slide projector

16mm film projector

All Lecture halls (A, B, C, D, E, F, G, H, J, K) are equipped as Smart Classrooms. Please contact Media Services for training. 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)
- DVD/Videotape player
- Video overhead/Document camera
- Motorized Projection Screen
- Installed video recording (room K only, operator required)
- Wireless lavalier microphone (key may be required to access microphone - please contact Media Services)

All seminar rooms - B1, B2, M120, 201, 205, 219, 304, 308, 312, 314, 395/200, 640/200 (Rusty Dobbs), 404 (100 building) - are equipped with the following **SELF-SERVICE** equipment:

- Computer/Video projector with input cable and control system
- Videotape/DVD player (with remote and wall-mounted control)
- Overhead (transparency) projector
- Projection Screen
- Digital Audio Recorders are not equipped in seminar rooms but are available in Faculty Support for makeup classes and semester review sessions. (Contact Lesley King, Faculty Support, 200 McAllister, Room 385, extension 4781)

The VHS/DVD players and control systems (with instructions), are housed in wall-mounted boxes located near the front of the room. Computer input cables are located on wall-hooks near the boxes. Seminar rooms **DO NOT** have installed computers. Media Services **DOES NOT** provide notebook/laptop computers. **NOTE:** Mac users must have the appropriate video adaptor 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 you can check with the Bookstore.

Student Information Center/Room Reservations

Class Cancellations and Rescheduling

Student Information Center /SIC, 200 McAllister, Room 105

Betty Preston

415.565.4602 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

Lan Tran

415.565.4600 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.

ACADEMIC INFORMATION

Contacts

Chancellor and Dean's Office

Room 306, 200 Building
Frank H. Wu, Chancellor and Dean 415.565.4700 hours: M-F 8:00 am to 5:00 pm
Gail Marks, Executive Assistant 415.565.4788 wuf@uchastings.edu
Deanna Talavera, Administrative Assistant 415.565.4700 marksg@uchastings.edu
talavera@uchastings.edu

Office of the Academic Dean

Room 355, 200 Building
Shauna Marshall, Academic Dean 415.565.4682 hours: M-F 8:15 am to 5:00 pm
C. Keith Wingate, Associate Academic Dean 415.565.4682 marshall@uchastings.edu
Evan Lee, Associate Dean for Research 415.565.4682 wingatek@uchastings.edu
Maria Burgos, Mgr., Faculty Support Services 415.581.8828 lee@uchastings.edu
Gloria Davis, Executive Assistant 415.565.4864 burgosm@uchastings.edu
Susan Esveld, Scheduling Coordinator 415.565.4841 davisgl@uchastings.edu
Roslyn Foy, Executive Assistant 415.581.8935 esvelds@uchastings.edu
foyr@uchastings.edu

Contracts and Teaching Assignments

Maria Burgos, OAD 415.581.8828 burgosm@uchastings.edu
Susan Esveld, OAD 415.565.4841 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

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 2011-2012 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.

Faculty Office Hours and Office Space

Roslyn Foy, OAD

415.581.8935

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.

Academic Calendar

Susan Esveld, OAD

415.565.4841

esvelds@uchastings.edu

The Academic Calendar is available on the following Hastings webpages:
www.uchastings.edu/calendars/academic.html
www.uchastings.edu/academics/academic-dean
1L section schedules and free 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

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

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.

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

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

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

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.

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.