

ADJUNCT FACULTY
HANDBOOK

DEPARTMENT OF
WORKFORCE EDUCATION AND DEVELOPMENT

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

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ADJUNCT FACULTY HANDBOOK

Department of Workforce Education and Development

I. Introduction

We would like to welcome you to the Off Campus Degree Program (OCDP) of the Department of Workforce Education and Development (WED) in the College of Education and Human Services. The Department defines its mission within the context of the University and College of Education: the preservation, transmission, and enrichment of knowledge and culture.

The WED program is dedicated to continuous improvement in human performance and preparation of students for careers in workforce education, corporate training, development, technical, and occupational environments. Specifically, the Department's mission encompasses the following:

- Prepare undergraduate students for professional, technical, instructional, and administrative roles in the workplace, both on-campus and off-campus at military bases and at various other sites.
- Contribute to the growing body of knowledge through research, publication and dissemination.
- Provide service to the publics served by the Department, College and University, in local, state, national and international activities.

The SIUC Bachelor's degree in Workforce Education and Development had its beginning in 1973 and is today one of the largest programs of its kind in the United States. The military service component of that program, first offered at Scott AFB in 1973, currently enrolls over 1,000 students and has proudly graduated over 18,000 military personnel and civilians.

The purpose of this handbook is to provide useful information to adjunct faculty about academic policies, administrative procedures, and non-teaching duties. This handbook is designed to be an accompaniment to the university catalog and the University's Student Regulations and Policies which may be found at the URL, http://www.siu.edu/bot/botlegis/public_html/policies/chapter3.0.html.

The following points are highlights of the more important informational pieces you will need to know in order to effectively function as a member of the SIUC team. We recognize, however, that there are numerous other concerns that students raise from time to time that are not addressed in this manual. In resolving any such concerns, you are asked to first consult the university catalog or the Policies site as indicated in the previous paragraph. If answers are not found there, then consult with the local Site Coordinator or Assistant Coordinator.

Thank you for your willingness to become part of the WED Off-Campus Degree Program Team!

YOUR APPOINTMENT

A. Employment

Once you have been offered and have accepted a teaching assignment with our program, you will receive a packet of appointment and assignment documents. This packet will be sent from our administrative office at the main campus in Carbondale, Illinois. Subsequent contracts require only the Notice of Appointment, and will be sent to you electronically. Original signatures are required, so you will need to print, sign and return the contract via U. S. Mail or other means.

B. Compensation

Currently, adjunct faculty who possess a master's degree are paid \$2500.00 per course. Adjunct faculty who possess a doctoral degree are paid \$3000.00 per course. Each appointment is for approximately a two-month timeframe. Provided your signed contract is received in a timely manner, you will be paid in two equal installments. The final installment cannot be paid prior to the end of the final class weekend. For example, if your class meets from October 1- November 15, your regularly scheduled payments would be received on November 1 and December 1.

Payments are always paid on the first of the month unless that date falls on a weekend or holiday, in which case the payment will be made on the last working day prior to the first of the month. If you have any questions or concerns regarding your payments, please first contact Rhonda Brumitt at the main campus. Depending upon the nature of the inquiry, she may serve as a liaison to Payroll staff or she may request that you contact Payroll staff directly.

SIUC utilizes electronic direct deposit. Employees residing in the Carbondale area may elect not to participate and may pick up their payments each month on campus. However, since the majority of our adjunct faculty do not live nearby, you will find it necessary to participate in electronic direct deposit. Your initial packet of appointment paperwork will contain the required form.

The first occurrence of pay following the input of an authorization for electronic deposit is treated as a test transmission (commonly referred to as a "pre-note"). A paper check is issued and forwarded (*mailed via U.S. Mail*) to your financial institution for *manual* deposit. Therefore, you should contact your financial institution before initiating any activity against your account. The second occurrence of pay will be electronic if there were no problems or changes as a result of the transmission. More detailed information concerning electronic deposit of payments may be found at <http://www.siu.edu/~payroll/edd/eddinstfacstaff.pdf>.

The more general Website, <http://www.siu.edu/~payroll/staff.html> lists the names of the Payroll Specialists, which section of the alphabet each Specialist works with, and their contact information. Additionally, there is a great deal of useful information such as payroll schedules; how to correctly convey a change in your home address; how to correctly complete a W-4 card; and issuance of annual W-2 statements. It is very important that you correctly complete the W-4 card (again, a card will be included in your initial appointment packet). Information provided on the card affects the amount of federal taxes withheld from your

payments. Information provided also affects Illinois taxation. *If you are not a resident of the State of Illinois and do not wish for Illinois state taxes to be withheld from your payments, it is necessary to check the box by item #4 on the Illinois side of the W-4 card ("Form IL-W-4").* Failure to do so will result in Illinois state taxes being withheld.

