



2019 - 20  
Edition

# ADJUNCT FACULTY HANDBOOK

**THE OFFICE OF ADJUNCT FACULTY  
& ACADEMIC SUPPORT PROGRAMS**

## 2019-20 ACADEMIC CALENDAR

The Office of  
**Adjunct Faculty &  
 Academic Support  
 Programs**

SCIENCE EAST 201  
 (989) 964-4050  
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[WWW.SVSU.EDU/ADJUNCTFACULTY](http://WWW.SVSU.EDU/ADJUNCTFACULTY)



# ADJUNCT FACULTY HANDBOOK

SVSU DOES NOT DISCRIMINATE BASED ON RACE,  
 RELIGION, COLOR, GENDER, SEXUAL ORIENTATION,  
 NATIONAL ORIGIN, AGE, PHYSICAL IMPAIRMENT,  
 DISABILITY OR VETERAN STATUS IN THE PROVISION  
 OF EDUCATION, EMPLOYMENT, OR OTHER SERVICES.

	FALL 2019	WINTER 2020
Initial Payment Deadline	August 1	December 4, 2019
Classes Begin	August 26	January 13
Late Registration	August 23-30	January 10-17
Labor Day Recess, No Classes	September 2-3	
University Closed (MLK)		January 20
Late Course Adds (ONLY if already registered)	September 4-10	January 21-24
Last Day to Withdraw with a 100% Refund	August 30	January 17
Last Day to Withdraw with a 75% Refund	September 10	January 24
Last Day to Withdraw with a 50% Refund	September 17	January 31
Last Day to Withdraw with a 25% Refund	September 24	February 7
Last Day to Withdraw with a "W" grade	November 8	March 27
Thanksgiving Recess, No Classes	Nov. 27-Dec. 1	
Spring Break, No Classes		March 2-8
Classes Resume	December 2	March 9
Classes End	December 7	April 25
Final Exams Begin	December 9	April 27
Final Exams End	December 14	May 2
Grades Due to Registrar by Noon	December 17 (TUES)	May 6
Commencement	December 13-14	May 8-9

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## GREETINGS FROM THE DIRECTOR

*Dear Adjunct Faculty,*

I am pleased to offer this handbook to you as a resource for your work as a member of our adjunct faculty. The mission of our office is to provide support services and professional development to the adjunct faculty at SVSU. We seek to do this by having an office that works to satisfy the distinct needs of adjunct faculty. We offer faculty development opportunities, provide office space and supplies including computers and printers, and we work to keep you informed about the University and upcoming events. We always have a fresh pot of coffee and a variety of teas available for your enjoyment and we try to be prepared to answer your questions and address your concerns.

Please take the time to read the handbook. By doing so, your teaching experience at SVSU will be a more gratifying experience. Feel free to stop by my office in Science East 201 any time to become acquainted. We are typically open from 8:00 am to 7:00 pm Monday through Thursday and from 8:00 am to 4:30 pm on Fridays and when there are no classes. We are also open during the Spring and Summer semesters from 8:00 am to 4:30 pm.

If you cannot stop by please feel free to contact us at [adjunctfaculty@svsu.edu](mailto:adjunctfaculty@svsu.edu), 989-964-4050, or visit our website at [www.svsu.edu/adjunctfaculty](http://www.svsu.edu/adjunctfaculty).

Our goal is to make your experience at SVSU one that is personally fulfilling.

Sincerely,



Ann Coburn-Collins  
Director, Office of Adjunct Faculty and  
Academic Support Programs  
[acoburn@svsu.edu](mailto:acoburn@svsu.edu)  
(989) 964-2130

## MARY H. ANDERSON, ADJUNCT FACULTY AWARD

**SARAH OWENS**

2019 Mary H. Anderson, Adjunct Faculty Award Winner



## INSTITUTIONAL MISSION, VISION, VALUES, AND HISTORY



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### MISSION

We transform lives through educational excellence and dynamic partnerships, unleashing possibilities for impact in our community and worldwide.

### VISION

We will be renowned for our innovative teaching, experiential learning and state-of-the art facilities and be the first choice for those striving for personal and professional success.

### CORE VALUES

- Passion for academic exploration and achievement
- Supportive environments focused on student success
- Diversity and inclusivity
- High standards for ethical behavior and financial stewardship
- A safe, friendly and respectful campus climate
- Community engagement

## THE HISTORY OF SAGINAW VALLEY STATE UNIVERSITY

Founded in 1963, Saginaw Valley State University is the newest of Michigan's 15 state institutions. SVSU was chartered as a private college in 1963, but its roots go back to the early 1950s when Saginaw, Bay, and Midland county leaders petitioned the Michigan legislature for a four-year college. The legislature recommended establishing a two-year community college. The leaders formed a 300-member committee to study the proposal for a two-year community college, and the results of the committee's efforts resulted in the establishment of neighboring Delta College in 1957. Delta College's Board of Trustees continued to lobby for a four-year institution, but the legislature took the position that community colleges should remain separate from baccalaureate institutions.

Another citizen committee, including several members from the original group, was formed to work on getting a charter for a new four-year institution.

On November 13, 1963, the legislature granted a charter to establish a private, four-year liberal arts institution known as Saginaw Valley College (SVC). SVC became part of Michigan's system of state-supported colleges in 1965. It was renamed Saginaw Valley State College in 1975 and Saginaw Valley State University in 1987.



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In 2013, SVSU celebrated its 50th anniversary with a gala banquet on November 9 and various events throughout the year, including an economic summit on October 25. The university also launched a fundraising campaign entitled "Talent. Opportunity. Promise." with the goal of raising \$25 million.

On February 10, 2014, Dr. Don Bachand, the university's provost and academic vice president, was named SVSU's fourth president.

He officially took office February 17 and was formally installed on June 22, 2014.

## CONTACT INFORMATION

### OFFICE OF ACADEMIC AND STUDENT AFFAIRS

The Office of Academic and Student Affairs assures academic quality by engaging in systematic efforts to strengthen and streamline curricula, develop and reward faculty, and integrate technology, providing educational benefits for the University community. The Office will foster a student-centered learning environment responsive to the needs of a diverse student body. The Office of Academic and Student Affairs is located in Wickes Hall 338. Academic Affairs coordinators:

#### PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

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## ACADEMIC COLLEGES

SAGINAW VALLEY STATE UNIVERSITY IS ORGANIZED INTO FIVE ACADEMIC COLLEGES, WHICH ARE LISTED WITH THE CHAIRPERSONS FOR EACH DEPARTMENT WITHIN THE RESPECTIVE COLLEGE.



## ARTS AND BEHAVIORAL SCIENCES

### DEAN

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## SCIENCE, ENGINEERING, AND TECHNOLOGY



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## POST BACCALAUREATE, GRADUATE, AND DOCTORATE PROGRAMS

SVSU offers over eleven graduate programs, or post-baccalaureate teacher education certification and endorsements. SVSU has recently added a doctorate of Nursing Practice.

