



# PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

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## ADJUNCT FACULTY GUIDE 2020-2021

### **PETER A. ALLARD SCHOOL OF LAW UNIVERSITY OF BRITISH COLUMBIA**

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## **TABLE OF CONTENTS**

<b>INTRODUCTION</b> .....	3
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### **ADMINISTRATIVE INFORMATION**

Frequent Faculty and Staff Contacts.....	5
Keeping your Contact Information Up to Date.....	6
Campus Wide Login (CWL).....	6
UBC card and Library Card.....	7
Law Library.....	7
Access to Allard Hall, your Classroom, the Adjunct Faculty Office (UBC card, Access Card).....	7
Payroll.....	8
UBC Emergency Procedures.....	8
Emergency Telephone Numbers.....	9
Dates to Remember.....	9

### **PRIVACY SECURITY TRAINING**

Requirement for All Adjunct Faculty to Complete On-line Course.....	9
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### **COURSE INFORMATION AND FACULTY GUIDELINES**

Confidentiality of Student Information.....	10
Faculty and University Syllabus Policy.....	10
Online Teaching & Centre for Teaching, Learning and Technology.....	11
Teaching Materials (including textbooks) .....	12
Teaching Evaluations.....	13
Distance Learning Graduate Law Courses.....	14
Timetables, Exam Schedules, Course Offerings (Online Documents).....	15
Directed Research.....	15
Non-Law Students.....	16
Guidelines for Courses, Seminars and Workshops.....	16
Faculty Service Centre (Accessing/Printing Class Lists, Sending E-Mail to Students).....	17
Graduate Students in Your Class.....	19
Notifications, Class Cancellations and Make-Up Classes.....	19
Plagiarism (TurnItIn).....	19
Students in Distress or In Need of Academic Support.....	20
Academic Concessions.....	21
Accommodating Students with Disabilities.....	22
Paper/Assignment Due Dates and Extensions.....	21
Mark Deduction for Late Assignments.....	22
Examinations (General Rules).....	23
Grading Practices.....	23
Examination and Grading Rules.....	23
Submitting Grades.....	26
Examination and Paper Retention.....	27
Formal Student Grade Appeals.....	28
UBC Policies.....	28

## **INTRODUCTION**

Welcome to the teaching team of the Peter A. Allard School of Law, University of British Columbia. We could not offer the varied, intensive, upper-year program that we do without the contributions of over 100 adjunct faculty members, and we thank you for your support. The richness of our academic offerings is in part due to the diverse backgrounds represented by our adjunct faculty – who work in firms of all sizes, as in-house counsel, with government, and with non-governmental organizations. Our students tell us how much they value these contributions from legal professionals in the classroom.

This year will present special challenges because all teaching will be online. We are especially grateful for your time and efforts in this regard.

This package is addressed primarily to new adjunct faculty members, but it contains useful reference material for all adjunct faculty. The materials in this package are intended to provide you with information about matters such as teaching, examination rules, and administration. If you still have questions, please feel free to call me, or any of the contact persons in the various sections of the material for further information or explanation of the rules and practices. We hope that your time teaching our amazing students will be rewarding.

Isabel Grant, Associate Dean, Academic Affairs

## **The Adam Albright Memorial Award for Adjunct Faculty**

Each year, the Allard Law Students' Society, in consultation with the Teaching Excellence Committee, awards a prize to an exceptional adjunct faculty member. The prize is named after Adam Albright, a popular labour law teacher who tragically lost his life in a skiing accident in 2005.

Past recipients of the award are:

2003 - 2004	Robert J. Lesperance
2004 - 2005	Angus M. Gunn Jr.
2005 - 2006	Edwin Kroft
2006 - 2007	Eileen Skinnider
2007 - 2008	Angus M. Gunn Jr.
2008 - 2009	Grace Pastine
2009 - 2010	Tamara Levy
2010-2011	Not awarded
2011-2012	Angus M. Gunn Jr.
2012-2013	David Christian
2013-2014	Geoffrey Sherrott
2014-2015	John Smith
2015-2016	Shannon Salter
2016-2017	Arnold Fine
2017-2018	Richard Weiland
2018-2019	Karen Redmond
2019-2020	Jeffrey Hand

For a number of years, the Faculty of Law also awarded a prize for exceptional service by an adjunct faculty member. This award has now been merged with the Albright Award. Past recipients of this award are:

2003 - 2004	S. David Frankel, QC
2004 - 2005	Mary T. Ainslie
2005 - 2006	Darrell W. Roberts, QC
2006 - 2007	Raymond E. Young
2007 - 2008	Robert J. Lesperance
2008 - 2009	The Hon. H.J. (Jack) McGivern
2009 - 2010	James Sutherland

## ADMINISTRATIVE INFORMATION

### FREQUENT FACULTY AND STAFF CONTACTS

#### DEAN'S OFFICE

Janine Benedet, Dean pro tem	<a href="mailto:lawdean@allard.ubc.ca">lawdean@allard.ubc.ca</a>	(604) 822-2818
Jeremy Schmidt, Director, Dean's Office	<a href="mailto:schmidt@allard.ubc.ca">schmidt@allard.ubc.ca</a>	(604) 822-5649
Rosanna Falbo, Executive Assistant to the Dean	<a href="mailto:falbo@allard.ubc.ca">falbo@allard.ubc.ca</a>	(604) 822-6335

#### ADMINISTRATION AND FINANCE

Saker Hirani, Assistant Dean, Finance and Administration	<a href="mailto:hirani@allard.ubc.ca">hirani@allard.ubc.ca</a>	(604) 822-3992
Lia Cosco, Director, HR and Operations	<a href="mailto:cosco@allard.ubc.ca">cosco@allard.ubc.ca</a>	(604) 822-6882
Erika Hughes, Coordinator, HR and Operations (Human Resources, Payroll, Administrative Matters)	<a href="mailto:hughes@allard.ubc.ca">hughes@allard.ubc.ca</a>	(604) 822-0652
Julie Carlsten, Receptionist	<a href="mailto:reception@allard.ubc.ca">reception@allard.ubc.ca</a>	(604) 822-1994
(General Information, Card Reader Access, Room Bookings, Mail and Courier Inquiries)		

#### STUDENT ACADEMIC SERVICES

Isabel Grant, Associate Dean, Academic Affairs (Teaching Assignments, Course and Exam Content, Academic Misconduct)	<a href="mailto:adaa@allard.ubc.ca">adaa@allard.ubc.ca</a>	(604) 822-3140
Kaila Mikkelsen, Acting Assistant Dean, Students (Student academic advising, academic accommodations, academic concessions, students in distress, orientation, peer tutors, ambassadors)	<a href="mailto:adstudents@allard.ubc.ca">adstudents@allard.ubc.ca</a>	(604) 822-6350
Susan Morin, Director, Student Academic Services (Course Descriptions, Course Scheduling, Registration, Examinations, Deferred Examinations, Grades, Teaching Evaluations)	<a href="mailto:morin@allard.ubc.ca">morin@allard.ubc.ca</a>	(604) 822-6731
Chiara Woods, Manager, Student Experience (Clinics, moots, exchange offerings, joint legal education programs)	<a href="mailto:woods@allard.ubc.ca">woods@allard.ubc.ca</a>	(604) 827-3882
Anna Kline, Student Wellbeing Counsellor (Wellbeing counselling, faculty consults, wellbeing programming)	<a href="mailto:kline@allard.ubc.ca">kline@allard.ubc.ca</a>	(604) 822-4928
Dayna Payette, Coordinator, Academic Services (Registration, Examinations, Deferred Examinations, Grades, T.A. Exam Invigilation Assignments, Summer Program).	<a href="mailto:payette@allard.ubc.ca">payette@allard.ubc.ca</a>	(604) 827-5728
Lee Schmidt, Associate Director, Indigenous Legal Studies (Indigenous Curriculum, Academic and Cultural Support for Indigenous Students)	<a href="mailto:lschmidt@allard.ubc.ca">lschmidt@allard.ubc.ca</a>	(604) 822-2177
Jhanelle Williams, Student Services Program Assistant (Student Services Reception and Administrative Assistant Support)	<a href="mailto:williams@allard.ubc.ca">williams@allard.ubc.ca</a>	(604) 827-3602

