



ADJUNCT FACULTY REFERENCE MANUAL

Revised - Summer 2010

TABLE OF CONTENTS

Introduction	3
Mission Statement & Core Values	4
Vision Statement, Strategic Goals	5
Employment Issues	6-8
Documents Required for Employment	
Contract Procedures	6
Faculty Attendance	6
Class Cancellation	7
Course Syllabus	7
Faculty Office Hours	7
Food and Beverage in Classrooms	7
Smoking/Tobacco Usage	7
Sexual Harassment Policy	7
Professional Ethics	8
Ethics and the Profession	8
Professional Ethics and Students	9
Characteristics of Good Teaching	9
Professional Responsibilities	10
Support Services	11
IT Services	11
Bookstore	11
Library	11
Administrative Procedures	12
Student Class Attendance	12
Withdrawal From Courses	12
Class Lists	12
WINS System	13
Class List Corrections	14
Grading Policies	14
Honesty Policy	14
Class Observation	15
Student Evaluation of Faculty	15
Final Exams	15
University/Board of Governors Policies & Procedures	16

INTRODUCTION

Welcome to West Liberty University! Whether you are teaching here for the first time, or have taught many times in the past, your assignment is a challenging one. Our job is to educate our students, so your ability to assist our students in this educational process is very important. When you accepted your teaching assignment at West Liberty University you became a representative of the University to both students and the outside community.

Whether you are teaching in a liberal arts college with tradition and values or in an adult education center, you will find that the students you encounter will be more highly motivated, more challenging and in many ways more enjoyable to teach than ever before. The students you encounter will come from diverse backgrounds. Some will have expectations of a planned and organized classroom and some will be unsure of their abilities and will be looking for guidance.

In addition to these challenges, the classrooms of today are moving more and more towards computer technology. As a faculty member at West Liberty University you will be encouraged to utilize this technology whenever appropriate as a way of enhancing your classroom instruction.

Whatever you encounter, it is our intent with this document to make your job as easy as possible. It is to serve as a guide for you as you begin or continue your association with West Liberty University. We have tried to identify some important policies and procedures and the personnel who can help you through some of the administrative red tape.

Things that may be helpful: You may want to review the grade appeal procedure that can be found in the student handbook online under "Current Students." You can also view our online college catalog from the Registrar's Office webpage, and print a phone directory from our webpage by clicking "Faculty & Staff," then "Links." If you have any questions or concerns, your first line of contact should be your Department Chair, but please feel free to contact your College Dean, the Provost/Vice President of Academic Affairs, or any other personnel who may be of assistance.

You should take a few minutes to look through this manual to familiarize yourself with important procedures and policies of West Liberty University. Most importantly you should note the "Required Documents" section. You should make sure you have followed these steps carefully in order for your records to be accurate. Failure to complete the required paperwork may result in a delay in the payment of your salary.

MISSION STATEMENT

To provide our students the opportunity for a high quality undergraduate, graduate and professional education.

CORE VALUES

Opportunity
Caring
Professionalism and Integrity
Commitment to Excellence
Social, Civic and Economic Engagement

ACADEMIC “PILLARS OF DISTINCTION”

Academic programs, program clusters or program themes that are best positioned to enhance the college’s visibility, academic reputation and competitiveness.

Business – Health Care Science – Journalism/Communications
Teacher Education

TOTAL STUDENT LEARNING EXPERIENCE

“Points of Pride”

Special attributes or features of the total student learning experience for which West Liberty University seeks to be known, admired and valued.

Internships and Professional Development – International Studies – Contemporary Housing Opportunities – a Robust Campus Life

VISION STATEMENT

West Liberty University will serve as the premier university in the Upper Ohio Valley by providing extensive opportunity and a positive environment for a high quality undergraduate, graduate and professional education.

West Liberty University will provide its students the academic offerings necessary to meet the professional and career needs of an evolving, contemporary society.

West Liberty University will provide a comprehensive and significant liberal arts component that will prepare its students to communicate effectively, think critically and assume productive roles as citizens of their communities.

