

**2011-2012  
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.

Office of  
ADJUNCT  
FACULTY  
SUPPORT  
PROGRAMS

Science East 201  
(989) 964-4050  
adjunctfaculty@svsu.edu  
www.svsu.edu/adjunctfaculty

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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 operate an office that strives to satisfy the distinct needs of Adjunct Faculty. We offer professional development opportunities, provide office space and supplies including computers and printers, and keep you informed about the University and its activities. We always have a fresh pot of coffee and a variety of tea available for your enjoyment, and we are prepared to answer your questions and address your concerns.

The Office of Adjunct Faculty Support Programs has undergone renovations that should contribute to an overall better experience for Adjunct Faculty. These renovations include adding more computers to the previously existing lounge area, thus allowing us to open up more space in our main office. We have also made improvements to adjunct faculty compensation. Adjunct faculty with a Master's degree and 0-3 years of experience received an increase from \$550 per credit hour to \$600 per credit hour. These improvements should improve the teaching experience for you and the learning experience for your students.

Feel free to stop by my newly renovated office in Science East 201. We are open from 8:00 A.M. to 8:30 P.M. Monday through Thursday and from 8:00 A.M. to 4:30 P.M. on Friday. Also, stop by our satellite office in the REC between 3:30 P.M. and 8:15 P.M. Monday through Thursday.



Ann Coburn-Collins  
Director, Office of Adjunct Faculty Support Programs  
acoburn@svsu.edu  
(989) 964-2130

- *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.

### *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 be evaluating 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.

*When New Teachers Meet the Classroom Terrorist:*

<http://www.clt.cornell.edu/campus/teach/grad/carlson/terrorist.html>

*Managing Hot Moments in the Classroom*

<http://isites.harvard.edu/fs/html/icb.topic58474/hotmoments.html>

Sorcinelli, 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.

Boice, R. (1996). Classroom incivilities. *Higher Education*, 37(4), 453-486.

- 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 paper work 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.

## President's Letter

Dear Colleagues:

To state the obvious, there's no question the University couldn't do or be what it is without the dedication and support of its Adjunct Faculty. You bring valuable perspectives and an admirable vitality to your teaching and our programs. On behalf of your students and your University, I offer a sincere thank you.

I have been an Adjunct Faculty member myself for the past 19 years, and I look forward each winter semester to meeting a new group of promising students. I get a lot of satisfaction from my "day job" too, but none more than what I feel after a class that really goes well. I hope all of you get that same sense of satisfaction too.

We're looking forward to another great year at Saginaw Valley State University, and we're pleased and proud to be sharing it with you. Enjoy the experience and, once again, our sincere thanks.

Best regards,



Eric Gilbertson  
President



### **Mission**

The University creates opportunities for individuals to achieve intellectual and personal development through academic, professional, and cultural programs. By fostering an environment of inquiry and openness that respects the diversity of all whom it serves, the University prepares graduates whose leadership and expertise contribute to the advancement of a pluralistic society. The University serves as a cultural and intellectual center dedicated to the pursuit and propagation of knowledge.

### **Goals**

The University will provide academic, professional, and cultural programs at the highest level of quality and service; it will achieve national recognition for its programs of distinction. The University's graduates shall distinguish themselves and their University through meritorious service, accomplishments, and leadership in the economic, cultural, and civic affairs of a diverse and global society. Through exemplary teaching, research, and engagement with the greater community, the University will also be the premier cultural and intellectual resource for the region's schools, governments, businesses, and people.

- Adopted by the Board of Control on March 21, 2005



### ***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 ([http://www.svsu.edu/stuserve studenthandbook/pages/code-of-conduct.html](http://www.svsu.edu/stuserve%20studenthandbook/pages/code-of-conduct.html))
- Behavior which indicates some emotional distress.

### ***What can you do?***

It might be valuable to consult with the Student Conduct Programs, at the earliest stages of any classroom behavioral matters. There 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.
- It is also CRITICAL that if you or any of your students feel threatened in the classroom, you are to call University Police for immediate assistance, 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.