C. Address Changes

For a number of reasons it is critical that you keep WED & SIU staff apprised of changes to your home address. (It is also helpful to let us know if your home phone number and/or email address change[s]). Completion and submission of a "Change of Address Form" is required to ensure that Human Resource staff and Payroll staff maintain your correct address in the University's computer system. Failure to complete a Change of Address Form will result in the annual W-2 form being mailed to an incorrect address. Failure to notify WED staff prevents us from being able to contact you regarding teaching assignments; causes incorrect mailing of earnings statements; etc.

D. How to Obtain SIU Forms

If you need to make changes to information concerning electronic deposit, your home address, number of exemptions you wish to claim, or other similar information, contact [Rhonda Brumitt](#) at main campus. She maintains a supply of all of the previously mentioned forms and will be happy to fax or mail the needed form to you.

E. Travel Policies

A maximum of \$500.00 for travel expenses, including transportation, lodging, and per diem may be reimbursed during the period of each appointment. Please refer to the 'Travel and Reimbursement Policies and Procedures' booklet for more detailed information.

F. Accommodations

If the distance from your residence to the site where you are teaching requires overnight accommodation, work with the Assistant Coordinator to secure accommodation in the area in which you will be teaching. Please refer to the *Travel and Reimbursement Policies and Procedures* booklet or *Know Before You Go* <http://www.campustravel.com/university/siucarbondale> for more detailed information.

G. Base Access and Security

Please keep in mind that we are guests of a military host whose rules and regulations are to be followed without exception. Adherence to each site's regulations applies to all guests, i.e. the right to search a vehicle, refuse admission, etc. Failure to adhere to rules may carry serious consequences. It is advisable to discuss with the Site Coordinator or Assistant Coordinator subjects such as authorized/unauthorized areas, changing terrorist threat condition (Threatcon) levels, etc.

The Site Coordinator or Assistant Coordinator will provide you with specific information as to how to obtain base access. Oftentimes, it is advisable to go to the site on the Friday before class to pick up a pass, provide automobile information for a car pass, etc. But again, our on-site staff can provide details such as what personal and vehicle documentation will be required.

H. Mailbox

Site offices may or may not be open each teaching weekend depending on where you are teaching. If an office is not open, any information (mail or materials you've requested) will be put in an envelope with your name attached and placed in the course information box which may be found in your classroom on Saturday morning between 7:30 and 8:00 a.m.

I. Non-Teaching Duties

Due to the accelerated nature of the program and its weekend format, you may be asked from time to time to:

- Distribute inter-office mail to the class you are teaching. It is recommended that you do so at the end of the Sunday class so that student discussions of returned items will not disrupt your class.
- Distribute newsletters, flyers, and notices to students from the main campus or the base office.

J. Additional Assignments

As a general rule, you will be contacted by the site coordinator concerning future assignments. If you desire to convey employment availability, please contact him/her. In rare instances, Tammy Weston (Scheduling Coordinator), will initiate contact with an adjunct to inquire as to their availability and interest in teaching a course.

K. Carbondale Campus Contacts

Contact information for on-campus staff may be obtained from the following Website: <http://wed.siu.edu/Public/Personnel/index.php>. Appendix A provides information concerning who to contact about particular subjects.

III. YOUR ASSIGNMENT

A. Syllabus

When you accept your teaching assignment, you will need to locate the URL <http://wed.siu.edu/Public/Courses/ocdp.php> and review the course materials. Each course is listed starting with WED 460 to WED 469. Each course has a syllabus listing the required textbook, the course description, objectives, outcomes, grading and assignments. You may modify the syllabus by inserting contact information and other relevant course related information. Any modification must still include certain course syllabus guidelines included in Appendix B. Some courses have PowerPoint slides as a part of the instructional material. Each course has an e-learning unit that must be completed by your students. It is recommended that you complete the e-learning unit yourself. You should then be in a better position to answer students' questions.

As a professional you will utilize instructional strategies and methods developed during your professional career and that is fine. However, course content, objectives and outcomes are not to be modified. Students download all required course materials from the same site. Supplemental materials must be approved by the Department Chair, Dr. C. Keith Waugh, at the main campus prior to use in the class.

B. Desk Copy of Textbook

It is the instructor's responsibility to contact book publishers and request desk or instructor copies of textbooks. You can find the approved textbook listed with each course at <http://wed.siu.edu/Public/Courses/ocdp.php>. If you encounter any difficulties in this process, please contact [Ms. Chris Lawrence](#) in our administrative office at the main campus in Carbondale, Illinois.