West Liberty University will achieve excellence in all facets of University life including academics, student experiences, athletics, visual and performing arts.

West Liberty University will be a vigorous and vibrant source for the creation of knowledge through innovative and creative research and scholarly activity.

West Liberty University will be an active member and contributor to the community through social, civic and economic engagement activities that will include productive partnerships with K-12 schools; businesses; nonprofit organizations; government and other institutions of higher education.

STRATEGIC GOALS

West Liberty University's seven strategic goals that guide institutional planning are as follows:

1. Create a student-friendly environment by enhancing the student's well-being.
2. Establish a more challenging academic environment.
3. Market West Liberty University as a high quality affordable institution of higher education.
4. Generate, maximize and wisely utilize sufficient financial resources to fulfill the mission and vision of the College.
5. Develop and maintain a campus-climate that promotes optimal employee performance, teamwork, continuous improvement and excellence.
6. Have in place the technology and communication infrastructure to support the mission and core values of West Liberty University.
7. Extend West Liberty University into the community to meet continuously changing needs of our customers.

EMPLOYMENT ISSUES

IMPORTANT

Documents Required For Employment By The Human Resources Office:

The following documents must be on file in order to be hired for a part-time teaching position at West Liberty University. Please contact the Human Resources Office at 336-8029 to set up an appointment for completion of all necessary documentation.

- Tax Forms
- Employment Eligibility Verification (I-9 Form)
 - Two forms of ID will be required. The most commonly used ID's are a drivers license and a social security card. If you do not have these, please contact the Human Resources Office for a list of options.
 - This form must be completed only once UNLESS employment is interrupted for a period of three years or more.
- Drug Free Work Place

All documents listed must be on file with the Human Resources Administrator at least 3-4 weeks prior to the beginning of the semester, and before a contract can be issued.

Documents Required By The Provost/Vice President Of Academic Affairs:

- Official Transcripts for all college and university study
- Experience Record

All documents listed should be on file in the office of the Provost/Vice President of Academic Affairs prior to the first day of class. If requested, an extension of time may be granted if there is difficulty obtaining any of the required material.

CONTRACT PROCEDURES

Provided all required documents have been filed with the Human Resources Office, contracts for part-time faculty members are issued for a limited period of time, usually per semester. These contracts must be signed and returned to the office of the Provost/Vice President of Academic Affairs before any payments can be issued. All employees are required to have direct deposit accounts set up and this can be done by calling the Payroll Office at 336-8115 to make the necessary arrangements.

FACULTY ATTENDANCE

All West Liberty University faculty are expected to attend all scheduled classes unless prior approval has been received from the Department Chair, Program Director, and/or College Dean. However, it is recognized that situations occur which may make it impossible for faculty members to do so. For all non-emergency absences, arrangements should be made with the Department Chair, Program Director to have classes staffed or

rescheduled. The faculty member should also continue to call the Department Chair, Program Director in cases of prolonged illness in order for continued coverage to be arranged.

CLASS CANCELLATION

The decision to delay or cancel classes due to inclement weather will be made by the Chief Administrative Officer. Such cancellations or delays will be announced on the local TV and radio stations or can be confirmed by calling the West Liberty University Hotline at 336-8400. **At no time is the faculty member permitted to cancel a class without the permission of the Department Chair and/or Dean of their College.**

COURSE SYLLABUS

The course syllabus is the official document of the course. All instructors must prepare a course syllabus for each course taught by following the guidelines in our Syllabus Policy #247. This syllabus should be distributed to the students at the first class meeting.

Adjunct faculty should confer with their Department Chair regarding additional department requirements for syllabi.

FACULTY OFFICE HOURS

Adjunct faculty office hours during the fall and spring semesters should, at a minimum, be scheduled at times immediately before or after the scheduled class meetings throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

Likewise, office hours, for either full-time or adjunct faculty, during non-traditional or summer sessions, should, at a minimum, be scheduled at times immediately before or after the scheduled class meeting throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

FOOD AND BEVERAGE

Food and drinks should be confined to the hallways or appropriate lounge areas and should not be allowed in the classrooms. Instructors are responsible for classroom cleanliness.