Wakana Nakajo, Administrative Assistant [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca) (604) 822-2398  
(Updating Information, Key/Card Access, Payroll Concerns, Parking receipts)

## **CAREER SERVICES**

Chira Perla, Assistant Dean, Career Services [perla@allard.ubc.ca](mailto:perla@allard.ubc.ca) (604) 827-3604  
(Student and alumni career advising; employer inquiries regarding student/alumni hiring, including best practices and job market trends)

Jennifer Lau, Director, Career Services [lau@allard.ubc.ca](mailto:lau@allard.ubc.ca) (604) 827-3883  
(Student and alumni career advising; employer inquiries regarding student/alumni hiring, including best practices and job market trends)

Jayne Rossworn, Acting Director, Career Services [rossworn@allard.ubc.ca](mailto:rossworn@allard.ubc.ca) (604) 827-5052  
(Student and alumni career advising; employer inquiries regarding student/alumni hiring, including best practices and job market trends)

Tracy Wachmann, Public Interest Coordinator [Wachmann@allard.ubc.ca](mailto:Wachmann@allard.ubc.ca) (604) 822-0112  
(Student and alumni career advising regarding public interest and social justice careers; public interest employer inquiries regarding student/alumni hiring matters)

Loretta Siu, Admin. Assistant Career Services [careers@allard.ubc.ca](mailto:careers@allard.ubc.ca) (604) 822-0846  
(Career Services and Communications administrative support; job postings; event announcements to students, faculty, and staff)

## **GRADUATE PROGRAMS, RESEARCH AND DISTANCE LEARNING**

Karin Mickelson, Associate Dean, Graduate Studies and Professional Programs [adgs@allard.ubc.ca](mailto:adgs@allard.ubc.ca) (604) 822-1991

Kerstin Walter [walter@allard.ubc.ca](mailto:walter@allard.ubc.ca) (604) 822-0308  
Director, Graduate Certificate and Professional Programs (LLMCL, LLMT, and Distance Learning)

Joanne Chung, LL.M. and Ph.D. Graduate Program Advisor [jchung@allard.ubc.ca](mailto:jchung@allard.ubc.ca) (604) 822-6449

Alan Grove [grove@allard.ubc.ca](mailto:grove@allard.ubc.ca) (604)-827-0389  
Graduate Programs Coordinator

## **INFORMATION TECHNOLOGY AND AUDIOVISUAL EQUIPMENT**

Bernie Flinn, IT Manager [flinn@allard.ubc.ca](mailto:flinn@allard.ubc.ca) (604) 314-8348

Rohan Sheehan, Audio-Visual Technician [rohan.sheehan@ubc.ca](mailto:rohan.sheehan@ubc.ca) (604) 822-9821  
(Audio-Visual and Classroom Support)

## **KEEPING YOUR CONTACT INFORMATION UP TO DATE**

Correspondence with adjunct faculty is sent via e-mail, regular mail or courier. Forward any new contact information by e-mail to the Adjuncts Administrative Assistant, at [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca).

## **CAMPUS WIDE LOGIN (CWL)**

The CWL enables you to access UBC online applications such as the Faculty Service Centre (FSC), CANVAS (UBC's online Learning Resource), and Teaching Evaluations. The Coordinator, HR & Operations can confirm employee IDs and CWL signup PINs to support set-up.

If you already have a CWL but have forgotten your CWL ID and password, contact the UBC IT Service Help Desk at (604) 822-2008 to reset your password. Other contact information for the Help Desk can be found at: <http://www.it.ubc.ca/contact/helpdesk.html>. If you do not have a CWL, sign up for your new faculty CWL here:

<https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do>. You will need your UBC employee number and CWL Login PIN. If you do not have this information, contact the Adjuncts Administrative Assistant, at [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca).

**If you do not sign up for a CWL, your students will not be able to complete teaching evaluations for you.**

## **UBC EMAIL**

Once your employee file is activated in the UBC HR system, you will receive an email from **ACCESS UBC** from the following email account: [iam.no\\_reply@ubc.ca](mailto:iam.no_reply@ubc.ca). A UBC email account will automatically be created for you, which will be your CWL login name (as created) @mail.ubc.ca. You can go login to the link from the ACCESS UBC email to change your UBC email address to an email alias as you choose. The correct email alias is usually [lastname.firstname@ubc.ca](mailto:lastname.firstname@ubc.ca). You will require your UBC ID and CWL to make changes to your UBC email account.

You are encouraged to conduct all UBC communications and business over UBC email. If you have any questions about UBC email, please contact our Law IT Manager, Bernie Flinn, at [flinn@allard.ubc.ca](mailto:flinn@allard.ubc.ca).

## **UBC CARD**

Adjunct faculty who hold active appointments at UBC can obtain a UBC employee card. The Access Desk is not currently open to see customers in person but are available via email and phone from 8 AM – 4 PM, Monday-Friday.

If you need a new or replacement card you MUST apply [online](#):

If your card is needed immediately:

1. Apply online
2. email [acms.support@ubc.ca](mailto:acms.support@ubc.ca) and let them know the date by which the card is needed
3. Access Desk will contact you when your card is ready for curbside pick-up
4. When picking up your card, you must bring Govt issued photo ID with you for verification.

The Access Desk are not accepting any walk-in card requests at this time

## **LIBRARY CARD**

The UBC employee card serves as a library card for use in any of the UBC libraries on campus.

## **LAW LIBRARY**

The Law Library home page (<http://law.library.ubc.ca>) provides access to:

- Contact information
- Periodical indexes
- Commercial databases (For access to LexisNexis Quicklaw and WestlawNext Canada for academic research purposes only, contact Elim Wong at [elim.wong@ubc.ca](mailto:elim.wong@ubc.ca))
- Research guides (Citation, Case Law, Legislation & Government, etc.)

- Past examinations
- UBC Library Catalogue

## **RESERVE READING**

To put books on reserve for your class at the Law Library or another UBC Library, please visit Course Reserve Materials at <http://guides.library.ubc.ca/lawfaculty/support>. You must already have access to Canvas, the UBC online learning management tool, in order to reserve books online.

For assistance with Canvas sign-up, the Learning Technology Hub at <https://lthub.ubc.ca/>

For assistance with Course Reserves, contact the Law Library by email at [law.reserve@ubc.ca](mailto:law.reserve@ubc.ca) or by phone at (604) 827-3577.

