

# ADJUNCT FACULTY HANDBOOK

2009-2010 Academic Year

## West Virginia University at Parkersburg



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Dear Adjunct Faculty Member:

Welcome to West Virginia University at Parkersburg! I want to thank you for sharing your skills, energy, and expertise with the students, faculty, and staff at WVU at Parkersburg. Your time, efforts, commitment, and dedication to the teaching-learning process make you a valuable member of the college community. Our faculty is committed to insuring quality instruction in a dynamic educational institution while at the same time recognizing each student as an individual with different goals and abilities.

We hope this handbook will answer questions you might have concerning policies and procedures at West Virginia University at Parkersburg.

If you have any questions concerning any of this information or your role as an adjunct faculty member, please feel free to contact your division chair or me. We will be happy to assist you in any way we can.

Again, welcome to West Virginia University at Parkersburg and best wishes for a productive year. We are glad you are here.

Sincerely,

Rhonda T. Richards, Ph.D.  
Sr. Vice President for Academic Affairs

## GENERAL INFORMATION

### Mission

West Virginia University at Parkersburg provides community-focused, accessible education dedicated to academic excellence and designed to prepare students to achieve their potential. A regional campus of West Virginia University, WVU at Parkersburg is an open admission institution that delivers academic and career programs ranging from certificates to select baccalaureate degrees. The institution also serves as a host site for graduate education. WVU at Parkersburg with its Jackson County Center offers educational, social and cultural opportunities; encourages life-long learning; supports economic and workforce development; promotes progressive partnerships, and advances regionally and globally responsive education in a student-centered learning environment.

### History

WVU Parkersburg was founded in 1961 as the Parkersburg Branch of West Virginia University. In 1971, it became Parkersburg Community College, one of the state's first comprehensive community colleges. In a reorganization of West Virginia's public higher education system in 1989, the institution became West Virginia University at Parkersburg, a WVU regional campus. In 2008 the WV Legislature changed WVU Parkersburg's governance structure and relationship to WVU in creating a

state network of community and technical colleges. The college established the Jackson County Center in Ripley in 1974; close to 700 students attend JCC.

### Governance

WVU Parkersburg is a public institution of higher education, affiliated with WVU, separately accredited by the Higher Learning Commission, and operated by the state of West Virginia. WVU Parkersburg is part of a statewide network of independently accredited community and technical colleges, under the jurisdiction of the WV Community and Technical College Council. WVU Parkersburg is governed by the WVU Parkersburg Board of Governors.

### ADMINISTRATOR INFORMATION

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## ADJUNCT FACULTY POLICIES & PROCEDURES

### Payroll and Pay Periods for Adjunct Faculty

Adjunct faculty checks are issued seven times during the fall and eight times during the spring semester, provided that all paperwork is received in time in the Personnel Office. ***Final checks for each semester will not be issued unless all grades are reported to the Registrar's Office at the required time.***

### Terms and Conditions for Adjunct Faculty

Adjunct faculty will sign a statement that they agree to the following prior to teaching: (See Appendix.)

- Class or classes may be canceled because of low enrollment, or may be reassigned to a full-time faculty member before the first class meeting.
- Adjunct Faculty are responsible for holding class when scheduled and making arrangements through the division office when an absence is necessary.
- Time accumulated while employed on an adjunct faculty appointment does not affect any subsequent appointment to full-time faculty; it does not apply to any subsequent claim to tenure; and it does not

affect any person's accumulation to full-time service to the institution or to the West Virginia Board of Trustees or to the State of West Virginia.

- Adjunct contracts are normally paid on a salary basis and paid semi-monthly. On the rare occasion the appointment (contract will specify an hourly rate) is hourly, a time sheet will be required and turned into payroll semi-monthly. Blank forms are available in the division office and must be processed through the division chair office, program coordinator or other supervisor.
- Signed contract, new hire paperwork, employment application packet, resume and transcripts need to be in Human Resources prior to start date. Original transcripts may be sent directly to Human Resources shortly after offer of employment.

### Evaluation of Adjunct Faculty

Student evaluation of adjunct faculty is required as a component of the institution's performance appraisal process. The division secretary, toward the end of the semester, will distribute forms and instructions for this process. All part-time faculty may be evaluated in any or all classes as requested by the chairperson.