### MASTERS OF PUBLIC ADMINISTRATION (MPA)

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### COMMUNICATION AND MEDIA ADMINISTRATION (CMA)

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### MASTER OF ARTS IN TEACHING (MAT)

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### MASTER OF EDUCATION (PRINCIPALSHIP) EDUCATION SPECIALIST (EDS) (DIRECTOR OF SPECIAL ED & SUPERVISOR OF SPECIAL EDUCATION)

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### MASTER OF ARTS IN INSTRUCTIONAL TECHNOLOGY AND E-LEARNING (MAITEL)

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# OFFICE OF ADJUNCT FACULTY AND ACADEMIC SUPPORT PROGRAMS

The Office of Adjunct Faculty and Academic Support Programs provides support services, professional development opportunities, and other means to improve the teaching experience for adjunct faculty at the University.

The Office of Adjunct Faculty and Academic Support Programs maintains several locations throughout campus, including:

- Science East 201 and 235
- Science West 309
- Brown Hall 324
- Curtiss Hall 342
- Gilbertson South 225

You may reach our office at (989) 964-4050, [adjunctfaculty@svsu.edu](mailto:adjunctfaculty@svsu.edu), or by visiting our website at [www.svsu.edu/adjunctfaculty](http://www.svsu.edu/adjunctfaculty).

## PROFESSIONAL DEVELOPMENT WORKSHOPS

In keeping with teaching and learning practices across the country, all professional development workshops are now housed in the Center for Academic Innovation. These workshops are designed to enhance your classroom experience and create student success.

We typically offer an orientation prior to each Fall semester, as well as Course Design and other workshops throughout the Fall and Winter semesters.

In addition to the workshops, there are numerous others offered through the Writing Center, Instructional Technology, the Library, and Online Teaching and Learning. Adjunct Faculty at SVSU are compensated **\$30** each for attending up to four workshops per semester.

You may view the workshop calendar and register for workshops at [www.svsu.edu/workshops](http://www.svsu.edu/workshops).

## ADJUNCT FACULTY FUNDING PLAN

The purpose of the Adjunct Faculty Funding Plan is to provide funds to Adjunct Faculty members to attend conferences, workshops, meetings, presentations, etc. as a means to further develop their substantive discipline area and teaching experiences. Applicants must have taught a minimum of two semesters at SVSU and complete an Individual Development Plan (IDP). This plan should address the ways the applicant would like to build knowledge in their discipline and discuss clear teaching and learning goals for future classroom experiences. The applicant must also complete a Faculty Development Funding Application aligning the IDP with the Professional Development activity the applicant plans to attend. These applications can be found at [www.svsu.edu/adjunctfaculty/facultydevelopment](http://www.svsu.edu/adjunctfaculty/facultydevelopment).

Funding for this plan is as follows:

### *Specialized Training: \$150*

Must be professional in nature and must involve active participation by the applicant.

### *Discipline Specific Conference Participation: \$300*

Must have acceptance notification of approval to participate in conference and must be related to the applicant's discipline.

### *Discipline Specific Conference Attendance: \$150*

Must be related to the applicant's discipline.

### *Teaching and Learning Conference Participation: \$300*

Must have acceptance notification of approval to participate in conference.

### *Teaching and Learning Conference Attendance: \$150*

## ADJUNCT FACULTY SEMINAR

Faculty who have taught at SVSU for four or less semesters are eligible to register for the Adjunct Faculty Seminar. Seminar participants meet every two weeks for a total of five sessions to explore and reflect upon learning and teaching practices. A book is provided to each participant and participants are compensated a total of **\$300.00** if they attend all five sessions.

## SUPPORT SERVICES

### The goals of the Seminar are to:

- Foster an environment for collegial collaboration and learning
- Become familiar with appropriate methods for classroom management and assessment
- Discover evidence based methods for creating an engaged course utilizing best practices for teaching undergraduate students
- Learn methods to motivate students and help them understand learning processes
- Become familiar with SVSU's culture

### MASTER TEACHERS PROGRAM

This program, is intended to prepare and advance the teaching practices of SVSU's adjunct faculty. The goals of this program are to help faculty create safe learning environments, become skilled in classroom management, knowledgeable about diverse learning styles, and develop techniques to motivate students.

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Anyone interested in this program must first apply. Following acceptance into the program each participant is expected to watch ten online videos produced by Magna publications. The content of each video will then be used by the faculty member to compose an essay reflecting upon its content followed by the creation of a lesson plan for a class or a personal action that will be implemented in her teaching practices. All of these must be submitted to the Program's Canvas space.

Finally, classroom observations by the program's director near the beginning of the semester and a classroom observation, by someone in the participant's department, will be required near the end of the semester. For more information on this program please go to the Master Teachers Program link at [www.svsu.edu/adjunctfaculty/facultydevelopment/](http://www.svsu.edu/adjunctfaculty/facultydevelopment/)

Faculty will be compensated **\$25.00** for watching each video and completing the assigned work. Once all of the requirements are complete the adjunct faculty member will receive a **\$50.00/credit hour** bump in pay. Only ten faculty will be admitted into this program each year so apply early.

### CAMPUS ALERT

Adjunct Faculty may sign up for the Emergency Notification System: Campus Alert. Users can be contacted by phone call, text message, and email. The system will alert you of any emergencies on campus, including weather emergencies. If you would like to sign up for Campus Alert visit: [www.svsu.edu/universitypolice/ens](http://www.svsu.edu/universitypolice/ens).

### CANVAS

Canvas and the ITD Lab Software Support and Training can be contacted by calling 989-964-4225 – option 4 or by mailing [support@svsu.edu](mailto:support@svsu.edu)

### CENTER FOR ACADEMIC ACHIEVEMENT

The Center for Academic Achievement, located on the second floor of the library, provides high quality free tutorial support for the University's diverse community of learners through individual or group sessions. Trained tutors are available to help students succeed in their academic programs by providing assistance with coursework and sharing strategies for effective learning.

Tutoring is available for following disciplines: Accounting, Anthropology, Biology, Chemistry, Communication, Economics, History, Math, Physics, Political Science, Psychology, Sociology, Statistics, and Technology.

However, if your students need help in a discipline that is not listed above, the Center will make every attempt to provide the assistance they need.

Phone number: 989-964-CAA1 (2221)

Email address: [tutor@svsu.edu](mailto:tutor@svsu.edu)

Typical hours of operation for the Center during fall and winter semesters are:

- Mondays — Thursday 9:00am — 8:00pm
- Fridays 10:00am — 2:00pm
- Sundays 4:00 pm—9:00pm

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## COMMENCEMENT

Adjunct Faculty may participate in Commencement at the end of the Fall, Winter, and Spring/Summer semesters. You will be contacted via email with details on how to order your Regalia free of charge.

## COMMUNICATIONS

Mailboxes for Adjunct Faculty are located in SE 201. We will contact you via email whenever packages, such as text books, arrive for you. We will also take messages from students for you, but the preferred method of contact is email so unless you provide alternative information we will direct students to email you. Please check your SVSU email frequently.

## COMPUTERS

Our office maintains eight computers in Science East 235, which is simply a short walk down the hall from our main office in Science East 201. We also have computers located in offices throughout campus, including Science East 201, Science West 309, Brown Hall 324, Pioneer 213 and 223, Curtiss Hall 342 and Gilbertson South 225.