## **ACCESS TO ALLARD HALL AND YOUR CLASSROOM**

### **PANDEMIC CLOSURE**

**Until the current Covid-19 pandemic situation ends, Allard Hall is closed to Adjunct faculty members. The following *italicized* information applies only if that situation ends.**

#### ***UBC CARD***

*The UBC card serves as a card reader providing access to the main doors at Allard Hall and your classroom. Contact the Coordinator, HR & Operations or the Receptionist to activate your card reader access. Classrooms will be unlocked during scheduled classes.*

#### ***UBC LAW ACCESS CARD***

*A temporary UBC Law access card is also available for adjunct faculty who do not wish to apply for a UBC card. The access card provides entry to the Allard Hall main doors, your classroom and the first floor meeting room (Rm. 143). Adjunct faculty are notified by e-mail of exact dates for pick-up of access cards from the Law Library Circulation Desk.*

*We are unfortunately not able to provide offices to adjunct faculty on an ongoing basis. If you require use of an office for a particular date (e.g. meeting with students one on one to discuss their paper outlines), please book Room 143 or a first floor classroom through Reception, or contact the Associate Dean Academic Affairs for assistance.*

## **PAYROLL**

Your offer letter contains information about how to receive your stipend for teaching, how to declare your stipend be billed to your firm, or how to make a donation of your stipend back to the law school, should you wish to do so. Canadian CRA rules and employment standards considerations stipulate all employees must receive their compensation directly, regardless of the size of the stipend.

Please ensure your direct deposit information is completed as requested as the time of contracting to teach. Payroll will no longer mails cheques.

All T4 statements are available for download online. You will need your CWL to access your T4: <https://finance.ubc.ca/announcements/t4t4a-statements-are-now-available-online-1>.



**Link to direct deposit form:**

<http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/dirdeposit.pdf>

Please send your primary payroll queries to the Coordinator, HR & Operations ([hughes@allard.ubc.ca](mailto:hughes@allard.ubc.ca)). Payroll can be contacted directly, however Law is able to facilitate your questions and concerns.

**Payroll Address:** Payroll, UBC Financial Services, 5<sup>th</sup> Floor Technology Enterprise Facility 3 (Tef3), 6190 Agronomy Road, Vancouver, BC V6T 1Z3

## **UBC EMERGENCY PROCEDURES**

There is a special UBC webpage devoted to emergency procedures which can be found at: <http://www.emergency.ubc.ca/home.html>. On that page, you will find information about emergency notifications, “lockdown” procedures and some FAQs about these procedures.

If you have any suggestions or concerns about emergency procedures at the law school, contact the Coordinator, HR & Operations.

## **EMERGENCY TELEPHONE NUMBERS**

Fire, Ambulance, Police	911
Campus Security	(604) 822-2222
Campus First Aid	(604) 822-4444
UBC Hospital Urgent Care (8:00am – 10:00pm)	(604) 822-7662
Poison Control Centre	(604) 682-5050
Hazardous Materials Response	911 (Vancouver Fire Department)

## **DATES TO REMEMBER**

Important dates throughout the academic year, including term start and end dates, deadlines for changes in registration, the Spring Term February mid-term break, and University closures due to holidays can be found online at: <http://www.calendar.ubc.ca/vancouver/>. The Fall Term break will take place November 9 and 10.

## **PRIVACY SECURITY TRAINING**

### **REQUIREMENT FOR ALL ADJUNCT FACULTY TO COMPLETE ON-LINE COURSE**

In 2018, the University Counsel's Office implemented roll-out of **mandatory** Privacy and Information Security training for all employees at UBC.

The training takes 20 minutes, and can be done here: <https://privacymatters.ubc.ca/fundamentals-training>. \*In order to meet this employment requirement, you must have created a UBC Campus Wide Login (CWL)<<https://activate.id.ubc.ca/iamweb/>>. The CWL is used for other purposes and its creation for you is discussed earlier in this Guide.

At the end of your online training session, your completion will automatically be logged by our UBC HR system. You also have the option to retrieve an electronic certificate acknowledging your completion, and you are encouraged to do so to keep a copy for your records. Please comply with this privacy security requirement before the start of your academic teaching term. In future academic years, we will be reviewing compliance ahead of preparing Adjunct letters of offer.

## **COURSE INFORMATION AND FACULTY GUIDELINES**

### **CONFIDENTIALITY OF STUDENT INFORMATION**

Our privacy obligations to students require that we do not release personal information such as names or contact information of students to others without their permission.

In addition, it is not permissible for adjunct faculty to request staff to access copies of student academic records from the Student Information Service Centre (SISC) in a manner that is inconsistent with our privacy obligations. You can inquire about the grade you gave a student in a course you taught; however, information from other classes is confidential.

The best way to communicate with your class is by sending an email through the Faculty Service Centre. Avoid communicating with students through commercial social media such as Facebook and Twitter. An online platform for connecting with students (for example an online chat about a recent case) can be done through UBC's online Learning Resource, Canvas.

Adjunct faculty are entitled to a UBC email address. We encourage you to use it as an address that students can use to contact you so that you do not have to provide them with your personal or firm address. If you would like a UBC email address, please contact the Coordinator, HR & Operations.

If you have any questions about what student information can be released, or you receive a media or other inquiry about a student, please contact the Associate Dean, Academic Affairs, the Assistant Dean, Students or the Director, Student Academic Services.

### **FACULTY AND UNIVERSITY SYLLABUS POLICY**

Each faculty member needs to create a syllabus that sets out information about the course, contact information for the instructor, readings, methods of evaluation and general references to university policies on respectful learning environments and academic honesty. In January 2019, the Vancouver Senate approved policy V-130, "Content and Distribution of Course Syllabi" that sets out in some detail what must be included in a syllabus and how the students can receive the syllabus. The policy applies to all credit-bearing courses except for graduate-level theses and dissertation courses. Anyone who will be teaching a course is responsible for supplying students with a syllabus that meets the requirements in the policy.

Policy V-130 can be accessed from the full list of Senate policies found at <https://senate.ubc.ca/vancouver/policy-abstracts> or directly from <https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/Policy-20190207-V-130-Syllabus.pdf>.

To assist with the creation of a syllabus that includes all required elements, an optional template can be downloaded at <https://wiki.ubc.ca/images/a/af/Ubc-course-syllabus-template.docx>.

Please send the Associate Dean, Academic Affairs a copy of your syllabus no later than the first week of classes (use email: [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca)). We use this to assist in advising students on course

selection, transfer credit, etc. You can modify it after this date, but it will give us a useful starting point. The syllabus will be posted online unless you advise us otherwise.

In addition, if your course is numbered 500 or above (including cross-listed courses): Please provide a copy of your syllabus by email to the Director, Graduate Certificate and Professional Programs prior to the course start date. Each syllabus for 500-level courses (including cross-listed courses) must be pre-approved by the National Committee on Accreditation (NCA) for content, in order for graduate students to receive NCA credit for the course.

## **ONLINE TEACHING AND CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY (CTLT)**

### **ONLINE TEACHING**

Your course this year will be online because of the Covid-19 pandemic. You should keep to your scheduled time, however, so that students do not have courses that are running together.

How you offer the course online is up to you. Some will offer a “live” interactive course online. Some will have pre-recorded classes, with some facility in place for students to participate or ask questions. Some of you will record class sessions so that students can view the recordings at times other than the regular class times. Others will not record class sessions. Some will use a combination of these approaches (for example, recorded lectures followed by live Q&A sessions. Some will offer online instruction through the UBC Canvas facilities described below. Others might use Zoom or an equivalent vehicle. (Note that if you use Zoom, it must be using the UBC Zoom platform - see below.)

Whatever method you choose, please indicate this in your syllabus and make sure your students are aware of the method you intend to use.

### **UBC CANVAS SYSTEM**

UBC’s Canvas program for faculty is “designed to allow instructors and students to share information about a course. The instructor can do numerous things with his or her course including creating a quiz, adding class notes, having a discussion forum, and so on.”