SMOKING/TOBACCO USAGE

All buildings on the campus of West Liberty University have been designated as “Smoke Free” buildings. The use of tobacco products is prohibited and it is the responsibility of the instructor to enforce this policy.

SEXUAL HARASSMENT POLICY

All members of the University community are expected to support an environment of mutual respect and sensitivity, free from all forms of unwelcome verbal or physical conduct of a sexual nature which would constitute harassing, hostile, disruptive or patently offensive behavior. Therefore, sexual harassment, in any form, of students and employees of West Liberty University is a violation of policy and is expressly prohibited.

All faculty, students, and staff are expected to:

- Engage in conduct that meets professional standards
- Remain sensitive to the effect of their actions and words on others
- Take appropriate action to prevent sexual harassment
- Avoid behavior that might be construed as sexual harassment
- Become familiar and knowledgeable regarding this policy.

Those individuals in positions of supervisory authority have a responsibility to discourage sexual harassment and to implement and enforce this policy. Any form of sexual harassment is unacceptable behavior and engagement in such conduct is subject to appropriate disciplinary sanctions up to and including termination of employment or expulsion from the institution.

For a more detailed explanation of the Sexual Harassment Policy you should refer to Policy #32 in the “Board of Governors Policy Section” at the end of this manual.

PROFESSIONAL ETHICS

There exists an unwritten set of ethics for teachers based upon a set of values that have evolved both within the teaching profession and our culture. These standards of ethical behavior are expected of all university faculty and are intended to guide you in carrying out the responsibilities you have to the different groups with which you will interact. (The following summary has been compiled as a guideline for individual part-time faculty and is not intended to represent a legal position in relation to the faculty member and West Liberty University.) For clarity, the guidelines are presented in two categories: those pertaining to the profession of teaching and those pertaining to students.

ETHICS AND THE PROFESSION: This section is an attempt to emphasize the ethical expectations of the profession and the institution in which part-time faculty are employed.

Adjunct faculty:

1. Will attend all classes assigned with adequate preparation of materials and content as described in the course description.
2. Will not attempt to teach a course for which they are not qualified and knowledgeable.
3. On controversial issues, will present all sides of the issue.
4. Will conduct a fair evaluation of students applied equally to all.
5. Will not promote outside entrepreneurial activities within the class setting.
6. When reasonably possible, will attend university orientations and other development activities presented for the improvement of their role as an instructor.

7. Will avoid behavior that may be interpreted as discriminatory based upon gender, age, social status, ethnic background or disability.
8. Will hold their colleagues and institution in highest respect in their actions and communication within and outside the institution.

PROFESSIONAL ETHICS AND STUDENTS: This section relates to ethical considerations concerning students.

Adjunct faculty:

1. Will not discuss individual students and their problems outside of the professional structure of the institution.
2. Will refer personal problems of students to qualified staff.
3. Will maintain and honor office hours or appointments with students.
4. Will respect students integrity and avoid social encounters with students which might suggest misuse of power.
5. Will not attempt to coerce or demand that students change their philosophy or their position concerning social and political issues.
6. Will not ask students for personal information that may reveal their identity for purposes of conducting research projects.

CHARACTERISTICS OF GOOD TEACHING

For those of you who have never taught a college-level class before, this section may be helpful. If you have taught before it may seem repetitive but it may also serve as a reminder of what constitutes good teaching.

If you enjoy being a teacher, there is nothing wrong with telling the students that you are there because you enjoy teaching. Being cheerful, open and understanding is always an asset to good teaching. The qualities of good teaching are:

- Knowing your subject content
- Knowing and liking students
- Sensitivity to the diversity of your classroom
- Developing and becoming comfortable with appropriate strategies and techniques for delivery of instruction

Some Characteristics That Students Look For In A Good Teacher:

1. Being knowledgeable, organized, and in control.
2. Possessing good communication skills and utilizing techniques to enhance classroom communication.