## COMPUTER LABS

Adjunct Faculty may reserve computer labs for their class(es). To reserve a lab for either one-time use or regular classroom use, contact Tammy Elliot thorough email at [telliott@svsu.edu](mailto:telliott@svsu.edu). In the memo area of your mail type: Lab Reservation. In the text of the mail, indicate whether the lab reservation is for one time or regular classroom use, the name and section number of your class, as well as, the meeting time and day and size the of your class.

## FACULTYENLIGHT

FacultyEnlight is an online program that allows you to search other colleges and universities to see what textbooks they are using in their courses, therefore helping you decide on the perfect book(s) for your course. Through FacultyEnlight, you can order free desk copies (instructor editions) of various textbooks. For assistance creating an account and using FacultyEnlight, refer to the FacultyEnlight tab on our website, [www.svsu.edu/adjunctfaculty](http://www.svsu.edu/adjunctfaculty).

## FOOD SERVICES

Marketplace at Doan, located in the Student Center, serves a variety of hot and cold a la carte meals. Albert E's Food Court, located on the first floor next to the Zahnow Library, offers items sold a la carte, including Subway and Panda Express. Starbucks is located on the first floor of Science East and offers many of the same food and drinks available at a regular Starbucks. Einstein Brothers Bagels is located in the Regional Education Center.

## IN CASE OF EMERGENCIES

Notices regarding safe locations during bad weather and exits in case of fire or other emergency are located at the entrance of each building. Please make note of these locations at the beginning of each semester.

## INSTRUCTIONAL TECHNOLOGY CENTER

The Instructional Technology Center assists Adjunct Faculty with smart podiums in classrooms or software and other equipment used for courses at 989-964-7475. ITC can be contacted by using the phones located inside the classrooms or calling 989-964-7475. For other technology, contact the Support Center at 989-964-4225

## IN THE LOOP

The Office of Adjunct Faculty and Academic Support Programs produces a monthly newsletter, which will be emailed to you. For an archive of past editions of In The Loop, check out: [www.svsu.edu/adjunctfaculty](http://www.svsu.edu/adjunctfaculty).

## MARSHALL FREDERICKS MUSEUM

The Marshall Fredericks Sculpture Museum exhibits the work of American sculptor, Marshall Fredericks in the Main Exhibit Gallery, the Sculptor's Studio, and the Jo Anne and Donald Peterson Sculpture Garden. Three or four temporary exhibitions annually show the work of national and international contemporary artists; folk art; and the humanities that tell stories connecting people and the places they live through photographs and videos. The Museum is a remarkable resource for both you and your students. Consider including the museum as a resource for your course(s).

## MAKEUP EXAMS

The Testing Center in Zahnow 308 offers make-up examinations for students. If an instructor wishes to use the Center for this purpose, the following exam safety procedures and policies will be adhered to:

- Exams may be emailed to the Center ([testing@svsu.edu](mailto:testing@svsu.edu)) or dropped off in person at Z308. If the Center is closed, instructors may leave their exams in the locked drop box next to the Center's door.
- All make-up exams need to be accompanied with a make-up exam form. Hard copies of the form are available at the Testing Center; a digital version can be found on the Testing Center's website: [www.svsu.edu/testing](http://www.svsu.edu/testing)
- Exams must be picked up in-person by the instructor from Z308. Tests will not be released to any other faculty, student, or staff member. Alternatively, exams can be scanned and emailed to the instructor.
- Homework will not be collected by the Center. Students are charged \$6.50 for each make-up exam.
- Instructors will be contacted when the exam is completed or if the exam has exceeded the allotted date on the make-up exam form.
- Exam dates may be extended at the instructor's discretion. To extend a date, please contact the Testing Center at 989-964-2820 or [testing@svsu.edu](mailto:testing@svsu.edu). Expired exams that are not picked up will be destroyed 2 weeks after the expiration date.
- To test, students need to make an appointment by going to [www.registerblast.com/svsu](http://www.registerblast.com/svsu)
- In cases of inclement weather, instructors will be contacted by the Testing Center regarding date extensions. Once a date has been verified, instructors should confirm this date with their students who will need to reschedule their appointment.
- Make-up exams must be taken in the Testing Center; no in-class or class-wide exams will be given.

## MELVIN J. ZAHNOW LIBRARY

The Zahnow Library provides resources and services to support the teaching and research needs of Adjunct Faculty. Spread over four floors with entrances on the first and second floors, its collections cover a vast array of topics in print and electronic formats. Librarians are assigned as subject liaisons to each academic department on campus to work collaboratively with faculty in adding new materials to the library collections. Adjunct faculty can find detailed information about all library resources and services at [librarysubjectguides.svsu.edu/adjunct](http://librarysubjectguides.svsu.edu/adjunct).

## PHOTOCOPIES

Our office in Science East 201 has a Kyocera copier/printer which is activated by a program called PaperCut. The intent for employing PaperCut in offices across campus is to help eliminate paper waste, provide job accounting, and enable secure print release (the printer actually holds onto your print job until you log in). PaperCut printing/copying can be accessed in four different ways:

<b>If you choose to log in using your:</b>	<b>You will also need your:</b>
<b>SVSU Username</b>	<b>SVSU Password</b>
<b>SVSU Employee ID Number</b>	<b>PaperCut PIN Number</b>
<b>SVSU ID Card</b>	<b>PaperCut PIN Number</b>
<b>PaperCut ID Number</b>	<b>PaperCut PIN Number</b>

Should you choose to use our copier/printer anywhere on campus you will need to get access to PaperCut.

- To establish your PIN number or to see your PaperCut ID number, you must first go to [vprint1.svsu.edu](http://vprint1.svsu.edu) and submit your SVSU username and password.
- To find your PaperCut ID number look under Summary there you will see: Card/ID number. Click that and it shows your PaperCut ID number.
- If you choose the last three options above, you will need also need to create a PIN number. To do so, look on the left column on the page ([vprint1.svsu.edu](http://vprint1.svsu.edu)) and select Change Detail. There you will be asked to insert a pin number.
- Finally, should you choose to use an SVSU ID card to login to PaperCut, you will need to have a newer one (your ID number shouldn't not begin with zeros).
- If you want our office to do any kind of copy work for you it is suggested that will need to forward your PaperCut PIN Number to us.

For more information on this please go to the portal at [my.svsu.edu](http://my.svsu.edu) and look under Menu-Technology-Print Management. There you will find links to both a print document and a video on PaperCut. Should you need a new ID card visit Financial Services in Wickes 131A. Should you encounter any problems call IT Support Center at x4225 option 4.

## TIPS TO SAVE PAPER AND MONEY:

- If you use Canvas, you can still post all of your handouts in the “Files” tab for your students to access.
- You can email short assignments or questions to your students via the email function in your course roster in the faculty menu of mysvsu.edu. However, you may only email in the body of the email (no attachments). To do so, simply click the “Email these students” link and copy and paste or type text.
- You can create a group in Outlook and attach all of your documents to outgoing emails.
- You can also use Google docs or other social networking/social media to communicate with students.

## SUPPLIES

Our office is responsible for ordering and maintaining classroom and office supplies such as dry erase markers, pens, pencils, notebooks, and highlighters. We order all of our materials through Office Depot or SVSU Central Stores. Please let us know if there are specific supplies you need for class or if one of our workstations is running low on supplies. We will try, within reason, to meet your needs.