Canvas is also where readings can be posted online. If you need help with Canvas, please contact the Learning Technology Hub at <https://lthub.ubc.ca/> (technical assistance) or the Associate Dean Academic Affairs at [adaa@allard.ubc.ca](mailto:adaa@allard.ubc.ca) (best practices on using Canvas in your courses).

You can log in to Canvas here: <https://faculty.canvas.ubc.ca/>

Please note that log in requires a CWL ID and password.

### **USING ZOOM AND EQUIVALENT METHODS**

For information about using video conferencing platforms at UBC for teaching such as Zoom and Canvas-related AV platforms (Collaborate Ultra and Kaltura), please see the following Law IT Help page: <https://allard.ubc.ca/staff-faculty-portal/information-technology#videoconf>

For other helpful IT information related to teaching remotely, please see the following Law IT Help page: <https://allard.ubc.ca/staff-faculty-portal/information-technology#teaching>

## CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY (“CTLT”)

CTLT’s mission is to improve the teaching skills of faculty and graduate students across the UBC campus. CTLT staff designs and coordinates workshops, support services and professional development programs to meet a wide range of needs and interests of current and new faculty. CTLT encourages faculty members and graduate students to contact them to discuss teaching issues with trained staff. CTLT has an Online Teaching Program (OTP) with three components: self-paced online modules, workshops that go along with the modules, and opportunities for 1:1 consultations. Please see the [CTLT Online Teaching Program web page](#) for more information.

Instructional skills workshops are held for faculty members. These workshops focus on teaching groups of students and are designed to enhance the teaching effectiveness of new and experienced educators.

CTLT’s **Aboriginal Initiatives** provides additional support to navigate the complexities and challenges of classroom conversations involving contentious cross-cultural discussions and in specific discourse around Indigenous curriculum\*.

For details on any of these services, including arranging a 1:1 consultation, visit: <http://ctlit.ubc.ca/>.

Faculty members can review the University’s Strategic Plan, *Place and Promise*, to develop an understanding of Aboriginal engagement, intercultural understanding and international engagement as key pillars of UBC’s vision.

For details visit: <http://strategicplan.ubc.ca/>

\*For additional support direct questions or comments on appropriate and respectful Indigenous course content or classroom discussions to the Associate Director, Indigenous Legal Studies, and the Associate Dean, Academic Affairs.

## TEACHING MATERIALS (INCLUDING TEXTBOOKS)

You are responsible for ensuring that your students - even those who cannot come to UBC in person - can get their materials or know how to get the materials. You can send materials by email to the students or by posting them on your course website on Canvas. You can, as usual, order books to go to the UBC Bookstore. Please note that while many publishers are still open and getting materials to the UBC Bookstore as quickly as possible, others are experiencing longer than normal processing and shipping times. In order to avoid as many supply problems as possible, the bookstore will be relying more heavily on digital options whenever available. We strongly encourage you to use these electronic versions if they are available. Check with the publisher and let your students know.

If you order physical copies from the UBC Bookstore, please remind your students that curbside pickup is available. The bookstore can also even mail books to those who order from them. Students can also order books directly from a publisher if available. Make sure you give students time to do this if they need to order books and have them posted to them.

If you want to distribute hard copies of anything to your students (including free textbooks), please be aware that the law school will not ship or pay for shipment of these materials. Students will have to come to the law school to collect these materials at Reception. You will have to work out with students who are unable to attend in person to collect such material how they will receive it.

The UBC Bookstore handles Custom Course Packages as well as the copyright logs and copyright issues related to them. The bookstore manages all of the printing and selling of UBC Law’s course packages as well as textbook orders.

## COPYRIGHT

UBC recently made the decision to manage its own copyright matters. Here are some **key points** to remember with regards to copyright:

- It is very important for adjunct faculty to carefully review the detailed information on copyright provided on the following UBC website: <http://copyright.ubc.ca/>.
- Adjunct faculty members may not copy more material than is permitted by the University guidelines.
- If, after reading the help links on the UBC website, you should have any questions on copyright, contact the Associate Dean, Academic Affairs.

## ORDERING TEXTBOOKS AND/OR CUSTOM COURSE MATERIALS

Visit the following UBC Bookstore link to order your fall term or spring term textbooks or custom course packages online: <http://ubc.verbacollect.com/session/selfassign>.

The Bookstore staff can help with creating a custom course pack, including copyright clearance.

### UBC Law Contact Person

Contact [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca) for all inquiries relating to course materials and textbook ordering. Note that most legal publishers will provide Adjunct Faculty with a complimentary desk copy of any commercial text they use in their course. If for some reason a free copy is not available, we are happy to reimburse you for the cost of the text.

### UBC Law Contact Person

Contact [adjuncts@allard.ubc.ca](mailto:adjuncts@allard.ubc.ca) for all inquiries relating to course materials and textbook ordering. Note that most legal publishers will provide Adjunct Faculty with a complimentary desk copy of any commercial text they use in their course. If for some reason a free copy is not available, we are happy to reimburse you for the cost of the text.

### UBC Bookstore Contacts

Thomas Dobbie	(604) 822-4362; <a href="mailto:tom.dobbie@ubc.ca">tom.dobbie@ubc.ca</a> (buyer, supervisor)
Elinor Morris	(604) 827-3497; <a href="mailto:elinor.morris@ubc.ca">elinor.morris@ubc.ca</a> (looks after law books)
Adam Proksa	(604) 822-4362; <a href="mailto:adam.proksa@ubc.ca">adam.proksa@ubc.ca</a> (custom course packs)

## TEACHING EVALUATIONS

Before the end of each term, students complete teaching evaluations about their instructors and courses. The Associate Dean, Academic Affairs, will email faculty prior to when the online teaching evaluation surveys will become available to students so that faculty can plan to make class time available for students to complete their teaching evaluations for the course. Faculty members are notified after the term's end, after grades have been released to students, when their teaching evaluations will be available for them to access on-line using their **CWL and password**.

Direct links to the teaching evaluation system, Blue, are enabled in Canvas.

- Evaluation link: [https://canvas.ubc.ca/courses/30777/external\\_tools/6073](https://canvas.ubc.ca/courses/30777/external_tools/6073)
- Reports link: [https://canvas.ubc.ca/courses/30777/external\\_tools/6075](https://canvas.ubc.ca/courses/30777/external_tools/6075)

Email your questions about accessing your teaching evaluations to the Centre for Teaching and Learning Technology teaching evaluation support staff at [support@seot.ubc.ca](mailto:support@seot.ubc.ca)

## **MAKING YOUR UNIVERSITY MODULE RESULTS VIEWABLE TO STUDENTS:**

Your teaching evaluation reports are organized according to their evaluation period. Your teaching evaluation results include data from both the University Module questions (these are University-wide questions) and Faculty of Law-specific questions.

The University Module includes the following 6 items:

- The instructor made it clear what students were expected to learn.
- The instructor communicated the subject matter effectively.
- The instructor helped inspire interest in learning the subject matter.
- Overall, evaluation of student learning (through exams, essays, presentations, etc.) was fair.
- The instructor showed concern for student learning.
- Overall, the instructor was an effective teacher.

In accordance with the UBC Vancouver Senate Policy on Student Evaluations of Teaching, with the permission of each individual instructor, the University will share these results with students within UBC through the secure, password-protected teaching evaluation website (CWL login is required to access the website).

If you would like to consent to publish your University Module results on the secure UBC site, do the following to give consent:

Go to "Student Evaluation of Teaching" <http://teacheval.ubc.ca/>

Then:

Select Results, Click "Login", enter your **CWL** (campus-wide login) **name**, enter your **CWL password**, Search Course Evaluations.

Consent to publish results for that section.