## *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 specifically 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 in class discussion.
- Be a role model for your students. Do not engage inside 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 class room.
- Don't deal with student issues when you are emotional.
- Don't deal with student issues when the student is emotional.

## **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.

In his 2001 State of the University Address, SVSU President Eric R. Gilbertson said "Universities, and especially this university, are always creating and being created; it is an endless process".

"This university is clearly a product of its history, the product of choices made over time by its people - what they want and what they believe and what they hope."



<b>Academic Calendar</b>	<b>Fall 2011</b>	<b>Winter 2012</b>
Initial Payment Deadline	July 27	Nov 30, 2011
Classes Begin	Aug 29	Jan 9, 2012
Late Registration	Aug 29-Sept 2	Jan 9-13
Labor Day Recess, No Classes	Sept 5-6	
University Closed (MLK)		Jan 16
Late Course Adds (ONLY if already registered)	Sept 7-9 Sept 12-13	Jan 17-20
Last Day to Withdraw with a 100% refund	Sept 2	Jan 13
Last Day to Withdraw with a 75% refund	Sept 13	Jan 20
Last Day to Withdraw with a 50% refund	Sept 20	Jan 27
Last Day to Withdraw with a 25% refund	Sept 27	Feb 3
Last Day to Withdraw with "W" grade	Oct 28	Mar 16
Last Day to Withdraw with "WP" or "WF" grade	Nov 11	Mar 30
Thanksgiving Recess, No Classes	Nov 23-27	
Spring Break, No Classes		Mar 5-11
Classes Resume	Nov 28	Mar 12
Classes End	Dec 10	Apr 21
Final Exams Begin	Dec 12	Apr 23
Final Exams End	Dec 17	Apr 28
Grades Due to Registrar by Noon	Dec 21	May 2
Commencement	Dec 16	May 5

## Student Classroom Behavior

Students come in all shapes and sizes. They also have varying issues and problems. This document is intended 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.

### 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.

### **Tuition Discount**

Adjunct Faculty may receive a 50% discount off the regular tuition rates for SVSU classes in the semester in which they teach, as well as the one that immediately follows. Adjunct Faculty tuition waiver forms are available at:  
[www.svsu.edu/fileadmin/websites/officeofadjunct/Forms//Employment\\_Forms/Forms/\\_05\\_06\\_10.pdf](http://www.svsu.edu/fileadmin/websites/officeofadjunct/Forms//Employment_Forms/Forms/_05_06_10.pdf)

### **SVSU Employee Perks Program**

A number of local businesses and franchises offer discounts and special deals to SVSU adjunct faculty. These “perks” are special offers for adjunct faculty. To see a list of these discounts and deals please refer to:  
<http://www.svsu.edu/hr/benefits/benefits-nim/employee-perks-program.html>

### **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. Students should keep their copies of all forms as proof of the transaction. Please refer to the calendar in the Academic Calendar for course withdrawal deadlines. These deadlines will not be extended. 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 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. 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.

## Office of Academic Affairs

The Office of Academic 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 Affairs is located in Wickes Hall 338. Academic Affairs coordinates:

**Provost and Vice President for Academic Affairs**  
Dr. Donald Bachand  
989-964-4296  
dbachand@svsu.edu

**Administrative Assistant to the Vice President for Academic Affairs**  
Cheri Stokes  
989-964-4669  
stokes@svsu.edu

**Associate Provost**  
Dr. Marc H. Peretz  
989-964-4387  
mhp@svsu.edu

**Administrative Assistant to the Vice President for Academic Affairs**  
Maureen Engel  
989-964-4296  
mckoz@svsu.edu

**Assistant to the Vice President for Academic Affairs**  
Kris Gregory  
989-964-4093  
kgregory@svsu.edu

**Administrative Secretary**  
Rebecca Clifford  
989-964-4023  
rmc@svsu.edu

**Project Coordinator and Information Specialist**  
Laura Peil  
989-964-7303  
llpeil@svsu.edu

## 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 like attending a football game, swimming at the Ryder Center or golfing at BCCC. Second, it is important because you need an I.D. card to check out books at 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. 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 jkoboyles@svsu.edu or 989-964-7100. A salary reduction agreement must be signed and returned along with the TIAA-CREF enrollment form when enrolling.