## SCANTRON MACHINES

Exam self-scanner stations are available in

- Faculty Lounge (SE 235)
- Curtiss Hall (C324)
- Gilbertson Hall 2nd floor
- Brown Hall 3rd floor
- Health & Human Services 2nd floor.

For more information regarding Scantrons go to MySVSU – choose Technology under Menu on the left – Training (under Technology) – Exam and Evaluation Scanning.

## UNIVERSITY POLICE AND PARKING SERVICES

University Police and Parking Services are located in South Campus Complex A on Pierce Road. Adjunct faculty are permitted one faculty parking permit free of charge for the semester they will be employed. For complete instructions on how to apply for a parking permit, see page 40 of this handbook. For emergency calls on campus, dial 9-911. For non-emergency calls dial 989-964-4141. You may also take advantage of their Motorist Assistance Program, free of charge. By calling 989.964.4141, Parking Services will help if you lock your keys out of your car, are in need of a jump start, or need a gas can because you ran out of gas.

## WEATHER AND OTHER ALERTS

For information about weather and other emergency alerts, go to [www.svsu.edu/universitypolice/campusalert](http://www.svsu.edu/universitypolice/campusalert)

## WRITING CENTER

The Writing Center is located on the 3rd floor of the Zahnow Library. Its purpose is to help students in all disciplines improve writing skills using tutorial sessions, workshops, and resources. The Writing Center may be contacted at 989-964-6061.

# ADJUNCT FACULTY POLICIES AND PROCEDURES

**The adjunct faculty at SVSU are an essential component of our campus community. The expertise and diverse understanding that adjunct faculty possess greatly contributes to the education of our students. Adjunct faculty are hired on a per-semester basis and their responsibilities are limited primarily to those duties directly related to classroom instruction and student assessment.**

## EMPLOYMENT REQUIREMENTS

### COURSE CANCELLATION

If you accept a Section Assignment and are then removed from the course due to course cancellation or the course being taught by a full-time faculty member and you are not given another course to replace it, you will receive a **\$75.00** honorarium.

### EMPLOYMENT FORMS

**Adjunct faculty employment requires the completion of the following forms:**

- SVSU Data Form
- W-4 Federal Tax Form
- W-4 State Tax Form
- W-4 Saginaw Tax Form (City of Saginaw residents only)
- I-9 Employment Eligibility Verification Form
- FERPA
- Direct Deposit of Pay (optional)

For new hires, an additional requirement will be a background check by Human Resources. Forms must be submitted in person to HR or the Office of Adjunct Faculty and Academic Support Programs. Coming to campus is required for completion of the I-9 Employment Eligibility Verification Form.

### **YEAR CONTRACT/SECTION ASSIGNMENTS FOR EXPERIENCED FACULTY**

Each year, you will receive an email instructing you to go to mySVSU in the Faculty link under Self Service to accept your Year Contract. Should you also have a section assigned to you, you will be asked to complete the Section Assignment process at that same site. The Office of Adjunct Faculty and Academic Support Programs will send reminders to your SVSU email account until the Year Contract is complete and, if assigned, your Section Assignment is complete. If you fail to complete the Year Contract process each year, you will be dropped as a member of the adjunct faculty, and if your department wants to rehire you, you will have to go through the new employment process.

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### **YEAR CONTRACT/SECTION ASSIGNMENTS NEW FACULTY**

Once all required paperwork has been turned in and your background check has been completed, you will receive an email requiring you to go to mySVSU in the Faculty link under Self Service to accept your Year Contract and Section Assignment.

The Office of Adjunct Faculty and Academic Support Programs will send reminders to your SVSU email account until the Year Contract and Section Assignment(s) are complete.

### **JURY DUTY**

If you find that you are called for Jury Duty, you should first contact your department chair to let her know that there is a chance you might miss a class. If you are seated on a jury and it conflicts with your class time, you should work with your chair to find a substitute.

In order to continue receiving pay from SVSU, adjunct faculty must provide the Jury Duty form and the check or cash received from the court to HR. Adjunct faculty may keep any mileage payout. Once the check/cash are received by HR, there is a Jury Duty Payment Sheet that will need to be completed. Any further questions can be directed to Human Resources by calling 964-4108.

## **INSTRUCTIONAL REQUIREMENTS**

### **COURSE LOAD**

Adjunct faculty are normally hired on a per semester, part-time basis to teach courses during the Fall and/or Winter terms. Adjunct faculty may also be contracted to teach during the Spring and/or Summer terms only in cases of clear departmental need and only if this appointment does not displace a full-time faculty member from desired supplemental teaching.

The maximum credit hour teaching load of an adjunct faculty appointee is normally eight (8) hours in any given semester and fifteen (15) hours in any given year (July 1 through June 30 of the following year).

Should a department wish to appoint an adjunct faculty member for more than eight (8) credit hours during any semester, written consent from the Faculty Association must be obtained by your department.

### **SYLLABUS**

Check with your department chair about departmental syllabus requirements. If a syllabus does not already exist, for each class you teach, you are required to create a syllabus which should contain the following elements, at minimum:

- Instructor Information (how, when, and where students may contact you)
- Office Hours and Office location
- Course Catalog description and an overview of the class
- Course Goals and Objectives (include the General Education objectives, if relevant)
- Title(s) of your textbook(s) and other reading material
- Grading procedure you intend to employ
- Course Calendar, including final exam date/time
- Class policies, including attendance policy
- Academic Integrity policy
- Statement regarding accommodations for disabled students

Be sure that a copy of your syllabus is given to your department chair and dean, as required. A book of sample syllabi can be viewed in SE201.

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## OFFICE HOURS

For each course taught, an adjunct instructor is required to schedule one office hour per week. This is true for both online and on ground courses. Every effort must be made to schedule office hours that are convenient for your students.

Ask your department chair if s/he has a space reserved for you to meet with students and prepare for class. To find out where space is available beyond that which the department can provide, please contact the Office of Adjunct Faculty and Academic Support Programs or refer to the Adjunct Faculty Handbook, if you teach at the main campus, or contact the Regional Education Center (REC) - Macomb if you teach off-campus.

## ATTENDANCE/FEDERAL TITLE IV REQUIREMENTS

It is up to each instructor to determine the attendance policy for her/his classes. Whatever your policy is, it should be clearly communicated to the students and clearly stated in your syllabus.

Federal Financial Aid Regulations require the University to report non-attending students receiving financial aid. If you have any students who are receiving Financial Aid, during the third week of the semester, you will receive an email asking you to go to the "Faculty" link in "Self Service" tab on MySVSU to complete a roster indicating which students (if any) have not attended your class.

Additionally, when you turn in your final grades, you will be asked to place the last date of attendance for any student who failed your class. For these reasons, you might want to keep some informal attendance record even if you don't have a mandatory attendance policy.

## GRADING POLICIES AND INCOMPLETES

Progress records are maintained by the institution and posted to the student's online account at the end of each term. The grading system is:

<b>A</b>	<b>B+</b>	<b>B-</b>	<b>C</b>	<b>F</b>
<b>A-</b>	<b>B</b>	<b>C+</b>	<b>D</b>	

A grade of "**D**" is not a passing grade for any required course. Regarding prerequisites, students must obtain at least a "**C**" grade in all prerequisite courses before being permitted to enroll in subsequent courses.