This website will also contains links to the relevant policy documents, communications and resources.

## **DISTANCE LEARNING GRADUATE LAW COURSES**

We created online versions of seven (7) of our graduate-level law courses for the Online Learning at Allard (OLA) program (formerly the Distance Learning Program)

LAW 504 - Property Law (5 credits)

LAW 505 - Canadian Public Law (5 credits)

LAW 508 – Business Organizations (4 credits)

LAW 525 – Canadian Criminal Law & Procedure (5 credits)

LAW 515 – Canadian Private Law: Contractual Obligations and Remedies (5 Credits)

LAW 503E – Tort Law (5 Credits)

LAW 509 – Administrative Law (4 Credits)

These courses are open to LLM CL and unclassified students that have completed a first law degree, but not to JD students.

All instructors in OLA are automatically enrolled in the canvas course 'Introduction to Online Learning' which is mandatory for all students to complete and which gives important information on how the courses are structured, on academic concession processes, exam information and more. We encourage all instructors to look at the contents of this course as part of their orientation to online instruction at Allard. If you are not able to access the course on Canvas, please contact the Director, Professional Programs. We further encourage instructors to make completing the introductory course part of their

participation component to encourage student engagement with the course which will answer many of the questions students will have throughout their online course.

In addition, CTLT provides resources for Distance Learning instructors, including online learning tools, which are accessible on this link: <https://ctlit.ubc.ca/category/feature-article/learning-tools/>

Your primary contact at CTLT for any technical-related course issues is Florence Kam ([course.operations@ubc.ca](mailto:course.operations@ubc.ca)), who is the support/lead. Please contact the Director, Professional Programs for any other questions pertaining to your Distance Learning courses.

Please refer all student queries about exam or assignment accommodations to the Director, Professional Programs since those are handled centrally at the law school on not by individual instructors.

## **TIMETABLES, EXAMINATION SCHEDULES AND COURSE OFFERINGS – ONLINE DOCUMENTS**

Visit the 2020-21 Course, Timetables & Exams page of the Allard School of Law website at <https://allard.ubc.ca/student-portal/registration-courses-exams/upper-year-courses-exams> to view the following documents:

- Course Descriptions
- Course Listings and Scheduling Details
- Changes to Course Schedules
- Overall Timetables
- Examination Schedules
- Computerized Exam Information

## **DIRECTED RESEARCH (REGISTRATION IN MORE THAN ONE COURSE WITH THE SAME COURSE NUMBER)**

A student may be registered in your class as “Directed Research.” The UBC Student Service Centre (SSC) registration system does not allow a student to self-register in more than one course with the same course number (but different course content). For example, if a student decides to take Law 435C.001 Topics in Tort Law (Personal Injury Law) and Law 435D.001 Topics in Tort Law (Mass Torts and Class Actions), the student self-registers in one course on the SSC but is registered as Directed Research in the other course by Student Services staff. The Coordinator, Student Academic Services will inform you by email if this applies to your course. In this case, the Directed Research course number will be cross-listed to the course number for your course.

A student who is registered as Directed Research in your class:

- has a different Directed Research course number and is, therefore, is listed in the classlist for the Directed Research course number at you’re the Faculty Service Centre (FSC).
- can be added to the class list for your regular course number, your class e-mail list, and Canvas set-up (if applicable)
- is included in the total number of students registered in your class for grade average purposes

## **GRADUATE STUDENTS IN YOUR CLASSES**

Graduate Students may appear in your courses under one of three categories:

- Registered in the JD (300 or 400 level) course number – required to complete the same

requirements as JD students

- Registered in the Graduate (500 level) course number – required to complete additional coursework (please see below)
- Registered in the Graduate Seminar (560 level) course number – required to complete a major paper

## **ADDITIONAL COURSEWORK REQUIREMENT FOR GRADUATE STUDENTS**

LLM Common Law (LLM CL) and LLM in Taxation (LLMT) students are permitted to count a [maximum of six \(6\) credits](#) from JD courses towards their degree. LLM CL or LLMT students wishing to take more JD courses for credit towards their degree must complete coursework in addition to the regular requirements for JD students enrolled in those courses. The additional coursework (usually a separate written assignment) will be determined by the course instructor(s) in consultation with the Director, Graduate Certificate and Professional Programs and Associate Dean, Graduate Studies and Professional Programs. Those JD courses will be reassigned a 500-level graduate course number on the student's transcript, reflecting the additional coursework.

The additional coursework requirement also applies to 500-level graduate courses that are permanently cross listed with JD courses (i.e., LAW 506 (Income Tax Law), LAW 507 (Evidence), LAW 508 (Business Organizations) and LAW 509 (Administrative Law)).

You will be provided with a list of graduate students in your courses after the course change deadline (usually two weeks into the term) along with the corresponding 500-level course numbers. Your class list may change during the first two weeks of classes, as students add-drop courses. Please check your lists after the course drop deadline for the most up to date version.

## **NON-LAW STUDENTS**

**Registration in a law course for a non-law student is subject to:**

- *the approval of the UBC Law Associate Dean, Academic Affairs*
- *the approval of the course instructor(s)*
- *seat availability in the course*

A non-law student seeking permission to take a law course should first review the “Permission for a Non-Law Student to Register in a Law Course” form which can be found on the Law website:

<https://allard.ubc.ca/student-portal/policies-procedures-and-forms> . If eligible, the non-law student must complete and return the application form by the deadline. Hardcopies of the form are also available in the Student Services Waiting Area (main floor, 148). Permission is granted sparingly. Please do not promise admission to your course, whether on an audit or credit basis, to non-law students.

## **GUIDELINES FOR COURSES, SEMINARS AND WORKSHOPS**

The Faculty of Law offers classes that are taught and evaluated in a variety of ways. The following material is intended to give you some guidance on the different categories of classes at UBC Law. They include courses, seminars and workshops.

### **COURSES**

Courses are quite often larger classes, ranging anywhere from 15 to 70 students, though in exceptional cases the numbers may be higher. The Faculty does not have a policy on how courses are to be taught



or evaluated but various practices have emerged over time. Courses may be taught by lectures, case discussion, problem solving, or a combination of these methods.

The Faculty policy on evaluation is as follows:

“That evaluation continue in this Faculty with examinations being the primary testing device; that the evaluative system be flexible so as to adapt to the pedagogy of the examiner, course content, available resources and student needs; that adoption of a technique other than examinations only follow justification of the technique as valid and reliable; but within these limitations the examiner be free to vary the content, frequency, length and time limits of evaluation.”

While many instructors evaluate by way of a 100% final examination, others choose to give mid-term examinations as well for varying percentages of the final grade, and some instructors offer students the option of a 100% final examination or a paper and an examination that combined together give the student their final grade.

It is generally not a good idea to give students options as to the evaluation method. If some students choose a paper while others write an exam, it can be hard to mark these two very different products fairly against one another. If you do choose to make one or more evaluations optional, PLEASE DO NOT tell students that they can write a shorter examination in exchange for writing a paper. We have difficulties administering exams of multiple lengths for a single course.

Please do not change the method of evaluation in your course after the add/drop period.

If you have any questions about the method of evaluation in your course, please consult with the Associate Dean, Academic Affairs.

## **SEMINARS**

Courses that qualify as seminars are designated as such in the course listings. The purpose of a seminar is to encourage individual student research and class discussion. Consequently, seminars are capped at 15 students. You may, however, admit up to 20 students if you wish.

The evaluation of seminars is based on the preparation by the student of a major research paper. In 3 credit seminars, a typical length is 7500 words (around 30 double-spaced pages). All students must complete at least one such seminar to graduate.