(Answer Book Policy IV-7A, which can be found at [http://www.wvup.edu/policies/Student\\_rating\\_of\\_instruction.pdf](http://www.wvup.edu/policies/Student_rating_of_instruction.pdf) )

## WVU at PARKERSBURG POLICIES

### The Answer Book

The Answer Book contains information that is regularly updated that pertains to all applicable policies and procedures for the WVU at Parkersburg campus. The Answer Book can be accessed electronically at the following link: <http://www.wvup.edu/policies/index.htm>

The table of contents for the Answer Book is divided as follows:

1. [Index](#)
2. [Introduction - I](#)
3. [Policies of Governing Agencies - II](#)
4. [Organizational Structure - III](#)
5. [Personnel - IV](#)
6. [Educational Programs - V](#)
7. [Student Services - VI](#)
8. [Administrative Services - VII](#)
9. [Miscellaneous - VIII](#)

## Course Syllabi

Generally, syllabi are organized in a standard way. To develop your teaching syllabus, it is generally a good idea to check the college website ([www.wvup.edu](http://www.wvup.edu)) to determine if a uniform course syllabus exists for your course. The UCS is not the same as a teaching syllabus, but it will give the departmental objectives for the course, along with the topics to be studied and general assessment guidelines. A teaching syllabus contains most or all of the following sections:

- General course information, including the instructor's office hours and contact information.
- A course description
- Course objectives (which must include the departmental objectives)
- Evaluation criteria and grading policy
- Expectations (for the student, but I also include a statement of faculty responsibilities for the course). If you have specific policies, like no cell phones, they must be stated in the syllabus.
- Absence policy
- Social Justice/disabilities statement (Suggested language below to include in syllabus)

*West Virginia University at Parkersburg is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our university does not discriminate on the basis of race, sex, age,*

*disability, veteran status, religion, sexual orientation, color, or national origin. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please make appropriate arrangements with Disability Services (424-8320). After those arrangements are made, advise me.*

- Safety/evacuation statement (recommended). This generally reads something like the following:

*Emergency Evacuation - Upon activation of the building fire alarm, all building occupants must exit the building to a position of safety away from the building. If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted in the classrooms.*

- Finally, it is a good idea to have at least the beginning of the course outlined for the students, along with major exam dates and grading procedures.

## **Final Examinations**

During the final week of each academic semester, and at a specified point during summer term, all courses, with the exception of "E" and ADS courses, shall meet for one 2-hour period at the date and time listed in the published

schedule of classes. This period should be used for examination or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course. Exceptions may be approved by the division chairperson upon written request by a faculty member. Whatever culminating activity is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the Schedule of Classes. Any deviation from the final examination schedule must be approved by the division chairperson. The final examination schedule is available in the printed schedule or can be found on-line.

## **Course Policies**

### *Class Admittance*

West Virginia law requires that students' tuition be paid before they may attend class. A name on a class roster indicates that the student is officially registered and entitled to attend class. Students whose names are not on your roster must show you an official registration form before you allow them to attend class. Students who believe they are registered but are not on your roster must go to the Registrar's office and present official registration before they can be permitted to attend class.

### *Mid Term Grades*

Records Office will email the procedure to use for submission of midterm grades. All midterm grades will be submitted via OLSIS. Record ONLY those grades of D or

F that have been earned to date. If you are teaching a class with high school students, their names are marked with an \* beside it. Mid-term grades must be submitted for **ALL HIGH SCHOOL** students.

#### *Final Grades*

Records Office will email the procedure to use for submission of final grades. All final grades will be submitted via OLSIS.

#### *Incomplete Grades*

The form to grant a grade of “Incomplete” is available in the Record’s Office or the JCC Office. The signed form must be submitted to the Records Office.

#### *Grade Appeals*

Students have the right to appeal final course grades which they believe reflect capricious or arbitrary academic evaluation. The grade appealed remains in effect until the appeal procedure is completed, or the problem is resolved. See Answer Book Policy V-13: Academic Appeals available at [www.wvup.edu/policies/APPEALS.PDF](http://www.wvup.edu/policies/APPEALS.PDF) for the complete policy.

#### *Academic Integrity*

Faculty, students, and administrators share the responsibility to maintain the academic integrity of the college. It is essential that grades measure the achievement of the individual student. Academic

dishonesty includes the following: plagiarism; cheating and dishonest practices in connection with examinations, papers and projects; and forgery, misrepresentation, and fraud. Cheating and plagiarism are condemned at all levels of college life.

#### **Confidentiality and Student Records**

The Family Education Rights and Privacy Act ensures that a student’s educational record will be treated as confidential. Therefore, student grades and test scores may be posted only according to a random code, but not by the student’s Social Security number. Within the West Virginia University at Parkersburg community, only those members (individually or collectively) acting in the student’s educational interest are allowed access to student educational records. The full text of the Policy can be found at Answer Book Policy VI-13 available at [www.wvup.edu/policies/ACT.PDF](http://www.wvup.edu/policies/ACT.PDF).