C. Duplicating Services

In the event you need supplemental course materials duplicated, please give our staff at least two weeks. Please work with the Assistant Coordinator as to when and where you can retrieve your materials.

D. Audio-Visual Equipment Requests

Most of our sites have one PowerPoint projector and laptop computer, one overhead projector, and access to several VCR/monitor units for use by three instructors on class weekends. Please notify the Assistant Coordinator, via an A/V Request Form (available from the site office), of your needs and we will attempt to accommodate you. You will be notified if the equipment you requested is not available.

E. SIUC Software Site License

Site licenses for some SIUC-owned software are available to download for *one* computer which you personally own. See the following web site: <https://www.infotech.siu.edu/software/loqon.aspx?ReturnUrl=%2fsoftware%2fDefault.aspx>.

Software Piracy Policy Statement

Some institutional licenses permit copying for use on local area networks or on multiple machines, but such uses must be authorized in a license agreement commonly called a site license, which might include a network license or a limited-use license. It is the policy of Southern Illinois University that unauthorized copying of computer software will not be tolerated. Such copying is both unethical and illegal. University employees and students making, acquiring, or using unauthorized copies of computer software may be subject to University disciplinary sanctions as well as legal action by the copyright owner.

To view the SIU Board of Trustees Software Piracy Policy Statement in its entirety, refer to the following web site:

http://www.siu.edu/bot/botlegis/public_html/policies/chapter5i.html.

F. Pre-Assignments

Due to the accelerated nature of this program, maximization of class time is essential. When you accept your teaching assignment you are expected to submit an assignment for students to complete prior to the first class. These assignments are generally distributed to students the last Sunday of the previous class.

G. Class Lists

You will be provided with a class list and an attendance sheet. A form for recording grades and comments until the official grade list is generated will also be provided. Please keep anecdotal records as necessary in the event of excessive absences or a grade dispute. After each class weekend, notify the office of student absences.

H. Class Records

Faculty are required to maintain official class records that note attendance as well as grades. Attendance is to be taken by the instructor during the a.m. session of the class and during the p.m. session of the class. Student test performance records are to be maintained as well. Upon completion of the semester, these records are to be turned in along with final student grade reports.

I. Grading

Letter Grades

The grades of A, B, C, D, and F are included in determining student grade point average.

A	Excellent
B	Good
C	Satisfactory

D Poor
F Failure

Please be sure to include in your course syllabus how grades will be computed. Students must make a C or higher in WED major courses.

Grade of "Incomplete" (INC)

An INC is assigned when, for reasons beyond their control, students **engaged in passing work** are unable to complete all class assignments. (passing work is defined as having successfully completed 50% of coursework assigned) In our program, this situation can occur when a student is placed on temporary duty elsewhere. An INC must be changed to a completed grade within a time period not to exceed one year from the close of the term in which the course was taken. However, it is in your best interest to require the work be completed as quickly as possible and extensions of two weeks are reasonable if students had been **engaged in passing work**. Should the student fail to complete the course within the time period designated, not to exceed one year, the incomplete will be automatically converted to a grade of F and the grade will be computed in the student's grade point average. Should you assign an INC, you must complete a 'Conditions for Removing INC Grade' form http://wed.siu.edu/Public/OCDP/online_forms/online_forms.php and ensure proper distribution of the form. This form provides written notice to the student, the University and to you of the exact requirement for completing the course and the deadline for submitting the work.

Changing Grades

Grades given at the end of a course are final and may not be changed by additional work or submitting additional materials. When work is completed for a course in which an INC grade has been given, **you the instructor of record** must complete and return to the base/site office a 'Change of Grade Form' for the student. This form is available from the site office.

J. Confidentiality

Due to the nature of our program, you may not always be able to personally return student work. In the event you leave students' graded assignments in the office to be picked up, please be sure that grades and comments are affixed on inside pages so that the confidentiality of students' grades is maintained. SIU is bound by federal regulations regarding the maintenance of confidentiality of student educational records as required by the Family Educational Rights and Privacy Act of 1974. The policy may be found in its entirety at:
http://intranet.siu.edu/~docedit/other_policies/index.html.

K. Class Schedule

The current year's class schedule may be accessed at the following Website:
http://wed.siu.edu/Public/OCDP/general_information/2009Calendar.pdf.

