



# Adjunct Faculty Handbook

2009 - 2010

*Something More.  
Something Better.*



# Table of Contents

<b>President’s Letter</b> .....	5
<b>Mission and Goals</b> .....	7
<b>The History of SVSU</b> .....	8
<b>Academic Calendar</b> .....	9
<b>Employment Information</b> .....	11
<b>Greeting from the Director</b> .....	13
<b>Office of Academic Affairs</b> .....	15
<b>Academic Colleges</b> .....	16
College of Arts and Behavioral Sciences .....	16
College of Business and Management .....	16
College of Education .....	16
College of Health and Human Services .....	16
College of Science, Engineering, and Technology .....	17
Masters Program Coordinators .....	17
Faculty Secretaries .....	17
<b>Office of Adjunct Faculty Support Programs</b> .....	18
Faculty Development Opportunities .....	18
Photocopies .....	18
Supplies .....	18
Exam Scanner .....	18
Evaluations .....	19
Computers .....	19
Communications .....	19
Makeup Exams .....	19
Regional Education .....	19
Computer Labs .....	20
Food Services .....	20
University Police and Parking Services .....	20
Campus Alert .....	20
In Case of Emergencies .....	20
Motorists .....	20
Information Technology Services .....	21
Student Technology Center .....	21
Online Teaching and Learning .....	21
Writing Center .....	21
Math Resource Center .....	22
Melvin J. Zahnnow Library .....	22
Commencement .....	22
In The Loop .....	22

<b>Adjunct Faculty Policies and Procedures</b> .....	23
Employment Forms.....	23
Course Cancellation.....	23
Course Load.....	23
Syllabus.....	24
Office Hours.....	24
Attendance.....	25
Academic Integrity.....	25
Disability Services.....	25
Course Evaluations.....	26
Class Cancellation/Absence.....	26
Compensation.....	27
Professional Development.....	27
Tuition.....	28
<b>Adjunct Faculty Perks</b> .....	28
Bay City Country Club.....	28
Bookstore.....	28
Credit Union Membership.....	28
Direct Deposit.....	28
High Speed Internet.....	28
Library.....	29
Parking.....	29
Ryder Center.....	29
Technology.....	29
Workshops.....	29
Help.....	29
<b>Classroom Management</b> .....	30



Science East 201  
 (989) 964-4050  
[adjunct@svsu.edu](mailto:adjunct@svsu.edu)  
[www.svsu.edu/adjunct](http://www.svsu.edu/adjunct)



## 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 18 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

## 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 to first establish 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.

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



## Academic Calendar

	<b>Fall 2009</b>	<b>Winter 2010</b>
Initial Payment Deadline	July 29	December 2
Classes Begin	August 31	January 11
Late Registration	Aug. 3-Sept. 4	January 11-15
Labor Day Recess, No Classes	September 7-8	
Late Course Adds (ONLY if already registered)	September 9-11 September 14-15	January 18-22
Last Day to Withdraw with a 100% refund	September 5	January 15
Last Day to Withdraw with a 75% refund, "W" grade	September 15	January 22
Last Day to Withdraw with a 50% refund. "W" grade	September 22	January 29
Last Day to Withdraw with a 25% refund, "W" grade	September 29	February 5
Last Day to Withdraw with "W" grade	October 30	March 19
Last Day to Withdraw with "WP" or "WF" grade	November 13	April 2
Thanksgiving Recess, No Classes	Nov. 25-27	
Spring Break, No Classes		March 7-13
Classes Resume	November 30	March 15
Classes End	December 12	April 24
Final Exams Begin	December 4	April 26
Final Exams End	December 19	May 1
Grades Due to Registrar by Noon	December 18	May 8
Commencement	December 12	May 9



## Employment Information

The following information explains how pay is determined, which forms require completion, and when payment occurs.