### Parking Permits

Adjunct Faculty are eligible for free on campus parking permits. Please contact the Office of Adjunct Faculty Support Programs for at 989-964-4050 for information on this perk.

### **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.

### **Bay City Country Club**

Adjunct faculty enjoy an alliance membership at The Bay City Country Club located on Davis Road. As an Alliance Member, you are entitled to a number of privileges including use of the BCCC dining facilities, golf discounts, and use of the pool to name a few. For more information you may contact Joe Vogl at ext. 4051 or [javogl@svsu.edu](mailto:javogl@svsu.edu) or contact the BCCC at 989-684-6313.

### **Golfing**

**Two other places which offer discounted rates for golf are Bay Valley Golf Course on 2470 Old Bridge in Bay City and Bridgeport Golf & Grille, Inc. on 4042 State Street in Bridgeport.** For further information please refer to [www.svsu.edu/hr/benefits/benefits-nim/employee-perks-program/golf.html](http://www.svsu.edu/hr/benefits/benefits-nim/employee-perks-program/golf.html)

### **SVSU Healthy U**

Healthy U is dedicated to helping make positive and lasting changes in healthy living. Adjunct faculty are eligible to participate in any Healthy U activities which can include attending a Lunch and Learn or Weight Watchers meeting or keeping a Daily Exercise Log. The competitions are available only for benefit eligible employees; however, adjunct faculty may participate as a means of becoming a part of our Healthy U!

### **Faculty Secretaries**

<b>Name</b>	<b>Room</b>	<b>Phone</b>
Deb Albrough	W 280	964.7112
Kathy Anderson	EN 138	964.4121
Cathy Davis	SE 260	964.4110
Maryann Gillette	EN 138	964.4144
Tammie Hafner	A 103	964.4159
Kelly Helmreich	C 300	964.7473
Donna Helmreich-Lopez	C 300	964.4235
Lori Kranz	2nd Floor Brown	964.7086
Pat Latty	B 328	964.7022
Cheryl Michalski	1st Floor Brown	964.4492
Sharon Opheim	B 328	964.7142
Linda Peterson	SW 161	964.4280
Nancy Rood	P 220	964.4199
Sue Schmidt	EN 213	964.4027
Dennis Strobel	REC Atrium 204	964.4947
Val Taylor	EN 213	964.4581
Lori Williams	3rd Floor SW	964.4325
Merchelle Weston	HSB 230	964.7307

## 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.

### Business and Management

#### Accounting

Larry Kickham  
989-964-2792  
lkickham@svsu.edu

#### Economics

Christopher Surfield  
989-964-4379  
csurfield@svsu.edu

#### Management/Marketing

Gail Sype  
989-964-7006  
gesype@svsu.edu

#### Law & Finance

Wayne Mackie  
989-964-4311  
mackie@svsu.edu

### Education

#### TE-Middle/Secondary Ed

Patricia Callahan  
989-964-6014  
pcalahan@svsu.edu

#### TE-Elem/EC/Sp. Ed

David Cline  
989-964-2790  
decline@svsu.edu

#### Advanced Education Studies

Elizabeth Hansen  
989-964-2792  
ehansen@svsu.edu

### Workshops and other forms of training

Faculty support and development is an important role of the Office of Adjunct Faculty Support Programs. Adjunct faculty who attend up to three University sponsored trainings or faculty development activities will be reimbursed \$25.00 for each. All day workshops or the Fall Adjunct Faculty Orientation are compensated at a rate of \$50.00. You may register for any and all workshops sponsored by the University by going to [www.svsu.edu/workshops](http://www.svsu.edu/workshops)

### Technology Support Services

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

- VSpace Training: 989-964-4976
- Instructional Technology Center (Software and Classroom Technology): 989-964-7471
- Online Course Development: 989-964-2025