3. Having a good attitude and empathy and exhibiting honesty.
4. Being fair in treatment of individuals in class, as well as in evaluation.
5. Being professional and business-like in appearance and conduct.
6. Utilizing questions and other techniques to stimulate discussion and involve students.
7. Having a pleasant personality.
8. Utilizing a variety of teaching techniques and strategies.
9. Taking time for individual students and their concerns.
10. Striving to build student self-esteem and success.

Some Guidelines for the First Class:

As you prepare for your first class, remember that anxiety and nervousness may be experienced, and that even experienced teachers often feel this way. In preparing for your class, keep in mind that it is nearly impossible to prepare for all situations. Having more material prepared for the first class than will be needed is worth the extra effort in the confidence you will gain.

Remember that students are not solely impressed by your knowledge and experience as a teacher; they are also influenced by related factors. Some guidelines for the first class are:

- Plan an activity that allows students to get involved immediately. It may simply be an information gathering format.
- Initiate casual conversation between yourself and students and among the students prior to presenting the specifics of the course.
- Make certain you are early, at least 20 minutes before the start of class. If possible, greet your students.
- Review the course syllabus with the class.
- Use an icebreaker, if possible a question that is related to your course but does not have a specific answer.

- Take care of housekeeping items such as breaks (if this is a block class) and restroom locations.
- Conduct a class – don't meet and dismiss. First impressions are lasting.

PROFESSIONAL RESPONSIBILITIES

Part-time faculty members fulfill the classroom teaching responsibilities normally expected of any faculty member, including:

1. Clarifying assignments, expectations, evaluation methods, and class procedures to students
2. Advising and assisting students in matters related to course work outside the classroom
3. Meeting each class during the scheduled hours
4. In some instances, determining and requesting equipment and supplies needed for a course
5. Developing and distributing a course outline consistent with the catalog description, course syllabus and objectives, attendance policy and student needs

6. Planning and implementing strategies and activities to accomplish course objectives
7. Evaluating students on the basis of their achievements toward these objectives
8. Conducting student course evaluations for each course taught per semester.
9. Conducting final examinations in accordance with University policy.
10. Reporting midterm and final grades.

Part-time faculty are encouraged to make recommendations to Department Chairs regarding course objectives, textbooks, course materials, and the general curriculum.

SUPPORT SERVICES

IT SERVICES:

The West Liberty IT Service Center is equipped to provide you with the technical support you may need to enhance your classroom instruction. You should contact IT Services directly at 336-8886 for additional information regarding equipment that is available as well as scheduling its use.

BOOKSTORE:

Faculty, in consultation with their Chairs and Deans, generally select textbooks and other teaching materials for their courses. Agreeing to use the same basic texts is especially desirable when multiple-section courses, sequence courses, skills courses, or survey courses of an introductory nature since doing this enhances consistency of course content while reducing student expenditures for required courses.

You should contact the West Liberty Bookstore by calling 336-8086 to make arrangements to order your textbooks or additional materials needed for your class. This should be done early enough to ensure that book orders are received before the semester begins.

LIBRARY:

The Elbin Library maintains a collection of over 210,000 volumes, complete with videos and multimedia collections that permit student access to both academic and recreational resources. The library staff provides instruction in using library resources and public access to computer terminals with various on-line research capabilities. The library's computerized card catalog allows electronic search of holdings and also has the capability to electronically search other college and university library catalogs. Interlibrary loan provides students access to resources from other colleges without undue expense or travel time.

ADMINISTRATIVE PROCEDURES

STUDENT CLASS ATTENDANCE:

The students of West Liberty University depend on the faculty, staff, and other resources. Faculty and students depend upon the class schedule for an orderly arrangement of instruction. Scheduled classes testify to the importance of ordered class instruction and the implicit benefit of class attendance for the students.

Consequently, the policy of West Liberty University encourages all students to attend classes and all instructors to organize and conduct their courses accordingly. Students should attend every class for which they are scheduled as they are held responsible for all work covered in the courses taken. Irregularity in attendance may cause a student to become deficient scholastically and create the risk of receiving a failing mark or receiving a lower grade than he/she might have secured had he/she been in regular attendance.