A student may request of his/her instructor, through the last day of the final examination period, that he or she be given an "**I**" (Incomplete) grade. The instructor is authorized to give an "**I**" if it is deemed that the failure to complete work on time occurred for reasons beyond the student's control, or that the student is engaged in an individual research project that requires a second semester for completion.

For more information about this policy, go to [svsu.edu/adjunctfaculty/facultydevelopment/gettingstarted/atsemestersend/incompletes/](https://svsu.edu/adjunctfaculty/facultydevelopment/gettingstarted/atsemestersend/incompletes/)

## GRADE CHANGE

In order to change a student's grade a form available in the Registrar's Office or at [svsu.edu/officeoftheregistrar/servicesforms/](https://svsu.edu/officeoftheregistrar/servicesforms/) must be completed, and signed by your department chair and dean. The deadline for professors to make a grade change is 30 days after final grades are due in the Registrar's Office from the faculty. After this date, grades will no longer be changed. The Office of the Registrar will not accept any Grade Change forms being turned in by a student.

## ACADEMIC INTEGRITY

The Student Handbook clearly states University expectations for Academic Integrity. Students should strive to attain their highest possible level of academic achievement. They have an obligation to abide by standards of academic honesty which dictate that all their scholastic work shall be original. Violations of academic honesty are governed by the Code of Student Conduct. A clear statement about Academic Integrity in the course syllabus will communicate your expectations; include your policies for handling violations. The Academic Integrity Web site is a valuable resource that can be found at [svsu.edu/academicintegrity](https://svsu.edu/academicintegrity).



## COURSE EVALUATIONS

All Canvas sections have been loaded into EvaluationKIT. Meaning that course evaluations will now be completed on your Canvas site. Course evaluations must be administered to every class taught prior to the end of the semester. All adjunct faculty are required to select a class period to administer these evaluations. If your students do not have access to a smart phone, tablet, or computer, you may check out some tablets from the Adjunct Faculty Support office in SE201. It is vital to preserve student anonymity so faculty members are required to leave the room while students complete the online form.

The following are directions to set-up your EvaluationKIT in Canvas:

1. Log into Canvas using your SVSU username and password
2. Go into your Canvas course
3. Select the 'Instructor Course Evaluations' option from the course menu
4. On the right side of the EvaluationKIT banner, select "Manage Courses"
5. To the right of the course evaluations project choose the magnifying class icon in the "View" column
6. For every section you teach you will need to choose the "Edit" pencil icon within the appropriate row and set your start and end date as desired (Note: Custom questions are cannot be added/alterd after the evaluation start date)

If a section is being taught by multiple instructors, each instructor will have their own evaluation in which they can set open and close dates.

Stop by [svsu.edu/canvashelp/](https://svsu.edu/canvashelp/) for a tip sheet complete with screen shots to learn how to set-up your EvaluationKIT, along with other tip-sheets for how to setup & add custom questions. If you would like to add custom questions to your online course evaluation(s) and would like assistance doing so, or encounter any issues, please contact our Support Center at x4225, option 4 or [support@svsu.edu](mailto:support@svsu.edu).

Check with your department chair regarding your departmental policy for course evaluations.

You may wish to include the URL in your syllabus as well. Violations of Academic Integrity will be addressed according to the Code of Student Conduct. This URL is [svsu.edu/academicintegrity](https://svsu.edu/academicintegrity)

The University also has a site license for [turnitin.com](https://turnitin.com). Contact **Emily Beard** at [ejbeard@svsu.edu](mailto:ejbeard@svsu.edu) for the password and a statement to include in your syllabus regarding this web application.

### ACCESSIBILITY RESOURCES & ACCOMMODATIONS (ARA)

There are students who attend SVSU who have learning or physical limitations that may require special accommodations. Many, but not all may have registered, with the SVSU ARA Office located in Wickes 260. Should you have a registered student in your class who has a disability, this student should supply you with a Faculty Notification Letter that lists the accommodations they require. These accommodations could include such services as note-taking assistance, listening devices, alternative testing or assignments, and physical accommodation. ARA will help you provide the best possible accommodation for your student. Please contact them at (989) 964-4168 or [accessibility@svsu.edu](mailto:accessibility@svsu.edu).



It is recommended that one of the following statements regarding disabled students be added to your syllabus:

**"Students with disabilities that may restrict their full participation in the course activities are encouraged to meet with instructor or contact the SVSU Accessibility Resources Accommodations Office, Wickes Hall 260 (989-964-7000) for assistance."**

-OR-

**"Students with disabilities who seek accommodations must make their request by contacting the Accessibility Resources Accommodations Office located at Wickes Hall 260 or call (989) 964-7000. All accommodations must be approved by the Accessibility Resources and Accommodations Office."**

# ADJUNCT FACULTY COMPENSATION 2016-2017

## CLASS CANCELLATION

### ABSENCE KNOWN IN ADVANCE:

If you know in advance that you will not be able to meet with one of your regularly scheduled classes, you should make every attempt to locate an appropriate substitute instructor or professor to teach your class(es).

### ABSENCE NOTIFICATION:

Should you need to cancel your regularly scheduled class meeting, because no substitute is available or time is too short, you must contact one of the University offices listed below so that a sign can be placed on your classroom door communicating to your student that your class has been cancelled.

- If you teach on the **main campus**, contact the Office of Adjunct Faculty and Academic Support Programs (964-4050)
- If you teach at the **off-campus site in Macomb**, contact the Administrative Secretary **Corey Steiner** at (586) 749-0067. An email detailing your absence will also be sent to your department chair and your dean to inform them of the class cancellation.

**The University does not provide compensation for substitutes but funds might be available through your department upon request. However, the professional in Career Services are ready and able to help in an emergency or if you have an unplanned event.**

**They will deliver one of their presentations to your class in your absence. Their number is (989) 964-4954.**

## ADJUNCT FACULTY PAY

Compensation is based on the following scale:

Pay Scale	Degree Level	And/or	Semester Experience at SVSU	Pay/Credit Hour
One	Bachelor's		0-3 semesters	\$550
Two	Master's or BFA		0-3 semesters	\$600
Three	All Bachelor's or Master's		4-6 semesters	\$650
Four	All Bachelor's or Masters		7-9 semesters	\$650
Five	All Bachelor's or Master's		10+ semesters	\$750
Six	Ph.D./J.D./M.D.			\$750

- Adjunct faculty who are hired to teach English 111 and/or 080, Category Ten and/or Communication Intensive General Education Courses are compensated at the rate of **\$850/credit hour**. The special demands of these courses are reflected in this compensation.
- Adjunct faculty hired to teach General Education courses will receive an additional **\$75.00/credit hour** to participate in course assessment
- Adjunct faculty whose mileage from their home address to campus is between 50 and 75 miles will be compensated **\$375.00 per course**. Adjunct faculty whose mileage from their home address to campus is 76 or more miles will be compensated **\$500.00 per course**.

However, if an adjunct faculty member travels to campus to teach **two or more courses on the same day**, they will not be compensated for the additional course(s). This additional compensation will be paid on or around mid-term in a lump sum.