### ADJUNCT FACULTY COMPENSATION SCALE

Pay Scale	Degree Level	and/or	Semester Experience at SVSU	Pay
One	Bachelor's		0-3	\$525
Two	Master's and BFA		0-3	\$550
Three	Bachelor's, Master's, and BFA		4-6	\$600
Four	Bachelor's, Master's, and BFA		7-9	\$650
Five	Bachelor's, Master's, and BFA		10 or more	\$700
Six	Ph.D.			\$700

### EMPLOYMENT FORMS

The following forms must be completed prior to payment:

- SVSU Data Form
- FERPA
- Form W-4 Federal
- Form MI-W4 Michigan
- Form I-9, Employment Eligibility Verification (Please note that appropriate identification **must be presented** at the time this form is turned into HR. Examples of forms of ID on next page)

### COMMON FORMS OF IDENTIFICATION

List A	List B	List C
<ul style="list-style-type: none"> <li>• U.S. Passport (unexpired or expired)</li> <li>• Unexpired foreign passport, with I-551</li> <li>• Stamp or attached Form I-94 indicating</li> <li>• Unexpired employment authorization</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Birth Certificate</li> </ul>

*\*Must show one from List A or one of each from List B and List C*

*\*Commonly used forms of identification listed. Please see the I-9 for the full list of forms.*

If your contract and all required forms are turned into Human Resources (Wickes 373) before September 4, you should expect to get your first paycheck on September 18. If your materials are not turned into HR prior to that date and you return your materials by September 18, you should expect to be paid on October 2<sup>nd</sup>. Please see the attached pay schedule for the pay dates for the Fall 2009 semester.

A few other forms you might want to complete include:

- Faculty/Staff Parking Permit Application (free for most adjunct faculty)
- Direct Deposit of Pay (If you want your check directly deposited into bank account)
- Ryder Center Access for you and members of your immediate family

These forms can be submitted to the Office of Adjunct Faculty Support Programs in Science East 201 or the Cashier's Office in Wickes 166. If you go to the Cashier's Office, you can also obtain your Employee Identification at the same time.

### **Travel Compensation**

Adjunct faculty who commute 50-75 miles to campus	\$375.00 per course/per semester
Adjunct faculty who commute more than 75 miles to campus	\$500.00 per course/per semester

Travel compensation will occur mid-semester during the week of October 30<sup>th</sup>. Your College Secretary will submit a check requisition for you and within about two weeks you will receive a reimbursement check in the mail.

### **Pay Schedule**

The following dates are when you will receive pay checks or when money will be directly deposited into your account.

<b>FALL 2009</b>	<b>WINTER 2010</b>
September 18	January 22
October 2	February 5
October 16	February 19
October 30	March 5
November 13	March 19
November 27	April 2
December 11	April 16
December 25	April 30



## Greetings from the Director

Greetings! My name is Ann Coburn-Collins. I am an adjunct instructor in the Sociology Department. I am also the Director for the Office of Adjunct Faculty Support Programs. My staff and I strive for our tailor our office to satisfy the distinctive needs of adjunct faculty. We offer faculty development opportunities, provide office space and supplies including computers and printers, and keep you informed about the University and its upcoming activities. We always have a fresh pot of coffee and a variety of tea available for your enjoyment and we are always prepared with responses to your questions and concerns.

We have carefully constructed the 2009-2010 Adjunct Faculty Handbook in an effort to give you information relevant your teaching experience at SVSU. Taking the time to read the handbook will hopefully make your time at SVSU a more gratifying experience. Feel free to stop by my office in Science East 201 any time to become acquainted. We are typically open well into the evening, but if you cannot stop by please contact us at [adjunct@svsu.edu](mailto:adjunct@svsu.edu), 989.964.4050, or visit our Web site at [www.svsu.edu/adjunct](http://www.svsu.edu/adjunct).

Our goal is to make your experience at SVSU one that is personally fulfilling and that facilitates student success.

Sincerely,

A handwritten signature in blue ink that reads "Ann Coburn-Collins".

Ann Coburn-Collins  
Adjunct Instructor of Sociology  
Director, Adjunct Faculty Support Programs



## 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.

The Office of Academic Affairs coordinates:

- the work of the five academic colleges and the library
- faculty development
- curriculum development and management
- academic program assessment
- instructional support programs

### **Vice-President for Academic Affairs**

Dr. Donald Bachand  
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dbachand@svsu.edu

### **Associate Vice President for Program Development and Graduate Recruitment**

Dr. Clifford Dorne  
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### **Administrative Assistant to the Vice President for Academic Affairs**

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### **Administrative Secretary**

Rebecca Clifford  
989.964.4023  
rmc@svsu.edu

## Academic Colleges

Saginaw Valley State University is organized into five academic colleges, which are listed below with the Chairpersons for each Department within the respective College.