### HEALTH, WELLNESS AND FAMILY

#### 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.

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

## Arts and Behavioral Sciences

### Art

Hideki Kihata  
989-964-7103  
kihata@svsu.edu

### Criminal Justice

Carol Zimmerman  
989-964-2047  
cazimme2@svsu.edu

### Communication

David Schneider  
989-964-4398  
dschneid@svsu.edu

### English

Elizabeth Rich  
989-964-4317  
rich@svsu.edu

### First Year Writing

Brad Herzog  
989-964-2296  
bherzog@svsu.edu

### Geography

Evelyn Ravuri  
989-964-4501  
eravuri@svsu.edu

### History

Nameeta Mathur  
989-964-2606  
mmathur@svsu.edu

### Humanities

Joni Boye-Beaman  
989-964-4373  
jbb@svsu.edu

### Modern Foreign Languages

Gladys Hernandez  
989-964-4487  
gaherna@svsu.edu

### Music/Music-Applied

Jane Girdham  
989-964-4386  
jgirdham@svsu.edu

### Philosophy

Judith Hill  
989-964-7149  
jhill@svsu.edu

### Political Science

Stewart French  
989-964-2224  
slfrench@svsu.edu

### Psychology

Marie Cassar  
989-964-4647  
mtcassar@svsu.edu

### Rhetoric and Professional Writing

Bill Williamson  
989-964-4625  
wwilliam@svsu.edu

### Sociology

Elson Boles  
989-964-4178  
boles@svsu.edu

### Theatre

Steve Erickson  
989-964-4147  
erickson@svsu.edu

## Health and Human Services

### Health Sciences

Rene Hernandez  
989-964-4674  
rhernan1@svsu.edu

### Kinesiology

Joshua Ode  
989-964-7331  
ode@svsu.edu

### Nursing

Sally Decker  
989-964-4098  
decker@svsu.edu

### Occupational Therapy

Donald Earley  
989-964-4689  
dwe@svsu.edu

### Social Work/Youth Services

Steven Yanca  
989-964-7136  
sjy@svsu.edu

### MLS Director

Kay Castillo  
989-964-4505  
decker@svsu.edu

## Science, Engineering, and Technology

### Biology

Charles Pelzer  
989-964-4358  
cfp@svsu.edu

### Chemistry

George Eastland  
989-964-4321  
gwe@svsu.edu

### Computer Science

Farid Hallouche  
989-964-2799  
hallouch@svsu.edu

### Electrical Computer Engineering

Altaf Rahman  
989-964-4490  
rahman@svsu.edu

### Math Science

John Mooningham  
989-964-4183  
jwm@svsu.edu

### Mechanical Engineering

Brooks Byam  
989-964-4489  
bpbyam@svsu.edu

### Physics

Albert Menard  
989-964-4134  
amenard@svsu.edu

## Adjunct Faculty Perks

### FACULTY AND PROFESSIONAL DEVELOPMENT

#### The LEAD Experience

The **LEAD** experience offers adjunct faculty the opportunity to have an improved Learning experience to Enhance classroom practices while Achieving greater class room competence and Developing more experience to promote and practice teaching excellence. Those who are selected into this program will be required to develop an online teaching portfolio on VSpace, regularly meet with a peer mentor who will advise and evaluate their teaching, attend six professional development workshops (three per semester) and reflect on the impact of these workshops in their portfolio. By the end of the program each instructor should expect to have gained some further insights into the art of teaching, increased knowledge about different learning styles and how to teach to each style, and become acculturated to the University through advising from a peer mentor and attending workshops to acquire important knowledge of the support systems available on campus. Participants will receive a \$250 stipend for the fall and winter semester while they are in the program. Upon completion of the program, participants will receive a raise of \$50 per credit hour for every semester they teach. For the application and more information on the LEAD experience please go to: <http://www.svsu.edu/fileadmin/websites/officeofadjunct/Forms/LEAD.pdf>

## Adjunct Faculty Compensation

Compensation is based on the following scale:

Pay Scale	Degree Level	And/or	Semester Experience at SVSU	Pay
1	Bachelor's		0-3	\$525
2	Master's or BFA		0-3	*\$600
3	All Bachelors or Masters		4-6	\$600
4	All Bachelors or Masters		7-9	\$650
5	All Bachelors or Masters		10 or more	\$700
6	Ph.D./JD/MD			\$700

\*This amount reflects an increase for level two. Those with a BFA or Master's degree teaching 0-6 semesters will receive \$600 per credit hour.