# ADJUNCT FACULTY PERKS

## FACULTY AND PROFESSIONAL DEVELOPMENT

### ADJUNCT FACULTY FUNDING PLAN

The purpose of this funding opportunity is to provide funds to adjunct faculty members who would like to attend conferences, workshops, meetings, presentations, etc. as a means to further develop their substantive discipline area and teaching experiences.

To apply one must complete and Individual Development Plan (IDP) prior to attending the conference or training. This IDP should address the ways the applicant would like to build knowledge in their discipline specific area and discuss clear teaching and learning goals for future classroom experiences. The applicant must also complete a Faculty Development Funding Application aligning IDP with the professional development activity the applicant is choosing to attend. For timely funding to occur, the application should be submitted to the Adjunct Faculty Support Program Office (SE201) two months prior to the registration deadline for the event or the start of the activity. Upon completion of the professional development activity a report summarizing the extent to which the activity addressed the applicant's IDP goals must be submitted. This summary must accompany the reimbursement request. Applicants are eligible for funding one time per academic year. Funds range from **\$150.00** for attending a conference to **\$300.00** for presenting at a conference.

To be eligible for this funding you must have taught at SVSU for at least two semesters.

For the application and more information on the Adjunct Faculty Funding Plan please go to: [www.svsu.edu/fileadmin/websites/officeofadjunct/Forms/Adjunct\\_Faculty\\_Development\\_Funding.pdf](http://www.svsu.edu/fileadmin/websites/officeofadjunct/Forms/Adjunct_Faculty_Development_Funding.pdf)

### NEW ADJUNCT FACULTY SEMINAR

Faculty who have taught at SVSU for four or less semesters are eligible to register for the Adjunct Faculty Seminar. Seminar participant meet every two weeks for a total of five sessions to explore and reflect upon learning and teaching practices. A book is provided to each participant and participants are compensated a total of **\$300.00** if they attend all five sessions.

#### The goals of the Seminar are to:

- Foster an environment for collegial collaboration and learning
- Become familiar with appropriate methods for classroom management and assessment
- Discover evidence based methods for creating an engaged course utilizing best practices for teaching undergraduate students
- Learn methods to motivate students and help them understand learning processes
- Become familiar with SVSU's culture

### MASTER TEACHERS PROGRAM

This program, is intended to prepare and advance the teaching practices of SVSU's adjunct faculty. The goals of this program are to help faculty create safe learning environments, become skilled in classroom management, knowledgeable about diverse learning styles, and develop techniques to motivate students.

Anyone interested in this program must first apply. Following acceptance into the program each participant is expected to watch ten online videos produced by Magna publications. The content of each video will then be used by the faculty member to compose an essay reflecting upon its content followed by the creation of a lesson plan for a class or a personal action that will be implemented in her teaching practices. All of these must be submitted to the Program's Canvas space.

Finally, classroom observations by the program's director near the beginning of the semester and a classroom observation, by someone in the participant's department, will be required near the end of the semester.

For more information on this program please go to the Master Teachers Program link at [svsu.edu/adjunctfaculty/facultydevelopment](http://svsu.edu/adjunctfaculty/facultydevelopment).

Faculty will be compensated **\$25.00** for watching each video and completing the assigned work. Once all of the requirements are complete the adjunct faculty member will receive a **\$50.00/credit hour** bump in pay. Only ten faculty will be admitted into this program each year so don't forget to apply!

### WORKSHOPS AND OTHER FORMS OF TRAINING

In keeping with teaching and learning practices across the country, all professional development workshops are now housed in the Center for Academic Innovation. These workshops are designed to enhance your classroom experience and create student success.



Adjunct faculty who attend up to five University sponsored trainings or faculty development activities will be reimbursed **\$30.00 for each**. All day workshops or the Fall Adjunct Faculty Orientation are compensated at a rate of **\$50.00**. To be compensated, the workshop must be listed on the workshop schedule. You will need to print and bring the workshop completion certificate to our office.

You may register for any and all workshops sponsored by the University by going to [svsu.edu/workshops](https://www.svsu.edu/workshops).

### TECHNOLOGY SUPPORT SERVICES

Technology training sessions can be found on the workshop schedule at [www.svsu.edu/workshops](https://www.svsu.edu/workshops). However, one-on-one scheduling for technology assistance is also available.

For help with Canvas or to reach the ITD Lab Software Support team for training, call 989-964-4225 – option 4 or email [support@svsu.edu](mailto:support@svsu.edu)

## HEALTH, WELLNESS, AND FAMILY

### ATHLETIC PASSES

Free passes to all SVSU regular season athletic events are available to adjunct faculty with a valid SVSU ID. The passes can be picked up at the Athletic Office located in Ryder Center.

### RYDER FITNESS CENTER

Adjunct faculty are eligible to use the facilities located in the Fitness Center located in Ryder Center. The Fitness Center offers the use of equipment, cardiovascular machines, and weights. You may also opt to swim some laps in the Olympic sized pool, walk around the indoor track, and play a little racquetball with friends or sign up for an intramural sport or fitness class. An SVSU ID card is required for admission to the Center.

### SVSU HEALTH AND WELLNESS

The SVSU Health and Wellness programs are designed to be fun, convenient and rewarding for employees to reduce health risks through prevention, education and exercise. SVSU has been recognized as a Gold Level Recipient of the American Heart Association's Fit-Friendly Worksites Recognition Program. The SVSU Health and Wellness program was recognized for:

- offering employees physical activity support
- providing/increasing healthy eating options at the worksite
- promoting a wellness culture

implementing at least nine criteria as outlined by the American Heart Association in the areas of physical activity, nutrition and culture. SVSU is also honored to be recognized by the American College of Sports Medicine as a campus that promotes healthy lifestyles and physical activity as a means for disease prevention.

Adjunct Faculty has access to all SVSU Health and Wellness Programs. Please go to [www.svsu.edu/hr/healthy](https://www.svsu.edu/hr/healthy) to learn more about this program.

## ADDITIONAL SUPPORTS

### SVSU I.D. CARD

The SVSU I.D. card is important for several reasons.

- First, it is your ticket to a number of campus activities. If you want to attend a football game, swim at the Ryder Center or golf at BCCC, you will need your ID.
- Second, it is important because you need an I.D. card to check books out of the library or receive a **15% discount** at the Bookstore.
- Finally, it is important because you can put money on the card and use it to purchase food at any of the University eateries without having to pay taxes on your food purchase. SVSU I.D. cards can be obtained by visiting the Cashier's Office in Wickes 166.

### TIAA-CREF (403B)

Adjunct faculty are eligible to participate in the Group Supplemental Retirement Annuity plan (GSRA) that is offered by TIAA-CREF. Through this plan pre-tax contributions can be made to a retirement account. There is no contribution from the University. Participants will have access to a variety of TIAA-Cref resources, including individual counseling sessions with TIAA-Cref representatives. Adjunct faculty may enroll in this plan by contacting Human Resources in Wickes 373 or by contacting the SVSU Benefits Manager, **Jeanette O'Boyle** at [jkoboyle@svsu.edu](mailto:jkoboyle@svsu.edu) or 989-964-7100. A salary reduction agreement must be signed and returned along with the TIAA-CREF enrollment form when enrolling. The link to these can be found at <http://svsu.edu/hr/retirementplanning/>.