### ARTS AND BEHAVIORAL SCIENCES

Art . . . . . Hideki Kihata  
989.964.7103 . . . . . A 114

Communication. . . . . David Schneider  
989.964.4398 . . . . . C 158

Criminal Justice . . . . . Holly Child  
989.964.2047 . . . . . B 316

English. . . . . Eric Gardner  
989.964.4037 . . . . . B 315

Geography. . . . . John Grolle  
989.964.4631 . . . . . B 308

History. . . . . Melissa Teed  
989.964.4972 . . . . . B 307

Humanities. . . . . Joni Boye-Beaman  
989.964.4373 . . . . . W 359

Mod. Foreign Languages. . . . . Gladys Hernandez  
989.964.4487 . . . . . B 243

Music/Music-Applied. . . . . Marc Peretz  
989.964.4387 . . . . . A 222

Philosophy . . . . . Judith Hill  
989.964.7149 . . . . . B 313

Political Science. . . . . Erik Trump  
989.964.6087 . . . . . B 354

Psychology . . . . . Andrew Swihart  
989.964.4647 . . . . . B 160

Sociology. . . . . Brian Thomas  
989.964.7320 . . . . . EN 269

Theatre. . . . . Steve Erickson  
989.964.4147 . . . . . C 186

Accounting . . . . . Larry Kickham  
989.964.4338 . . . . . C 312

Economics. . . . . Christopher Surfield  
989.964.4379 . . . . . C 309

Law & Finance. . . . . Wayne Mackie  
989.964.4311 . . . . . C 318

Management/Marketing . . . . . Gail Sype  
989.964.7006 . . . . . C 327

### COLLEGE OF EDUCATION

Educ. Leadership & Services. . . . . LaCreta Clark  
989.964.4930 . . . . . EN 212

Ed. Tech & Dev. . . . . Elizabeth Hansen  
989.964.2792 . . . . . EN 219

TE-Elem/EC/Sp. Ed. . . . . Carrie Sorensen  
989.964.7285 . . . . . EN 290

TE-Middle/Secondary Ed. . . . . Pamela Ross McClain  
989.964.7282 . . . . . EN 223

### HEALTH & HUMAN SERVICES

Kinesiology. . . . . Joshua Ode  
989.964.7331 . . . . . EN 204

Nursing. . . . . Ava Lewis  
989.964.7146 . . . . . W 236

Occupational Therapy . . . . . Donald Earley  
989.964.4689 . . . . . W 280

Social Work/Youth Services . . . . . Judy Berglund  
989.964.4020 . . . . . EN 213