In some cases market forces may affect Adjunct Faculty pay.

- Adjunct Faculty who are hired to teach English 080 and/or English 111 will receive \$850.00/credit hour. The special demands of these courses (e.g. training meetings and workshops) are reflected in this amount.
- Adjunct Faculty who are hired to teach general education courses will be compensated an additional \$75.00/credit hour.
- 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 to will be compensated \$500.00 per course. This additional compensation will be paid at mid-semester in a lump sum.

## Post Baccalaureate and Graduate Programs

### Administrative Science (MAS)

Joseph Jaksa  
989-964-2178  
jjjaks@svsu.edu

### Communication and Digital Media Design (CDM)

Steve Erickson  
989-964-4147  
erickson@svsu.edu

### Master of Business Administration (MBA)

Jill Wetmore  
989-964-4064  
jwetmore@svsu.edu

### Master of Science in Nursing

Karen Brown-Fackler  
989-964-2185  
kmbrown@svsu.edu

### MAT, Med, & EDS

Susie Emond  
989-964-6067  
semond@svsu.edu

### RN to MSN

Tina Holtz  
989-964-2115  
tmholtz@svsu.edu

## Office of Adjunct Faculty Support Programs

The Office of Adjunct Faculty 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 Support Programs maintains several locations throughout campus, including Science East 235, Science West 309, Brown Hall 309, Curtis Hall 324, Education North 135, and Education South 225. There is also office space in Health and Human Services 212. We have a staffed satellite office in Education North 135 open Monday through Thursday 4:30 P.M. to 8:30 P.M. Those Adjunct Faculty teaching in REC or HHS may pick up mail, books, or other materials at this satellite office during its limited operating hours. You may reach our office at (989) 964-4050, [adjunct\\_faculty@svsu.edu](mailto:adjunct_faculty@svsu.edu), or by visiting our website at [www.svsu.edu/adjunctfaculty](http://www.svsu.edu/adjunctfaculty).

### Professional Development Workshops

Each semester the Office of Adjunct Faculty Support Programs offers workshops designed to enhance your classroom experience and enhance student success. We typically offer an orientation and technology institute prior to Fall and Winter semesters, as well as Course Design and other workshops throughout the semesters. Besides these 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 \$25 each for attending up to three workshops per semester. You may view the workshop calendar or register for workshops at [www.svsu.edu/workshops](http://www.svsu.edu/workshops).

The forms will then be scanned and picked up by the respective Dean's offices for evaluation. After evaluating the forms, the Dean's will send the evaluations to the appropriate Department Chair who will return them to each adjunct faculty member.

### 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.

#### 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 Support Programs 989.964.4050.
- If you teach at one of the **off-campus sites**, contact the REC – Macomb at 586.749.0067 for Macomb, Oakland or Teacher as Leader Distance Ed classes.
- If you teach a **St. Clair County Community College (SC3)** class, contact the REC – Port Huron at 810.982.5530
- An e-mail detailing your absence will also be sent to your department chair and your dean to inform them of the class cancellation.

#### Required Absence Report

If you arrange for a substitute or cancel a class, you are required to complete the *Adjunct Faculty Absence Report* available in the Office of Adjunct Faculty Support Programs.

Please contact them at (989) 964-4168 or disability-services@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 Office of Disability Services, Curtiss 112 (964-7000) for assistance.”*

-OR-

*“Students with disabilities who seek accommodations must make their request by contacting the Office of Disability*

*Services located at Curtiss Hall 112 or call (989) 964-7000. All accommodations must be approved by the Office of Disability Services.”*

### **Course Evaluations**

A standard evaluation form should be used and can be obtained from your faculty secretary, the Office of Adjunct Faculty Support Programs, or from REC - Macomb staff.

