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**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.

**Blackboard**

Class rosters can be retrieved and the course syllabus, first class assignments, and class materials can be posted by faculty directly to Blackboard. If you require assistance using Blackboard you may contact the IT Help Desk at helpdesk@uchastings.edu.

**Textbook Ordering**

UC Hastings has partnered with Follett Virtual Bookstore (FVB) to provide a streamlined online approach to textbook ordering. Students will be able to purchase the texts online through FVB at www.uchastings.bkstr.com, and students can have the texts shipped directly to them.

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. 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 like course number, enrollment, and other course data. See the publisher’s websites to find contact information.

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

Fax Machine
Fax Machine number 415.565.4865

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, when necessary, are provided for faculty. Carrier packages by Fed Ex 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.
Parking

**Early Bird Rates:** M-F: In by 9am - Out by 7pm - $15.00

**Miscellaneous Fees:**
Sunday Rate (7:00am - 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

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<td>Maximum daily rate</td>
<td>$26.00</td>
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<tr>
<td>Motorcycle - Flat Rate (In by 9:00am out by 7:00pm)</td>
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<td>UC Hastings Students (No In &amp; Out Privileges)</td>
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<td>Evening Rate (Enter After 5:00pm Out By 11:00pm)</td>
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<td>UC Hastings Students</td>
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<td>Motorcycle</td>
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**Photocopying**

*Business Center, 200 McAllister, Room 103 415.565.4807 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. 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 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 desks in 198 & 200. 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 Account**

200 McAllister, Room 554
Chuck Marcus, Library  415.565.4838  marusc@uchastings.edu
Mark Cygnet, Hastings Westlaw Representative  mark.cygnet@thomson.com

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

**Lexis/Nexis Printer**

The LexisNexis printer is located in the Faculty Lounge, 200 McAllister, 3rd Floor.
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
Katey Mason, Advanced Administrative Asst. 415-565-4670 masonk@uchastings.edu
Divina Morgan, Advanced Administrative Asst. 415.565.4785 morgand@uchastings.edu
Beverly Taylor, Advanced 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 lounge.

Class Schedule Cards

Beverly Taylor, Administrative Assistant 415.565.4840 taylorb@uchastings.edu

Please post office hours on your office door and notify Beverly Taylor 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 Representative.
• 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 (where necessary) approves pricing of reader.
• Business Center will work with faculty directly to get their approval of any additional costs.
• Faculty approves 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
Beverly Taylor, Administrative Assistant 415.565.4840 taylorb@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: Blackboard
Faculty post assignments directly to Blackboard. If you require assistance using Blackboard 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.
Professor and Course Evaluation Reports (PACE reports)

Divina Morgan, Administrative Assistant  415.565.4785  morgand@uchastings.edu

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

Sample Classes for Student Orientation

Stephen R. Lothrop, Administrator  415.565.4782  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
Lesley J. King, Lead Administrative Asst.  415.565.4781  kingl@uchastings.edu
Katey Mason, Administrative Asst.  415.565.4670  masonk@uchastings.edu
Divina Morgan, Administrative Asst.  415.565.4785  morgand@uchastings.edu
Beverly Taylor, Administrative Asst.  415.565.4840  taylorb@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.

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

- As of January 01, 2013

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 2013, the reimbursement rate is 56.5 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 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 Tony Pelczynski.

Media Services
Media Department, 198 McAllister, Room B27
Martin Pacholuk, Manager 415.565.4609 pacholuk@uchastings.edu
Laura Irvine 415.565.4609 irvinel@uchastings.edu
Requests for audio/visual
Requests for audio recorders for Seminar Rooms:
Lesley King, Faculty Support 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 lavaliere 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.
Student Information Center/Room Reservations

Class Cancellations and Rescheduling
Student Information Center /SIC, 200 McAllister, Room 105
Class Cancellation Hotline 415.581.8866

Faculty are strongly encouraged to make an announcement on Blackboard when there is a class cancellation and select "Send a copy of this announcement immediately" to automatically email their students. Instructions on making an announcement on Blackboard are located at the following address:


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

Room Reservations
Student Information Center /SIC, 200 McAllister, Room 105
Lan Tran 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 Student Information Center to inquire about room availability. Any room reservation request must be approved by the SIC.
Contacts

Chancellor and Dean’s Office
Room 306, 200 Building
Frank H. Wu, Chancellor and Dean 415.565.4700 wuf@uchastings.edu
Deanna Talavera, Administrative Assistant 415.565.4700 talavara@uchastings.edu

Office of the Provost Academic Dean
Room 355, 200 Building
Elizabeth L. Hillman, Provost & Academic Dean 415.565.4682 hillmane@uchastings.edu
Heather M. Field, Associate Academic Dean 415.565.4682 fieldh@uchastings.edu
William S. Dodge, Associate Dean for Research 415.565.4830 dodgew@uchastings.edu
Maria Burgos, Mgr., Faculty Support Services 415.581.8828 burgosm@uchastings.edu
Gloria Davis, Executive Assistant 415.565.4864 davisgl@uchastings.edu
Nancy Kato, Scheduling Coordinator 415.565.4841 katon@uchastings.edu
Roslyn Foy, Executive Assistant 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 M206
Nina Padilla, HR Analyst 415.565.4703 padillan@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 2013-2014 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
Nancy Kato, OAD 415.565.4841  katon@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. It is on the Hastings Website at http://www.uchastings.edu/academics/regulations.html.

Grading Policies
Heather M. Field, Associate Academic Dean 415.565.4716  fieldh@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, 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. 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

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 can only be available after the previous 1L exam & must be completed by the regular exam date for the course.) 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 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**

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 [www.uchastings.edu/academics/education/catalog/docs/CAT13-14.pdf](http://www.uchastings.edu/academics/education/catalog/docs/CAT13-14.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.
Skills Classes

Many, but not all, skills classes are intended to satisfy a student’s **professional skills requirement**. To do so, the 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, and legal drafting. For a student 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](http://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.

**Grade Sheets 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 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_  
_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

Kaia Olatunde, Records Office

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, 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 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.

**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

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 UC Hastings-owned Equipment

Chief Financial Officer, David Seward 415.565.4710

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. Classes may be recorded by the school for various reasons, including as an accommodation to students with disabilities. If a student is given permission to record a class or to access a recording of a class, the student shall not, under any circumstances, make copies of, or distribute to others, any such recording. Entering
students are required to sign a form acknowledging their receipt of and adherence to this recording policy.

In Rooms A-K, 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.