Instructors must distribute written copies of their attendance policy to students in their classes, their Department Chair, and their Dean at the beginning of the semester.

Instructors should provide, within reason, opportunity for students who miss class for University-recorded curricular and extra-curricular activities (such as field trips, choir trips and athletic contests) to make up the work missed. However, it is the student's responsibility to initiate timely discussion on these matters with the faculty member of the regular scheduled class.

WITHDRAWAL FROM COURSES:

A student who officially withdraws from a course by the end of the school day marking the two-thirds point of the course shall receive a grade of "W". A grade of "WP" is given if a student officially withdraws from a course any time after the two-thirds point and before the last scheduled class meeting, including the final examination, providing he or she is passing the course at the time of withdrawal. A "WF" will be given if a student officially withdraws any time after the two-thirds point and before the last scheduled class meeting, including the final examination, if he or she is failing the course at the time of withdrawal. A student who does not officially withdraw from a course shall receive a grade of "FI," indicating failure due to improper withdrawal. Grades of "WF" and "FI" are computed as "F" for grade point average. Course withdrawal forms are available in the Registrar's Office. It is the student's responsibility to have the signed forms returned to the Registrar's Office. The official withdrawal date is the date signed by the instructor.

CLASS LISTS:

To obtain the official class list showing the students who are registered for your course, you will need to log into the West Liberty WINS System. You will also be using WINS to record your grades at mid-term and the final grades at the end of the semester. Please read the WINS System instructions carefully and if you have any questions, direct them to the Registrar's Office at 336-8007.

WEST LIBERTY INFORMATION NETWORK SYSTEM (WINS SYSTEM)

Log On Instructions:

1. To access the on-line self-service WINS system, you must visit the West Liberty website, www.westliberty.edu.
2. On the West Liberty homepage, click on “WINS” on the lower right side of the page. General financial aid information, current class schedule and course catalog (which lists course pre-requisites) are located at the top of the page. The academic year calendar, sakai, electronic mail, and campus directory are also in this location.
3. To enter the WINS Secure Area, you will need your USER/BANNER ID and PIN number. Your USER/BANNER ID can be found on a schedule/bill, financial aid award letter or class list. If your USER/BANNER ID begins with “P” or the “@” sign, you must enter it as well as the numbers that follow.

Your PIN number is initially your six digit birth date or the last six digits of your ID number. You must enter your birth date as two digits for the month, date and year. For example, if your birth date is June 6, 1975, you would enter 060675. If your birth date is November 23, 1982, you would enter 112382.
4. Once you have accessed the WINS secure area with your USER/BANNER ID and PIN, you will be asked to create a new PIN number. You will then be asked to enter a security question. Please write down your new PIN number and your secure question & answer. Place this information where only you can access it.

If you forget your PIN number, you can gain access by answering your security question. You will then be required to create a new PIN number.
5. In the secure area of WINS, faculty have access to two menus.

Personal Information Menu

Addresses & Telephone Numbers

Email Addresses

Changing PIN and Security Question

Faculty & Advisors Menu

Class Lists

Mid-term Grades

Final Grades

Advisee Lists

Advisee & Student Information

Advisee Transcripts

CLASS LIST CORRECTIONS:

Class List Correction Sheet – After the term begins, a “Class List Correction Sheet” will be sent to you electronically by the Registrar’s Office. Since this is when you are to make all corrections to the official class list, it is important that you follow the directions carefully and return them to the Registrar’s Office promptly.

Mid-Term Report – Midway through the term you will receive an email notice that the WINS System is open for reporting mid-term grades. Keep in mind that mid-semester grades are given only when a student is averaging a “D” or an “F”.

Final Grade Report – Near the end of the term you will receive an email notice that the WINS System is open for reporting final grades. Keep in mind that all final grades are due no later than 48 hours after the close of the semester.

If you need any assistance in completing your final grades you should call the Registrar’s Office at 336-8007.

GRADING POLICIES

WLU does not have an official grading policy. The criteria for grading is established by each faculty member and must be communicated to the students. This should be done in writing and is usually included in the course syllabus, which should be given to each student during the first class meeting. Adjunct Faculty should check with the Department Chair regarding departmental grading policies.