This evaluation must be administered one month prior to the end of the semester; for Fall semester this date is November 23 and for Winter semester this date is April 4.

Student anonymity must be preserved. Faculty members are required to leave the room while students complete the forms. On campus instructors should ask a reliable student to carry the evaluations to Wickes Hall 216 or to the book drop in the Regional Education Center. If you are an off-campus instructor, have the evaluations taken to the office at your off campus site.

### **The LEAD Experience**

The LEAD Experience is an opportunity for SVSU Adjunct Faculty to have a learning experience intended to enhance classroom practices, promote teaching excellence, and provide evidence of teaching competence.

The LEAD Experience consists of four concepts:  
**L**earning Experience for SVSU adjunct faculty;  
**E**nhancement Experience for classroom practices;  
**A**chievement Experience for adjuncts to be able to provide evidence of competence;  
**D**evelopment Experience to promote teaching excellence.

Five adjunct faculty members will be invited to participate in this year-long program. Those who are selected will be required to develop an online teaching portfolio on VSpace, regularly meet with a peer mentor who will advise and evaluate their teaching, develop a lesson plan that uses technology, attend six professional development workshops (three per semester) and reflect on the impact of these workshops in their portfolio.

In addition to having a valuable learning experience, participants will be compensated \$250 during the Fall and Winter semesters during their participation. Upon successful completion of this experience, the participants will receive a \$50/credit hour pay increase.

By the end of the program each instructor should expect to have gained some further insights into the art of teaching, increased knowledge about different learning styles and how to teach to each style. Also, each instructor should become acculturated to the University through advising from a peer mentor and attending workshops to acquire important knowledge of the support systems available on campus.

For more information visit [www.svsu.edu/adjunctfaculty/development](http://www.svsu.edu/adjunctfaculty/development). If you have any other questions, please feel free to contact our office at 989-964-4050.

## **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 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 IDP with the Professional Development activity the applicant intends 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**

## **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. In addition, the SVSU Student Honor Code is posted in classrooms.

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 [www.svsu.edu/academicintegrity](http://www.svsu.edu/academicintegrity). 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: <http://www.svsu.edu/academicintegrity>.

The University has a site license for *turnitin.com*; contact Diane Boehm at [dboehm@svsu.edu](mailto:dboehm@svsu.edu) for the password and a statement to include in your syllabus regarding this web application.

## **Disability Services**

There are students who attend SVSU who have learning or physical disabilities that may require special accommodations. Many, but not all may have registered, with the SVSU Disability Services Office located in Curtiss Hall 112. Should you have a disabled registered student in your class, you will be notified by Disability Services. It is their job to inform you of which accommodations need to be made for your student. These accommodations could include such services as note-taking assistance, listening devices, alternative testing or assignments, and physical accommodation. Disability Services will help you provide the best possible accommodation to your student.

*Be sure that a copy of your syllabus is given to your department chair and dean, as required.*

### **Office Hours**

For each class section taught, an adjunct instructor is required to schedule one office hour per week. 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 Support Programs, if you teach at the main campus, or the Regional Education Center (REC) - Macomb if you teach at one of the off-campus sites.

### **Attendance/Federal Title IV Compliance**

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, you will receive a roster during the third week of the semester asking which students (if any) have not attended any class. This roster must then be returned to the Registrar's Office to ensure Federal compliance.

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.

## **Support Services**

### **Photocopies**

Most copies will be sent to the Copy Center so please provide materials to our office at least 3 days in advance. The copy machine in our office can make emergency copies, but the machine **is not equipped to do large scale jobs**. Because of this, the lead time is preferred to prevent our machine from failing. Jobs requiring more advanced skill may be sent to the Graphics Center located across campus. You may send your requests to [adjunctfaculty@svsu.edu](mailto:adjunctfaculty@svsu.edu) or drop them off in Science East 201.

### **Tips to Save Paper and Money**

- If you use VSpace, you can post all of your handouts in the "Resources" 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 Cardinal Direct. 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 VMail 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.