## **WORKSHOPS**

Workshops are intended to enable students to develop skills that will help them analyze and respond to a specifically defined social, economic and/or political issue that has legal implications. The size of a workshop does not generally exceed 15 students. Evaluation is usually based on continuous short assignments dealing with problems and participation in the workshop through role-playing, presentations, moots and general class participation. Workshops do not satisfy the seminar requirement for graduation

## **FACULTY SERVICE CENTRE (FSC)**

Use your Campus Wide Login (CWL) to gain access to the Faculty Service Centre (FSC) website to view your class list and to send emails to your class.

If you do not yet have a CWL, please contact the Coordinator, HR & Operations.

To sign on to the FSC, please visit <https://ssc.adm.ubc.ca/fsc/home> using Mozilla Firefox (it does not work with Internet Explorer).

## VIEWING CLASS LISTS

Step 1:	Your class list is available online at the Faculty Service Centre.  Log in using your CWL account.
Step 2:	Under "Managed Sections" on the FSC home page, "Display for Session" should be 2020W.
Step 3:	Click on "Search for Sections to Manage".  In the new window, enter the following information: Campus Code: UBCV ( <i>default</i> ) Subject: Law Course: 435D ( <i>example</i> ) Section: 001 ( <i>example</i> ) Click "OK"
Step 4:	<input checked="" type="checkbox"/> Select your course and click on the Enter key or the "View Classlist(s)" key.  You can now view your class list.

*Click on "FSC Home" on the upper left hand corner to exit the screen or to view your other class lists (if any).*

## PRINTING CLASS LISTS

Follow steps 1 to 3 in "Viewing Class Lists".

Step 4:	<input checked="" type="checkbox"/> Select your course and click on the "Download/Print Classlist(s)" key.
Step 5:	Select "Table" or "Grid" format.  <input checked="" type="checkbox"/> Select the columns you would like to print. Note that by selecting "image" you can have a photo of each student, which makes learning names easier.
Step 6:	Click "Print" to print from your web browser.

## SENDING AN E-MAIL TO YOUR CLASS

Follow steps 1 to 4 in "Viewing Class Lists".

Step 5:	<input checked="" type="checkbox"/> Select individual students or click "Select All".
Step 6:	Click on "Send E-mail".

Step 7:	Enter your subject and message.  You can also send attachments by clicking on “Add” and selecting the document(s) that you would like to attach.
Step 8:	Click “Send Email”.

## **DOWNLOADING CLASS LISTS IN EXCEL**

Follow steps 1 to 3 in “Viewing Class Lists”.

Step 4:	<input checked="" type="checkbox"/> Select your course and click on the “Download/Print Classlist(s)” key.
Step 5:	Click “Download” to open and view your class list in Excel.  You can format the class list to suit your needs and then save or print.

*To exit the Faculty Service Centre completely, click on “Logout” on the upper right hand corner of the FSC home page.*

## **GRADUATE STUDENTS IN YOUR CLASSES**

Students in 500-level courses will appear on your FSC in a separate list from the JD students. Please be sure to check the FSC for updated class lists after the course drop deadline each term, as there is often movement between courses during the first two weeks of classes.

## **NOTIFICATIONS, CLASS CANCELLATIONS AND MAKE-UP CLASSES**

E-mail, through the Faculty Service Centre, is the best way to send out class announcements and messages to your students.

If you have to cancel a class:

- send an e-mail message to your students via the FSC to inform them of the class cancellation
- Tuesdays from 12:30 pm to 2:00 pm are designated as class make-up time, however, make-up classes can be scheduled on other days. If you would like to make up an evening class, it is best to work this out with your students directly.

*Note: Instructors are not expected to make up classes that fall on public holidays when the University is closed.*

## **PLAGIARISM (TurnItIn)**

Evidence of academic dishonesty of any kind should be reported to the Associate Dean, Academic Affairs.

UBC has access to an anti-plagiarism system (TurnItIn) whereby instructors can submit student papers to the service to test for plagiarism. If you have any concerns about possible plagiarism, we suggest that you use this service.

## TurnItIn

UBC subscribes to a service called TurnItIn which is a website that checks for the originality of material. This is a password-protected site.

The information provided here and further details about TurnItIn can be found online at:  
<http://lthub.ubc.ca/guides/turnitin/>

The UBC policies and rules relating to academic misconduct can be found in the Calendar:  
<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0>.

TurnItIn works as follows:

1. Students upload the text of their paper to the TurnItIn website or electronically submit papers to instructors.
2. Software scans the paper and reports on originality. Instances of copying are flagged in a report.
3. Faculty sign on to the website and review the reports for their students.
4. Faculty members decide, with help from the report, whether this is or is not a case of plagiarism.

## FORMAL NOTIFICATION TO STUDENTS

It is helpful to advise students at the beginning of a course that TurnItIn may be used to verify the originality of their work. (Faculty members, however, are not obligated to inform students since the UBC Calendar already warns students that works they submit may be reviewed by TurnItIn.)

For example, instructors may wish to include a statement in their course outlines such as: "In this course you will be required to submit some material in electronic form. When this is required, it will be noted. The electronic material will be submitted to a service to which UBC subscribes, called TurnItIn. This is a service that checks textual material for originality. It is increasingly used in North American universities."

## Joining TurnItIn

You are required to obtain a code and password to "join" TurnItIn. To obtain this information, please contact the TurnItIn Administrator by e-mail at [turnitin.support@ubc.ca](mailto:turnitin.support@ubc.ca) or by phone at (604) 827-5183, or contact the Associate Dean, Academic Affairs.

## STUDENTS IN DISTRESS OR IN NEED OF ACADEMIC SUPPORT

The **Assistant Dean, Students** is main academic advisor for all JD students, and acts as a general student services resource to the faculty. See \* below for additional supports for law students at Allard Law.

The Assistant Dean, Students provides academic advising, course selection advice, academic support, and wellbeing support to JD students. She manages academic concession requests for JD students for

exam deferrals or paper extensions, liaises with the Centre for Accessibility with respect to law student accommodations, and manages the Academic Success, Peer Tutor, and Ambassador programs.

Please refer students to her if they have any questions or concerns which you are unable to address. She receives backup support in her absence from the **Manager, Student Experience**.

Additionally, the Assistant Dean, Students also supports students in distress (academic or personal). If you are concerned about a student (academic or personal distress or substance abuse issues), please contact the Assistant Dean, Students and let her know about your concerns.

We are fortunate to also have an embedded counsellor in the law school. The **Student Wellbeing Counsellor** can provide one-on-one short term counselling for all law students, and can refer students on to UBC and external resources. The Counsellor is also a good resource for faculty who are dealing with a student wellbeing issue in their classroom. Please consider referring students to meet with the Counsellor.

If it is an emergency situation, please direct the student to the Assistant Dean, Students or Counsellor ASAP. If a student is in imminent danger of harm, call 911.

Students are required to attend class. If a student has not been attending, please notify the Assistant Dean, Students who can follow up with the student to determine the nature and reasons for the absence. Often there is a student welfare issue at play and timely notice of absence allows us to better assist a student.

UBC has a new online resource for assisting students in distress. Information on The Green Folder can be found at <https://facultystaff.students.ubc.ca/assisting-students-distress>.