#### **SUPPORT INFORMATION**

##### **Adjunct Faculty Resource Center**

An Adjunct Faculty Resource Room is available on each campus for your use. The room is equipped with computers, printers, scanner and other instructional technologies available for your use. On the main campus, the Faculty Resource Room is located in Room 1011. If you need assistance, or access to these facilities, please contact your division chair or the Assistant Dean for the Jackson County Center.

### **Academic Advising Center**

The Academic Advising Center is staffed by faculty and is open throughout the year. Many new students will be assigned to the Academic Advising Center during the first semester or year of their enrollment depending upon their placement test results. All students, whether officially assigned to the Academic Advising Center or not, are invited to use its facilities and to consult personnel at any time for general academic information.

### **Center for Teaching and Technology**

The Center for Teaching and Technology strives to improve the quality of education at all levels by expanding knowledge of the teaching-learning process through the use of conventional and innovative forms of technology. The Center materials can be checked out by contacting Torie Knight at [torie.knight@mail.wvu.edu](mailto:torie.knight@mail.wvu.edu) and include digital video-recorders, IPODS, response systems, laptops, and Sympodium mobile smart classroom.

### **Library**

Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg campus. Books and other resources are selected to meet the academic needs of the various instructional divisions and the general informational and recreational interests of the college community. Interlibrary loan service is available through the West Virginia Library Commission and the Online Computer Library Center.

Contact Stephen Hupp, Director, at 424-8260 for additional information. For faculty members, the loan period for most books is one semester. Materials may be recalled if another user needs them. Faculty members may apply for a borrower's card at the circulation desk. For personal copying needs of students and faculty, coin-operated machines are available in the library.

### **Learning Center**

The Learning Center provides free tutorial assistance in Developmental English, reading and MATH 011 through MATH 126 and CHEM 111. Volunteer tutors will be solicited for other courses. The writing lab, study skills software program and a Kurzweil Reader are also available in the Learning Center and at the Jackson Country Center. Contact Janice McCue at 424-8278

### **Physical Plant and Security**

WVU Parkersburg is committed to ensuring a safe and healthy learning and work environment on campus. A comprehensive Safety Plan is in place to coordinate immediate response to any threat to the campus environment. Faculty are responsible for being familiar with the college's Safety Plan. The plan is available online at [http://www.wvup.edu/publications/Safety\\_Plan.pdf](http://www.wvup.edu/publications/Safety_Plan.pdf). The document provides detailed information regarding responses to various campus emergencies and the appropriate procedures to follow.

## WVU Parkersburg Web Site

For further information including academic courses, calendars, policy and procedure, please check our web site: [www.wvup.edu](http://www.wvup.edu)

## Canceling Classes

It is not the prerogative of individual faculty members to cancel their classes because of inclement weather. The Vice President for Academic Affairs in cooperation with division chairpersons will make such decisions. If a faculty member cannot meet a scheduled class because of weather conditions, he/she is to notify his/her division chairperson. For further information see Answer Book Policy #VIII-2 located on Web Site.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution. WVU at Parkersburg does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the WVU at Parkersburg Equal Opportunity/Affirmative Action Plan. Inquiries regarding Equal Opportunity/Affirmative Action, Section 504, or Title IX may be directed to Debbie Richards, Special Assistant to the President, 304-424-8201.

## APPENDIX



**SMARTHINKING.COM**  
**Math \*\* Science \*\* Business \*\***  
**Writing**

For subjects and schedules, go to  
[http://www.smarthinking.com/static/pub\\_common/hours.cfm?st=1](http://www.smarthinking.com/static/pub_common/hours.cfm?st=1)

It's 12am the night before your final and you're stuck on a problem. You decide it's too late to email your professor or call classmates. As you slip deeper into panic mode, you gulp your caffeinated drink and mumble under your breath, "where is help when I need it?"

Tired of situations like this one? We've got the answer to your studying needs!

**With SMARTHINKING Online Tutoring,**  
**you can**

- **Connect With a Tutor** and interact live.
- **Submit your Writing** for any class to our Online Writing Lab.
- **Submit a Question** and receive a reply from a tutor.



## ***Follow these steps to get started:***

1. Go to [www.xxxx.edu](http://www.xxxx.edu)
2. Click "Customize this area with the sign on steps for your school"
3. Use this new login you've created whenever you need help.