## **Computers**

Our office maintains 8 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 West 309, Brown Hall 309, Curtiss Hall 324, EN 225, ES 225, and HS 212.

## **Communications**

Mailboxes for Adjunct Faculty are located in SE 201 and in EN135. 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.

## **Makeup Exams**

Our office will administer makeup exams on your behalf at regularly scheduled times each week. These times are determined prior to the semester and will vary from one semester to the next, but will remain the same throughout the semester's entirety. Testing must be done in a separate classroom and the testing schedule is not flexible. If students cannot adhere to our make-up schedule, other arrangements must be made by you or with your department. Exams may be sent to us through email or brought to our office in person. Exams must be picked up by the instructor. We will not mail them to you, bring them to you, or communicate results to you verbally or in writing.

## **In The Loop**

The Office of Adjunct Faculty Support Programs produces a monthly newsletter, which will be emailed to you. For an archive of newsletters, check out the Adjunct Faculty VSpace Resources page or go to [www.svsu.edu/adjunctfaculty](http://www.svsu.edu/adjunctfaculty).

## **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 department 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 General Education objectives, if relevant)
- Title (s) of your textbook(s) and other reading material
- Grading procedure you intend to employ
- Course Calendar
- Class policies, including attendance policy
- Academic Integrity policy
- Statement regarding accommodations for disabled students

## Adjunct Faculty Policies and Procedures

The Adjunct Faculty at SVSU are a valued and 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

#### 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 agreement
- 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 Support Programs.

#### Course Cancellation

If you accept a Section Assignment and then are 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.

## Regional Education Center

In addition to the SVSU main campus, there are off-campus programs in Macomb, Oakland, and Port Huron. You may contact Susan Wood, Coordinator of Off-Campus Programs, at 989-964-4058 or [smwood@svsu.edu](mailto:smwood@svsu.edu).

### Computer Labs

Adjunct Faculty may reserve computer labs for classes. For one-time use, contact Lab Coordinator Hank Pletscher in at [hsp@svsu.edu](mailto:hsp@svsu.edu) or 989.964.7133. To reserve a lab for regular use contact Kris Gregory at [kgregory@svsu.edu](mailto:kgregory@svsu.edu) or 989-964-4093.

### 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 Zahn Library, offers items sold a la carte, including Quiznos and Papa John's. 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.

### University Police and Parking Services

University Police and Parking Services are located in South Campus Complex A on Pierce Road. Once you complete an application for a parking permit, you will go there to pick it up. **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, have are in need of a jump start/jumper cables, or need a gas can because you ran out of gas.

### **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. To sign up for Campus Alert visit [www.svsu.edu/universitypolice/ens](http://www.svsu.edu/universitypolice/ens).

### **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

### **Student Technology Center**

The Student Technology Center is located on the second floor of the Zahnnow Library. Its purpose is to help students use technology to enhance their learning experience. Adjunct Faculty may request assistance with special projects if contacted prior to the semester. STC also offers workshops for students. Contact the STC at 989-964-2299 or [techtutor@svsu.edu](mailto:techtutor@svsu.edu).

### **VSpace**

VSpace is the open source online course management system used at SVSU. To use VSpace, faculty must be trained by the VSpace staff. You may contact the office at 989-964-2730 or [lms@svsu.edu](mailto:lms@svsu.edu) or visit them in Wickes 232.

### **Online Teaching and Learning**

If you are interested in teaching Online and Hybrid courses, you can contact Sheri Beattie, Online Course Developer, at 989-964-2025 or [sbeatti@svsu.edu](mailto:sbeatti@svsu.edu).

### **Writing Center**

The Writing Center is located on the 3<sup>rd</sup> floor of the Zahnnow 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.

### **Math and Physics Resource Center**

The Math & Physics Resource Center exists to help students at SVSU succeed in their mathematics and lower level physics courses, free of charge. The Center can be accessed at Z 202A and B214, and can be contacted at 989-964-4648 or [mathtutor@svsu.edu](mailto:mathtutor@svsu.edu).

### **Melvin J. Zahnnow Library**

The Zahnnow 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).

### **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.