- **(Inbound) Exchange Students:** The **Manager, Student Experience** provides academic support to inbound exchange students at Allard Law, including advising and information regarding academic accommodations, academic concession (exam deferrals and paper extensions), and wellbeing support.
- **Graduate Students:** Graduate students in distress or requiring academic concessions or accommodations should be directed as follows:
  - LLM/PhD students: **Graduate Programme Advisor**
  - LLM.CL / LLM.T / Distance Learning Students: **Director of Graduate Certificate and Professional Programs**
- **Indigenous Students:** The **Associate Director, Indigenous Legal Studies** provides an additional layer of academic, cultural and career support for JD, LLM and PhD self-identified Indigenous students.

## **ACADEMIC CONCESSIONS**

<https://allard.ubc.ca/student-portal/academic-concessions-accommodations>

Students requesting an academic concession (exam deferral, paper extension, participation waiver) should apply for this through their Allard Law Advisor as outlined on the [Academic Concessions page](#). Requests will be forwarded to the Chair of the Academic Procedures Committee for review. **Individual faculty may NOT grant academic concessions and should direct any students seeking examination concessions to their Allard Law Advisor.**

**You may be asked to provide an alternate examination for students writing deferred or re-evaluation examinations.**

## **ACCOMMODATING STUDENTS WITH DISABILITIES**

Students requiring accommodations on exams or assignments pursuant to a disability should be directed to the Centre for Accessibility, located in Brock Hall. The Centre for Accessibility will assess all accommodation requests and make all accommodation decisions. **Instructors should not assess or adjudicate individual students' requests for accommodation. If you have any questions, please contact the relevant Allard Law Advisor as follows:**

- JD students: Assistant Dean, Students
- Exchange Students: Manager, Student Experience
- LLMCL/LLMT Students/Distance Learning: Director of Graduate Professional Programs
- LLM/PHD Students: Graduate Programme Advisor

## **PAPER/ASSIGNMENT DUE DATES AND EXTENSIONS**

The deadline for **student submission** of final course, seminar and directed research papers (via the submission method specified by the instructor) is **4:00 pm PST on Tuesday, December 22, 2020 for term 1** courses and **4:00 pm PST on Tuesday, April 27, 2021 for term 2** courses, unless you specify an earlier date with the final examination period. (Please read in conjunction with the information on Submitting Grades for graduate students, below).

All extensions **MUST** be approved by the Chair of the Academic Procedures Committee through the student's Allard Law Advisor. **Individual adjunct faculty may not grant extensions.** Students requesting extensions should complete the necessary paperwork at <https://allard.ubc.ca/student-portal/academic-concessions-accommodations>.

Note: Upon assigning papers or assignments, course instructors are expected to advise their students of the consequences for not meeting a deadline in the absence of an approved extension by the Academic Procedures Chair.

## **MARK DEDUCTION FOR LATE ASSIGNMENTS (LATE PENALTY POLICY)**

<https://allard.ubc.ca/student-portal/policies-procedures-and-forms>

The following rule on mark deduction applies to any paper, essay or other written assignment in any undergraduate course, including directed research, where marks will be given for the work. When giving such assignments, the instructor must set a due date and that due date must conform with faculty guidelines on submission dates. The rule for deducting marks applies when the student concerned submits an assignment late and does not have permission from the Academic procedures Committee to submit the assignment at that time.

For each or any part of a day that the assignment is late, including weekends and statutory holidays and other days when the law school is closed, the student will lose 5% of the maximum possible value of the assignment for the first day or part of a day that the assignment is late and an additional 2% for each subsequent day or part of a day.

*Example:* A paper worth 100 possible marks that is handed in 1 day late would automatically lose 5 points. The same paper handed in 10 days late would lose an additional 18 marks for a total mark loss of 23 marks.

A student can apply for an exemption from this deduction for one or more of the days within the late period. Such application will be made to the Academic Procedures Committee

*Example:* if a student hands a paper in 5 days late, but one of those days is a religious celebration for the student, the student can apply for an exemption from penalty for that day. If granted, the student's paper would then be considered to be 4 days late.

## **EXAMINATIONS (GENERAL RULES)**

1. The use of multiple-choice questions on examinations is strongly discouraged.
2. First- and upper-year students have the option of handwriting their exams or using the ExamSoft computerized exam software, Exemplify.

## **EXAMSOFT COMPUTERIZED EXAM PROCESS:**

Please note that the ExamSoft computerized exam process will be used for exams, and students will be taking their exams remotely (from their home) for the 2020-2021 academic year. This allows your students to type their exam answers on their laptops using ExamSoft's Exemplify software. Exemplify may be run in a secure or unsecure mode. Secure mode means that when students use Exemplify, they cannot access the internet or any other program or file on their laptop except the Exemplify software while taking their exams. It has not yet been determined whether Exemplify will be used in secure or unsecure mode for 2020-2021 exams. Therefore, if you are permitting students to have access to have written material into the exam room, you should assume that the students themselves should have access to the material (e.g., CANS, readings) in hard copy format at their exam. If you have recommended that students purchase e-textbooks for your course, please ensure that these e-textbooks can be downloaded and printed on the chance that the law school uses Exemplify in secure mode for 2020/2021 exams. Otherwise, students will not be able to access their e-textbooks during their online exams

Detailed information on the use of Exemplify can be found on the Allard website at:

<https://allard.ubc.ca/student-portal/registration-courses-exams/exam-policies-computerized-exams>. The Peter A. Allard School of Law Rules and Procedures for taking Remote Exams at that site includes policies, procedures, and exam and invigilation instructions for computerized exams.

## **GRADING PRACTICES**

The UBC Calendar states that Instructors are responsible for providing written guidelines to all students at the start of each course, outlining how the final grade for the course will be arrived at, and including any related policies such as arrangements that may be made for students who are unable to complete a test or other graded work because of short term illness or for other reasons. Guidelines made available on the web meet this requirement.

## **EXAMINATION AND GRADING RULES**

<https://allard.ubc.ca/student-portal/policies-procedures-and-forms>

### **Grading and Mark Distribution for JD Students**

#### **Upper Year Courses**

1. In all courses having an enrollment of 50 or more the average shall be in the 70-74.0000% range.
2. In all courses having an enrollment of 40 or more, but fewer than 50, the average shall be in the 70-75.0000% range

3. In all courses having an enrollment of 21 or more, but fewer than 40, the average shall be in the 70-76.0000% range.
4. In all courses having an enrollment of fewer than 21 (and which are not taught in multiple sections) the average shall be in the 70-79.0000% range.
5. There is no requirement for each upper-year individual course component to fall within the required average range. Where a course has multiple assessed components, however, it is the responsibility of the instructor to ensure that the final class average falls within the required average range.
6. All upper-year courses taught in multiple sections in an academic year, which runs from September through August, shall apply the same average to each section. The average shall be determined on the last day of class in the fall term based on the largest section of the course in any term during that Winter Session. For example, if on the last day of fall classes, a course has one spring term section with 65 registered students and one fall term section with 14 registered students, then each section must have an average between 70 – 74.0000% (even if the spring term section's registration subsequently changes).

#### First-Year Courses

7. The First Year December examinations are subject to a requirement that the average marks for each class fall within a specified range of averages being 65%-75.0000%
8. The First Year Assignments and April examinations are subject to a requirement that the average marks for each class fall within a specified range being 70-75.0000%.
9. All sections of a first-year course will contain the same grading components, and each component across sections must be worth the same amount. Each grading component for each first-year course section must fall within the required average range.
10. For Full-Year First Year Law Courses with a December practice exam and an April final exam:

If the December Exam Mark is less than or equal to the April Exam Mark, then the April Exam mark equals the Overall Exam Mark. Otherwise, if the December Exam Mark is greater than the April Exam Mark, then 25% of the December Exam Mark plus 75% of the April Exam Mark equals the Overall Exam Mark.