L. Attendance

Attendance in all class sessions is required. It is understood that students will

occasionally be required to attend to military duty and miss class. Instructors are required to allow make-up work for up to two days of missed class. **If you notice a student is not attending, it is your responsibility to inform the site staff so the student can be contacted.** Students exceeding this limit will receive the grade of WF unless they officially withdraw from the course(s). Merely discontinuing attendance does not relieve the student from his/her obligation to the University nor does it excuse them from receiving a grade. It is the student's responsibility to ensure that the withdrawal process is officially completed. Students who withdraw from a course(s) by completing the necessary paperwork will be subject to published refund policy.

You will be provided an official attendance sheet. Please do not pass this sheet around or leave it to be initialed by the students. We ask that you take attendance once during the morning session and once during the afternoon session and mark the attendance sheet accordingly.

Lateness

Classes begin promptly at 8 a.m. and typically end at 4 p.m. Students are given an hour for lunch and short breaks throughout the day at times that are mutually convenient to instructor and students. Lateness should not be tolerated.

TDY (Military Temporary Duty)

Students who miss class because of a temporary duty military assignment are required to make up missed course work.

Cancellation of Class

Contractually, you have agreed to teach a certain number of classes on scheduled days for a specified period of time. We would prefer that you not take the assignment if you know in advance that you will be unable to teach on scheduled days. Students are given a schedule of class weekends upon acceptance to the program and plan their lives accordingly. In the event you cannot be present due to an *extreme* emergency, please notify the Site Coordinator immediately.

M. Emergency Closings

On rare occasions, classes must be cancelled due to extreme weather conditions and even more rarely due to national and/or site security situations. Ask the Site Coordinator or Assistant Coordinator to share their emergency notification plan. Many, if not all, sites have a general information telephone line and in the event of inclement weather, most sites will announce closures on local radio stations.

If you are traveling a great distance and anticipate not being able to reach the site where you are teaching, please notify the Site Coordinator as soon as possible and ensure that all students are notified via phone or e-mail. (You will be given a list of student phone numbers and e-mail addresses prior to the first class.) You will be required to make up the missed class at a time convenient to all students.

With regards to threatening weather conditions, students who must travel a distance to participate in the program are advised to use their own good judgment.

N. Room Changes

From time to time, students in classes have access to facilities that might be better than those assigned by the Education Center. *Providing there is no charge for the classroom*, you may move your class under the following conditions:

- The Site Coordinator and/or Assistant Coordinator are notified of the move immediately.
- A map and directions are placed on the assigned classroom board and door so that all students know of the move.
- Students who are absent are notified via e-mail or telephone of the move.
- The student who is allowing access to another facility is responsible for the maintenance of that facility and the behavior of all students in the class and must so inform the class. Unless we have a memorandum of understanding with the particular facility commander, we will not be responsible.

O. Food and Drink

Most classrooms have signs posted if food and drink are not allowed. Please adhere to the posted policy. In the event there is no policy posted, please remind students to remove their own trash to appropriate receptacles. This has been a problem at some of our sites in the past and your vigilance is appreciated.

P. Emergencies

In the event of an emergency, please notify the appropriate personnel, i.e. security police, ambulance, fire, etc. Their numbers will be included in the package provided by the Site Coordinator. Please also notify the Site Coordinator or Assistant Coordinator as soon as possible and practical.

Q. Faculty/Staff Development

Recently the Department developed a new and important resource available to you as a faculty member working with our Off-Campus Degree Program. It is the web site: <http://wed.siu.edu/OCDP/>. The purpose of the website is twofold: first, to provide relevant e-Training for our personnel, and second, to provide access to important resources. Through e-training, we hope you will build knowledge and skills, especially technology-based competencies needed to serve our students and to conduct the work of our program. We urge you to make use of this Website and hope you find it to be a valuable resource.

R. Instructor Evaluations

At a mutually agreed upon time, the Site Coordinator may visit your class to conduct an observation of your teaching and interaction with students. Teaching materials other than those provided by the Department must be pre-approved. Please provide a copy of your lesson plan and all handouts for the class prior to the first teaching weekend.

S. Academic Policies (Selected)

Acts of Academic Dishonesty

Acts of academic dishonesty include:

20. Plagiarism, representing the work of another as one's own work;
21. Preparing work for another that is to be used as that person's own work;
22. Cheating by any methods or means;
23. Knowingly and willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research;
24. Knowingly furnishing false information to a university official relative to academic matters; and
25. Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code.

Sanctions

Sanctions which may be imposed for a violation of the Student Conduct Code are listed in detail at <http://www.siu.edu/~policies/policies/conduct.html>. Should a situation arise, please first ask the Site Coordinator for assistance to ensure consistency.

T. SIUC's Student Conduct Code

The Student Conduct Code may be viewed in its entirety at the following Website: <http://www.siu.edu/~policies/policies/conduct.html>.