***Help when you need it: 24 hours a day!***

### **Technology Requirements and Troubleshooting**

- Cookies/Javascript should be enabled.
- Please disable all popup blockers for [www.smarthinking.com](http://www.smarthinking.com)
- Make sure that your browser is set up to allow cookies and pop-up windows (SMARTHINKING uses both of these)
- Make sure that you have Java installed. If you need to install Java, go to <http://www.java.com> and follow the instructions for the free download.
- For a **full list** of the most up to date settings, please refer here <http://www.smarthinking.com/static/customerSupport/technicalRequirementsF>

## **West Virginia University at Parkersburg**

### **Adjunct Faculty Appointment**

#### Terms and Conditions

Class or classes may be canceled because of low enrollment, or may be reassigned to a full-time faculty member before the first class meeting.

Adjunct Faculty are responsible for holding class when scheduled and making arrangements through the division office when an absence is necessary.

Time accumulated while employed on an adjunct faculty appointment does not affect any subsequent appointment to full-time faculty; it does not apply to any subsequent claim to tenure; and it does not affect any person's accumulation to full-time service to the institution or to the West Virginia Board of Trustees or to the State of West Virginia.

Adjunct contracts are normally paid on a salary basis and paid semi-monthly. On the rare occasion the appointment (contract will specify an hourly rate) is hourly, a time sheet will be required and turned into payroll semi-monthly. Blank forms are available in the division office and must be processed through the division chair office, program coordinator or other supervisor.

Signed contract, new hire paperwork, employment application packet, resume and transcripts need to be in Human Resources prior to start date. Original transcripts may be sent directly to Human Resources shortly after offer of employment.

**Adjunct Faculty Professional Development Guidelines**

1. Beginning in January 2008, all adjunct faculty applying for professional development funds must complete Faculty 101 successfully to be eligible for funds.
2. Adjunct faculty must have taught for WVU Parkersburg a minimum of four semesters to be eligible for funds.
3. Activity for funding must reinforce one of the following;
  - One or more objectives from the Strategic Plan;
  - One or more division-level objectives;
  - Other activity approved by the Vice President for Academic Affairs.
4. Funds must be applied for and spent during the semester requested.
5. Adjunct faculty may not request funding for an activity that extends beyond the immediate semester of employment.
6. Applications for adjunct funding must be submitted directly to the Executive Dean for Academic Affairs with the appropriate division chair signature and support at least two weeks prior to the activity.
7. Maximum funding for any single project is \$500.

Academic Affairs  
10/07

**Application Form for Adjunct Faculty Professional Development Funding Request**

Name \_\_\_\_\_ Semester/Yr \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please complete the following questions:**

**1. Number of semesters previously taught at WVU Parkersburg?**

\_\_\_\_\_

**2. Have you completed Faculty 101? \_\_\_\_\_yes**

\_\_\_\_\_no

**3. Which of the following does your professional development address?**

\_\_\_\_\_ **One or more objectives from the Strategic Plan;**

\_\_\_\_\_ **One or more division-level objectives;**

\_\_\_\_\_ **Other activity approved by the VP for Academic Affairs.**

**4. What are the beginning and ending dates of your development request?**

**Beginning** \_\_\_\_\_

**Ending** \_\_\_\_\_

**5. How much money is being requested? (\$500 is maximum)**

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**Please attach to this form a one page description of your project that includes an itemized budget. The applicable topics below should be included in your description.**

**1. Brief Narrative of Project that describes the area of emphasis in #3 above.**

**2. Budget**

- Travel**
- Registration**
- Food**
- Lodging**
- Materials**
- Other**

**I have reviewed this request and offer support for the project.**

---

**Division Chair**

**Date**

**SUBMIT THIS FORM AND YOUR ONE PAGE DESCRIPTION TO THE DIVISION CHAIR FOR SIGNATURE AND THEN SUBMIT TO THE EXECUTIVE DEAN.**

**Useful Links for Adjunct Faculty**

A good general place to go for information is the faculty/staff information website: [http://www.wvup.edu/faculty\\_staff\\_info.htm](http://www.wvup.edu/faculty_staff_info.htm). Getting to know this site early is a good idea.

Specific sites that you are likely to use regularly include the following:

[WVU Parkersburg Academic Affairs](#)

[WVU Parkersburg Answer Book](#). This is just what it says: a compendium of all policies.

[2009-2010 College Catalog](#)

[WVU at Parkersburg Library](#). Many library resources are available online, making this one of the most valuable links for you and your students.