If there is an Additional Graded Component for the course, then the Overall Exam Mark plus the Additional Graded Component Mark = the Final Mark in the Course.

#### First-Year and Upper-Year Courses

11. Faculty members are encouraged to achieve the following distribution of cumulative overall averages.

Assigned Mark	Required Letter Grade	Suggested Word Description	Suggested % W/I Categories
90> 85-89 80-84	A+ A A-	Excellent (87.5)	10-15
76-79 72-75	B+ B	Good (73.5)	50-60



68-71	B-		
64-67	C+	Satisfactory (61.5)	20-30
60-63	C		
55-59	C-		
50-54	D	Barely Adequate (52)	5-10
0-49	F	Fail	1-5 1 <sup>st</sup> Year 0-3 2 <sup>nd</sup> & 3 <sup>rd</sup> Years

11. An instructor wishing to award a grade in excess of 90% must provide justification to the Academic Procedures Committee. If not satisfied, the Committee may take such action as it considers appropriate, including a re-read by a different instructor or a lowering of the grade.
12. An instructor may apply to the Academic Procedures Committee for variance from the rules concerning averages.

### Grading and Mark Distribution for Graduate Students

1. The rules pertaining to Grading and Mark Distribution for JD Students do not apply to Graduate Students with the exception of Rule 11 (marks over 90%) which does apply.
2. The Faculty of Graduate and Post-Doctoral Studies applies different grading standards to graduate students than are applied to JD students.

For Masters students, a Fail (F) for individual courses is defined as below 60%:

Percentage (%)	Letter Grade
90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
64-67	C+
60-63	C
0-59	F (Fail)

For PhD students, a Fail (F) for individual courses is defined as below 68%:

Percentage (%)	Letter Grade
90-100	A+
85-89	A
80-84	A-

76-79	B+
72-75	B
68-71	B-
0-67	F (Fail)

3. Masters students are permitted to apply only six (6) credits of courses with grades in the C to C+ range (60-67%) towards their Masters degree program. For all other courses, a minimum of 68% must be obtained.

### ***Miscellaneous Rules***

1. Use of questions used on previous examinations on file in the law library and on the library web site is strongly discouraged for fairness reasons. Old examinations are available to students and some may have studied from an old exam.
2. For courses listed in the University Calendar as capable of being offered on a pass-fail basis, instructors wishing to grade on a pass-fail basis must obtain the approval of the Associate Dean at least one week prior to student registration in the course. If the change is approved, the Director of Student Academic Services must submit a request to the Academic Governance Office in the Senate and Curriculum Services office to have the change recorded in the UBC Faculty Course Management System.
3. If an instructor determines that an assigned standing (e.g. grade) is in error, the instructor may revise the assigned standing, subject to approval by the Associate Dean, Academic (JD students) or the Associate Dean Graduate Studies (graduate students). Revisions will normally be approved where they result from arithmetic errors.
4. Instructors are required to discuss the examination papers and other assignments with students for pedagogical purposes only. A student who, after meeting with their instructor, believes that some or all of the material contributing to the assigned standing has been incorrectly evaluated, should review the law school's [Review of Assigned Standing](#) rules and may apply for such review through Enrolment Services.
5. Where an upper-year course consists of multiple assessed components, instructors must indicate this on the syllabus. Where the instructor does not intend to adjust each individual component so that it falls within the required average range, this must also be stated on the syllabus.
6. All scheduled examinations are mandatory.

### **SUBMITTING GRADES**

You will receive details regarding the submission of grades and grades deadlines in mid to late term from the Director, Student Academic Services. If you have individual marks to submit in the meantime, you can send them to the Director, Student Academic Services and the Coordinator, Student Academic Services, or the Coordinator, Academic Services, by e-mail.

## **Graduate Students**

All grades must be entered by the Grading deadlines to close programs and approve students for graduation. The final graduation approval date is dictated by when the UBC Academic Senate meets to approve the graduation lists for a particular conferral period.

The Faculty of Graduate and Postdoctoral Studies requires that grades for the spring term must be received and entered typically by May 1<sup>st</sup> or 2<sup>nd</sup>, which leaves a very short turn-around time between the last exam in April and the grades submission due date for Graduate students. If you have graduate students in your classes, mark their papers and exams first to ensure you meet these guidelines. They can be submitted before your JD grades as graduate students are not factored into class averages.

## **GRADE CHANGE REQUESTS BY INSTRUCTOR**

Students who have a question about a grade received are entitled to meet with the instructor and review the examination or paper in question. Instructors are required to discuss examination papers and other assignments with students **for pedagogical purposes only. Grades are not a negotiation and instructors cannot re-grade papers once marks have been posted.**

A student wishing to challenge a grade must apply through UBC Enrolment Services for a review of assigned standing. Students are advised to discuss an examination or paper grade they wish to challenge with the instructor before applying for a review of assigned standing.

However, if an instructor believes that a mark should be changed because of an addition error or other similar omission, the instructor should inform the Director of Student Academic Services and apply to the Associate Dean, Academic Affairs for permission to change the grade.

To request a grade change (after grades have been posted to the Allard grades database and the UBC student information system), please send the Associate Dean, Academic Affairs the following information via email:

- (i) The circumstances under which you were asked to review the student grade;
- (ii) The evidence / reasons provided by the student in support of his/her request for a reconsideration;
- (iii) A full explanation as to why you decided to alter the grade. This needs to be detailed and refer to specifics, i.e. it needs to give details as to the particular parts of the examination that have been reassessed, and the reason why it was felt the grade needed to be changed; and
- (iv) An explanation as to the impact of this change on the examinations of other students. In particular, please consider the question of whether other student papers also need to be re-graded.

Please provide the Associate Dean, Academic Affairs with a copy of the student's examination or paper in question, along with the original questions and a copy of the course syllabus.

Once the above information has been provided, the Associate Dean, Academic Affairs will review the request for a grade change and discuss the matter with the Chair of Examinations Committee where appropriate.

## **EXAMINATION AND PAPER RETENTION**

Please retain student exams and any material related to examinations for 12 months following the examination or paper submission.

## **FORMAL STUDENT GRADE APPEALS**

<https://allard.ubc.ca/student-portal/policies-procedures-and-forms>

A student wishing to challenge a grade must apply through UBC Enrolment Services for a review of assigned standing.

If the request is granted, the Chair of the Academic Procedures Committee will contact the instructor.

## **UNIVERSITY POLICIES ON DISCRIMINATION**

<https://equity.ubc.ca/resources/policies-reports/>

All adjunct faculty members should make themselves familiar with the university's policies on discrimination and harassment and the UBC Respectful Environment for Students, Faculty and Staff statement.

These policies apply to adjunct faculty members in the same manner as regular full-time members of faculty. Sexual harassment and other forms of discrimination will not be tolerated and may lead to termination of your adjunct contract.

Please keep in mind that you hold a great deal of power over your students, who are anxious to succeed in law school and establish their legal careers. Students may find it difficult to reject unwelcome personal overtures from faculty members, including offers of alcohol or personal transportation, or social connections online. These behaviours are best avoided, particularly if only one student is involved.

In addition to avoiding discriminatory comments, faculty should consider how they can make their course or seminar more inclusive and welcoming to a diverse range of students. This could include ensuring that authors of class readings and guest speakers come from diverse backgrounds, or choosing cases that engage with diverse perspectives and life experiences. Law schools have a particular obligation to meet the calls for action of the Truth and Reconciliation Commission and to ensure that our graduates have the requisite cultural competencies to serve Indigenous clients. The Associate Director, Indigenous Legal Program is happy to connect you to resources that can assist you in meeting these goals.