Changing Grades – In the event that a student’s grade should be changed, the Registrar must be notified in writing. Requests for grade changes occurring more than one semester beyond the semester in which the grade was assigned must be reviewed and approved by the Committee on Admissions and Credits.

Every effort should be made to insure the accuracy of grade calculations. Grade changes affect the validity of Veterans certification, Dean’s List and other data.

Grade Appeal Policy – West Liberty has established two separate academic appeal procedures to provide students with avenues of appeal. Each of these appeal procedures is based on the final grade or overall grade-point average. One procedure allows a student to appeal his final grade for a course; the other allows a student to appeal his probation or suspension status.

For a more detailed explanation of the Grade Appeal Policies you should refer to Policy #221 as listed in the “University Policies & Procedures Section” at the end of this manual. You can find a detailed explanation of these policies by going to our webpage and click on the “Site Index” tab at the top of the page, then select Human Resources, the Personnel Policies, then select the appropriate policy number.

HONESTY POLICY:

Academic Dishonesty, in whatever form, belies the stated philosophy of West Liberty University “to promote the development of the intellectual, cultural, social, physical, emotional, moral, and vocational capacities of all persons within its sphere of influence.” Individuals who commit acts of academic dishonesty violate the principles which support the search for knowledge and truth. The academic community has established appropriate penalties and disciplinary action for such behavior.

Types of Academic Dishonesty as established are:

- Cheating – Using or attempting to use unauthorized materials or information; having a substitute take a test; have another complete a research or writing assignment; or using the services of a term paper company.
- Fabrication – Falsifying/inventing information/evidence or neglecting to follow established guidelines of research and documentation.
Collaboration – Assisting others in engaging in scholarly wrongdoing; permitting another to use a research paper/design; or permitting another to copy from his/her paper during an exam.
- Destruction of Reference Sources – denying others access to learning materials; stealing of books and other materials from the Library or other sources.
- Plagiarism – representing the words or ideas of another as one's own; not acknowledging a paraphrase; or misrepresentation of statistics.

An instructor who desires to supplement the college established criteria must state such modifications, in writing, and distribute copies to his/her students within the add period.

CLASS OBSERVATION:

Any time during the semester your Department Chair may stop in to observe your class. This classroom observation is typically used for improvement of instruction.

STUDENT EVALUATION OF FACULTY:

Near the end of the fall and spring semesters you will receive a packet of course evaluation forms with detailed instructions attached. These are to be given to the students one or two weeks before final examinations. These student evaluations of faculty shall be utilized for improvement of instruction for all adjunct and full-time faculty. Summaries of the completed evaluations will be sent directly to the professor concerned, the respective department chair, and the appropriate school dean.

Data files of these student evaluations of faculty will be maintained in the Institutional Research & Assessment Office. If you wish to have these evaluations included in your permanent personnel file, you must submit a copy of the evaluation along with a written request.

FINAL EXAMS:

Final exams will be given the last week of the semester during final exam week. (See Policy 231)

UNIVERSITY/BOARD OF GOVERNORS POLICIES & PROCEDURES

You can find a detailed explanation of these policies by going to our webpage and click on the “Site Index” tab at the top of the page, then select Human Resources, the Personnel Policies, then select the appropriate policy number.

Policy # Title

College Policies:

33	Tobacco Use and Guidelines
215	Student Evaluation of Faculty
218	Required Attendance
219	Class Schedules
220	Faculty Office Hours
221	Grade Appeal Procedure
229	Class Admission & Attendance
231	Examinations
232	Reporting Grades
247	Syllabus Policy

Administrative Procedures:

17	Reporting Absences
230	Class Withdrawals
233	Mid-Semester Reports
234	Changing Grades
235	Inclement Weather Class Cancellation
246	Perpetual Academic Calendar

Board of Governors Policies:

28	Social Justice
29	Affirmative Action
30	Americans with Disabilities
32	Sexual Harrassment
33	Drug Free Workplace
47	Tobacco Use and Guidelines