U. Academic Warnings

We hope that you will work closely with us in the academic and professional preparation of our students. Please notify the Site Coordinator or the Assistant Coordinator if a registered student is not attending classes, if a student is present for class but his or her name is not on the official attendance sheet, or if a student is doing poorly in your class. They, too, will notify you if a student is on temporary duty, will otherwise miss a class, or be unable to complete the coursework.

V. Instructor and Course Evaluations

We expect that *Instructor and Course Evaluations* (ICE's) will be distributed, completed and returned for every class taught at our off-campus sites. At some time during the last class weekend, one student will be designated to conduct Instructor and Course Evaluations. At this time, you will be asked to leave the area so that the student designee can give instructions and collect the evaluations. The evaluations are placed in a stamped and sealed envelope by the student designee and mailed directly to the main campus for tabulation. You will receive a copy of the composite results in a few weeks ("SIUC Instructor and Course Evaluation Report").

Upon receiving the composite, please take particular note of the scores in the mean column. Any area receiving a mean score of 3.2 or lower should be of concern. You are encouraged to discuss low ICE results with the site coordinator. Your goal should be to make adjustments/improvements which will result in improved scores in the future.

In addition, you will be required to submit a Course Objective Evaluation Sheet at the conclusion of your course. This form can be found at

<http://wed.siu.edu/Public/Courses/ocdp.php>. Upon locating the applicable course, i.e. WED 463, the form is the first item under course resources.

IV. HELPFUL WEB SITES (URL'S)

WED home page: <http://www.wed.siu.edu/Public/>

OCDP home page: <http://www.wed.siu.edu/Public/OCDP/index.php>

On-campus OCDP staff:

http://wed.siu.edu/Public/Personnel/Personnel.php?Type=S*

OCDP course resources: <http://courses.wed.siu.edu>

OCDP Approved textbook List: <http://www.wed.siu.edu/Public/Courses/ocdp.php>

Current year's OCDP class schedule:

http://wed.siu.edu/Public/OCDP/general_information/2009Calendar.pdf

A multitude of useful links: <http://wed.siu.edu/Public/Department/Links.php>

Undergraduate Catalog: <http://registrar.siu.edu/eval/catalog.htm>

SIUC Morris Library: <http://www.lib.siu.edu/hp/>

Student regulations and policies:

http://intranet.siu.edu/~docedit/other_policies/index.html

Family Educational Rights and Privacy Act of 1974:

http://intranet.siu.edu/~docedit/other_policies/index.html

SIUC Software Site License: <http://www.infotech.siu.edu/downloads.htm>

SIU Board of Trustees Software Piracy Policy Statement:

http://www.siu.edu/bot/botlegis/public_html/policies/chapter5i.html

Appendix A: Subject/Staff Referral Table

Direct Questions Regarding These Topics to the Following Personnel						
Topic	Your Local Site Coord. or Asst. Coord.	Jessica Bradshaw (jesbrad@siu.edu)	Rhonda Brumitt (rhonb@siu.edu)	Paula Parks (pparks@siu.edu)	Becky Skibinski (slohand@siu.edu)	Chris Lawrence (cclawrz@siu.edu)
Academic Policies, Grading, etc.	1				2	
Appointment Paperwork			1			
Audiovisual Equipment Requests	1					
Base Access and Security	1					
Change of Home Address	1		1			
Class Lists	1					
Classroom Change	1					
Desk Copy of Text	1					2
Duplication of materials						1
Emergencies (weather, illness, security related, etc.)	1					
Instructor & Course Evaluation (ICE) Results	1	2				
Overnight Accommodations	1					
Requesting Approval to Teach Additional Courses	1					
Salary Payments			1			
Adjunct assignments	1					
Travel (policies, reimbursements, etc.)		1		2		

Appendix B

Course Syllabus Guidelines

During the first week of each semester, students enrolled in any course offered through the university should receive a written syllabus outlining specific aspects of the course. As a minimum, the syllabus should contain the following:

Course number and name

Name(s) of instructor(s)

Office hours of Instructor(s)

Instructor's office location, phone number and e-mail address, where available and appropriate. Adjunct faculty should provide a contact location or telephone number.

Course meeting times and location(s)

Course description and objectives

Dates of major evaluations, including examinations, papers, performances, or formal presentations and similar activities

Grading policy, including the weight given to each graded component and the grade or mark that will be assigned to students who do not officially withdraw from the course before the drop deadline

Schedule of topics covered and other class related activities (or procedures for determining them)

List of texts and other suggested or required reading materials

Other course policies - e.g., attendance, make-up exams, and safety issues pertinent to the class

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