### PARKING PERMITS

Adjunct Faculty are allowed one free parking permit each academic year. SVSU Parking Services has an online method to apply for parking permits. Once you complete your online application, your permit will be sent to your home address. To receive your permit, go to [svsu.edu/universitypolice](http://svsu.edu/universitypolice) and scroll to the link titled Parking Information. From there follow links to Faculty/Staff Permits and then Manage. You will need to log in with your SVSU user name and password to complete the application.

Parking permits are valid in Lot F (west side), Log G-1, Lot J-4 (north side) and Lot L.

## TUITION DISCOUNT

Adjunct faculty, who are in good standing with the University and who have taught here for a minimum of two semesters, are eligible for a **50% discount** off the regular tuition rate for SVSU classes. This agreement pertains to the semester in which they teach and the following three semesters. The Adjunct Faculty Tuition Waver forms are available at [www.svsu.edu/hr](http://www.svsu.edu/hr)

### OFFICE 365 PROFESSIONAL PLUS 2016

SVSU has partnered with Microsoft, to provide current SVSU students, faculty, and staff access to free Office software - for personal home devices. Visit [portal.office.com](http://portal.office.com) and login with your SVSU email address and password. For more information on this and other free software please go to: <https://my.svsu.edu/Technology/Pages/PurchasesDiscountsSoftware.aspx>

## COURSE POLICIES

Students come in all shapes and sizes. They also have varying issues and problems. Please refer to the following suggestions to help you decide how to manage your classroom to avoid problems from students who act out in class, students who are academically dishonest and students who are emotionally distressed.

### COURSE WITHDRAWAL POLICY

Students are responsible for their registrations and withdrawals. Failure to officially withdraw from a course will cause the grade of “F” to be given and could cause the student to remain financially obligated for the course. Please refer to the Academic Calendar for course withdrawal deadlines. These deadlines will not be extended so it is wise to include the dates for withdrawal in the course calendar in your syllabus.

To withdraw from a class up through the “W” grading period, students must do one of the following:

- Complete a course withdrawal form and submit it to the Registrar’s Office, either during regular office hours or through the drop-box. The effective date will be the date the completed form is received by the Registrar’s Office.
- Mail a written request to withdraw from a class. The student should include the course information, student name, student number, and signature. The effective date will be the letter’s postmark date.
- Fax a written request to withdraw from a class. Include the course information, student’s name, student number, and signature. The effective date will be the fax’s transmission date.

During the “WP/WF” grading period, students must withdraw in person by submitting a Course Withdrawal form signed by the instructor who will also assign a grade (WP = Withdrew Passing or WF = Withdrew Failing). The effective date of the transaction is the date the completed form is returned to the Registrar’s Office.

After the “WP/WF” deadline, students cannot withdraw from classes.

### GRADE GRIEVANCE POLICY

The following procedure shall be used by any student who has a complaint relating to the final grade received in a class.

**STEP 1:** After a final course grade has been officially filed, a student must first contact the faculty member and discuss the complaint concerning the grade received. This will serve as an informal review.

**STEP 2:** If the informal review does not lead to a satisfactory resolution, the student has thirty (30) calendar days from the date that final course grades are filed to submit a formal written grievance via the Student Grade Grievance Form. A copy will be sent to the faculty member, the appropriate chairperson, dean, and Student Association Grievance Committee Representative. The formal grievance shall include:

- A brief but specific statement of grievance.
- Reasons for lodging the grievance and supporting evidence.
- A specific proposed resolution for the grievance.

The faculty member must respond in writing to the student within four (4) weekdays of receipt of the grievance, indicating whether the proposed resolution is accepted or rejected, or offering an alternative resolution. (Copies of that response must be sent to the appropriate chairperson, dean, and Student Association Grievance Committee Representative.)

**STEP 3:** If the faculty member’s response is not acceptable to the student, he/she has three (3) weekdays to make a written request to the chairperson of the faculty member’s department for a recommendation. Copies must be sent to the faculty member, the appropriate dean, and the Student Association Grievance Committee Representative.

**STEP 4:** If the recommendation of the chairperson is unsatisfactory to the student, he/she has three (3) weekdays to request in writing that the appropriate academic dean call for a hearing in front of the Faculty/Student Grievance Committee. Copies of this request will be sent to the faculty member, the appropriate chairperson, and the Student Association Grievance Committee Representative.

If the recommendation of the chair is different from the grade assigned by the instructor, the case will automatically go to the Grade Grievance Committee, unless the faculty member informs the dean that he/she agrees to the grade change.

The Grievance Committee will consist of three (3) students from the Student Association Grievance Committee (selected by the Representative chairperson); and three (3) faculty members selected by the Faculty Association President from a pool of faculty members designated by the Faculty Executive Board, and will be chaired by the appropriate dean or dean's designee.

The Faculty/Student Grievance Committee shall meet to review the case and hear evidence. It shall provide the student and faculty member involved the opportunity to present arguments at separate times. The committee shall reach a decision by a recorded roll call vote. In case of a tie, the dean or dean's designee will cast the deciding vote. The decision of the Committee will be presented in writing by the dean or dean's designee to the student, faculty member and chairperson within ten (10) weekdays of the hearing.

**STEP 5:** If the decision of the Committee is unsatisfactory to the student or the faculty member, either may, within three (3) weekdays of receipt of the Committee's decision, request that the grievance be reviewed by the Provost.

This request must be made using the Student Grade Grievance Appeal (Step 5) Form. The decision of the Provost must then be presented in writing to the faculty member, student, dean, chairperson and Faculty/Student Grievance Committee within six (6) weekdays of the appeal. The decision of the Provost is final.

### GENERAL INFORMATION:

If any of the above deadlines are not met by the student, the grievance will be considered invalid and dropped, unless, due to extenuating circumstances, the Provost grants an extension of time.

In the event that any of the above deadlines of Steps 1 through 4 are not met by the faculty or the dean, the matter will automatically be referred to the next step of the process. If the deadlines of Step Five (5) are not met by the Provost, the resolution of the grievance will stand as determined by the committee.

All days mentioned in the above procedure refer to those days when the university is in regular, official session. (Note: This could mean delays in responses to grievances during times when the University is closed.)

Communication for the steps above will be handled through an electronic Grade Grievance Process and email. Students and faculty involved in a grade grievance should check their SVSU email regularly.

If the student and/or faculty member involved in the grievance is not available due to the former not being enrolled in a current term or the latter not assigned teaching duties in a current term, the Provost will establish appropriate and reasonable extensions of time.

### CLASSROOM MANAGEMENT HINTS:

#### BE PREPARED

- Begin and end your class on time. This will discourage students from arriving late and packing up early to leave.
- Deal with disruptive students in person and individually.
- Do not use e-mail or the phone to contact disruptive students. Do not speak to a group of students who are acting out. Up close, individual and personal is the way to go.
- When dealing with disruptive students discuss how their behavior is affecting you and the other students in the class.
- Adhere to all policies you set in your syllabus.
- Learn your students' names. An anonymous student is more likely to act out than one who is known. Treat each student with respect. Never ridicule a student in front of the other students.
- Always try to keep your hand on the pulse of your students. Keep them involved and try to relate to them on a one on one basis.

## HELPFUL STRATEGIES

- Make certain that you craft your syllabus so that all of your behavioral expectations are included (iPod, cell phone, cheating, plagiarism, absences, late arrivals, side conversations, etc.).
- Make certain that your syllabus contains all of your academic expectations and requirements (hours that should be devoted to reading, homework, service learning, etc.).
- Make certain that your syllabus explicitly spells out your grading policy and how you will assess student work...the more specifics the better.
- Engage the students on the first day, learn their names, offer them incentives to attend your office hours...Engagement is essential.
- Employ a variety of teaching techniques to keep the students involved in the learning process.
- Speak privately with the student who dominates discussion. Ask this student to strategically assist you to get the other students involved
- Be a role model for your students. Do not engage in side conversations yourself. Model the expectations you have for your students.
- If problematic events with any one student persist begin to document the problems which concern you. Also consider having a peer with you when you speak to the problem student.
- Speak to the problem student outside of the classroom.
- Don't deal with student issues when you are emotional.
- Don't deal with student issues when the student is emotional.

## WHAT CONSTITUTES PROBLEMATIC BEHAVIOR INSIDE THE CLASSROOM?

- Students clowning around, acting in a threatening fashion or dominating classroom time.
- Sexist, Racist or Homophobic behavior or comments.

- Constant talking, not attending to class work and disruption of your teaching and disruption of student learning.
- Non-supported electronic use during class time.
- Plagiarism, Cheating.
- Violating any of the misconducts listed in the SVSU Student Code of Conduct ([svsu.edu/student-conduct/policies/code-of-student-conduct](https://svsu.edu/student-conduct/policies/code-of-student-conduct)).
- Behavior which indicates some emotional distress.

## WHAT CAN YOU DO?

It might be valuable to consult with Student Conduct Programs, at the earliest stages of any classroom behavioral matter. There are a number of paths a resolution can take and can be handled case-by-case.

- Contact Marie Rabideau, Coordinator of Student Conduct Programs, at 989-964-2220 or [rabideau@svsu.edu](mailto:rabideau@svsu.edu) for questions, concerns or explanations.
- If you or any of your students feel threatened in the classroom, it is CRITICAL that you call University Police for immediate assistance. Use your classroom phone and 9.911 or 989.964-4141.
- Every attempt should be made to deal with student behavioral matters as discreetly as possible, so as not to disrupt the learning process for other students. When possible, have conversations during office hours or in a location that is not public. It is also important to be objective, not emotional. When the student is emotional, it might be best to schedule a discussion at a later time.
- Faculty have the authority to remove a disruptive student from a class when the behavior occurs in context. It is imperative, in this instance, to contact the Coordinator of Student Conduct Programs, as quickly as possible, as it is necessary to determine the course of action that will be used to achieve a resolution prior to the next class meeting.



## **ACADEMIC INTEGRITY COMPLAINTS MAY BE HANDLED IN TWO WAYS:**

Faculty should consult the explanation of Academic Integrity violations in the Student Handbook, under the Student Rights and Responsibilities Policy and the Code of Student Conduct.

Faculty members can impose an academic sanction, whether or not the faculty member also refers the matter to the Office of Student Conduct Programs. All instances and resolutions concerning Academic Integrity must be recorded in the Office of Student Conduct Programs.

- **Faculty members must forward written description to the Student Conduct Program Office.**

- **Faculty-managed Resolution-** If this option is chosen, the faculty member must forward the paperwork to the Office of Student Conduct Programs stating that the complaint has been resolved between the student and the faculty member, with a description of the academic sanctions imposed. It is up to the faculty member to advise the student of the academic sanction and inform the student that documentation has been forwarded to the Student Conduct Programs Office, as required. The Coordinator will not contact the student.

- **Formal Complaint** – If this option is chosen, the faculty member must forward the paperwork to the Office of Student Conduct Programs and state they are making a formal complaint. The Coordinator will initiate disciplinary procedures as outlined in the Code of Student Conduct. This includes contacting the student, officially notifying him/her of charges. The faculty member should expect to be involved in a hearing.

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## **DISCIPLINARY COMPLAINTS**

Once a faculty member has consulted with the Coordinator, a formal written description of the behaviors in question must be forwarded to the Coordinator. Once obtained, the Coordinator will evaluate the best course of action, which may be one of three ways:

- **Mediation Conference** – a meeting convened to provide conciliation between parties, the resolution is agreed upon by all involved.
- **Formal Charge** – this will enact the formal disciplinary process found in the Code of Student Conduct.
- Determine that **no formal action** should be taken.



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## **REFERENCES:**

- Boice, R. (1996). Classroom incivilities. *Higher Education*, 37(4), 453-486.
- Sorcinielli, M.D. (1994). Dealing with troublesome behaviors in the classroom. In K.W. Prichard & R.M. Sawyer (Eds.) *Handbook of college teaching: Theory and Applications* (pp. 365-173). Westport, CT: Greenwood Press.
- Warren, Leo. (n.d.). *Managing Hot Moments in the Classroom*. Derek Bok Center for Teaching and Learning, Harvard University. Accessed from: [sites.harvard.edu/fs/html/icb.topic58474/hotmoments.html](https://sites.harvard.edu/fs/html/icb.topic58474/hotmoments.html)

## I NEED HELP WITH...

### TECHNOLOGY AND TEACHING

Canvas  
Clickers  
Echo 360  
Go To Meeting  
Microsoft Office  
Survey Gismo  
Outlook Services

### ACCESS

Log-in Issues  
Network Connecting  
Passwords  
Connecting a phone or iPad to email services

### INSTRUCTIONAL TECHNOLOGY SUPPORT CENTER

1st floor Zahnow Library  
989-964-4225 x2  
[support@svsu.edu](mailto:support@svsu.edu)

### CLASSROOM LAB TECHNOLOGY

Podiums  
Projectors  
Checkout  
Technology  
Equipment

### INSTRUCTIONAL TECHNOLOGY SUPPORT CENTER

1st floor  
Zahnow Library  
989-964-4225 x2  
[support@svsu.edu](mailto:support@svsu.edu)

### HYBRID OR ONLINE TEACHING

Instructional Design  
Course Development  
Instructor Training

### CENTER FOR ACADEMIC INNOVATION

Zahnow 228  
[cai@svsu.edu](mailto:cai@svsu.edu)  
[svsu.edu/cai](http://svsu.edu/cai)

Poonam Kumar  
[pkumar@svsu.edu](mailto:pkumar@svsu.edu)  
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Programs**

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**ADJUNCT**  
FACULTY  
**HANDBOOK**

SVSU DOES NOT DISCRIMINATE BASED ON RACE,  
RELIGION, COLOR, GENDER, SEXUAL ORIENTATION,  
NATIONAL ORIGIN, AGE, PHYSICAL IMPAIRMENT,  
DISABILITY OR VETERAN STATUS IN THE PROVISION  
OF EDUCATION, EMPLOYMENT, OR OTHER SERVICES.

# **ADJUNCT FACULTY HANDBOOK**

**THE OFFICE OF ADJUNCT FACULTY &  
ACADEMIC SUPPORT PROGRAMS**