## SCIENCE, ENGINEERING & TECHNOLOGY

Biology. . . . . Charles Pelzer  
989.964.4358 . . . . . SW 153

Chemistry. . . . . David Karpovich  
989.964.4349 . . . . . SE 272

Computer Science . . . . . Il-Hyung Cho  
989.964.2044 . . . . . SE 178

Elec. Computer Engr. . . . . Russell Clark  
989.964.4192 . . . . . P 206

Math Science . . . . . John Mooningham  
989.964.4183 . . . . . SW 306

Mechanical Engineering. . . . . Brooks Byam  
989.964.4489 . . . . . P 201

Physics. . . . . Marian Shih  
989.964.4135 . . . . . SW 259

## MASTER PROGRAM COORDINATORS

CM . . . . . Steve Erickson  
989.964.4147. . . . . C 186

MAT/MED/EDS. . . . . Steve Barbus  
989.964.6067. . . . . EN 278

MBA. . . . . Jill Wetmore  
989.964.6012. . . . . C 320

MAS. . . . . Mark Nicol  
989.964.2605. . . . . B 356

MSN. . . . . Karen Brown-Fackler  
989.964.2185. . . . . W 232

## Faculty Secretaries

<b>Name</b>	<b>Room</b>	<b>Phone</b>
Deb Albrough	Wickes Hall 280	989.964.7112
Cathy Davis	Science East 2 <sup>nd</sup> Floor	989.964.4110
Tammie Hafner	Arbury Fine Arts 103	989.964.4159
Kelly Helmreich	Curtiss Hall 184	989.964.7473
Donna Helmreich-Lopez	Curtiss Hall 300	989.964.4235
Lori Kranz	Brown Hall 2 <sup>nd</sup> Floor	989.964.7086
Pat Latty	Brown Hall 328	989.964.7022
Cheryl Michalski	Brown 1 <sup>st</sup> Floor	989.964.4492
JoAnn Niedecken	Curtiss Hall 300	989.964.4234
Sharon Opheim	Brown Hall 328	989.964.7142
Linda Peterson	Science West 161	989.964.4280
Shelly Reminder	Ryder Center	989.964.7306
Nancy Rood	Pioneer Hall 220	989.964.4199
Sue Schmidt	Education North 213	989.964.4027
Dennis Strobel	Education Atrium 204	989.964.4947
Val Taylor	Education North 213	989.964.4581
Lori Williams	Science West 3 <sup>rd</sup> Floor	989.964.4325

## **Office of Adjunct Faculty Support Programs**

Many adjunct faculty have spent little, if any, time on the SVSU campus so the Office of Adjunct Faculty Support Programs is always available to help you find your way around. The following will provide a brief overview of some key locations around campus, as well as where to go for basic services and support.

Our office opens as early as 8:00 A.M. and as late as 8:30 P.M. on most days when classes are in session so that we can be available for any questions or concerns adjunct faculty may have. Our office has fresh coffee and an assortment of tea available throughout the day. The following is information about services available through our office or other departments on campus.

### **Faculty Development Opportunities**

Last year The Office of Adjunct Faculty Support Programs has piloted the Adjunct Faculty Development Plan, which consist of a series of professional development activities for select group of adjunct faculty. Adjunct faculty were also able to apply for funds to help pay for expenses to participate in a conference for the purpose of professional development. For more information or to apply, please visit our Web site at [www.svsu.edu/adjunct](http://www.svsu.edu/adjunct) or visit our office in Science East 201.

### **Photocopies**

Most copies will be sent to the Copy Center so please provide materials to our office at least 3 days in advance. We are capable of making emergency copies, but lead time is preferred to prevent a backlog of work. Jobs requiring more advanced skill may be sent to the Graphics Center located across campus.

### **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.

### **Exam Scanner**

Our office has an exam scanner in the back room for you to scan your own exams; however, we cannot scan them for you. If you are unable to do it yourself, please drop off exams in Wickes 216. We are more than happy to help you get started or assist you if there are technical difficulties. Answer sheets for exams are also available in our office.

## **Evaluations**

Our office has student evaluation forms available throughout the semester. Evaluations must be completed prior to the last class meeting at the end of each semester. You must pass them out at the beginning of class and then have a student return the sealed envelope to the drop box in Wickes 216.

## **Computers**

Our office has five computers in our back room for general use by adjunct faculty. We also have several computers located in offices throughout campus, including Science East 235, Science West 309, Brown Hall 309, Curtis Hall 324, and the Regional Education Center.

## **Communications**

Mailboxes for adjunct faculty are located in Science East 201. We will contact you via email whenever packages, such as text books, arrive for you. We will also take messages from students for you, but please let us know ahead of time how to best contact you. The default method of contact is email so please check it often.

## **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 with the instructor or the department. Exams may be sent 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.

## **Regional Education**

In addition to the SVSU main campus, there are off-campus programs in Macomb, Oakland, and Port Huron. Issues pertaining to SVSU off-campus programs should be directed to Susan Wood, Coordinator of Off-Campus Programs, at 989.964.4058 or [smwood@svsu.edu](mailto:smwood@svsu.edu). Our office is striving to better meet the needs of these faculty, including offering workshops through distance learning. Please visit [www.svsu.edu/workshops](http://www.svsu.edu/workshops).

## **Computer Labs**

Adjunct faculty may reserve computer labs for classes. For a one-time use, contact Lab Coordinator Hank Pletscher in Information Technology Services at [hsp@svsu.edu](mailto:hsp@svsu.edu) or

989.964.7133. To reserve a lab for regular use contact Kris Gregory, Assistant to the Vice President for Academic Affairs, at [kgregory@svsu.edu](mailto:kgregory@svsu.edu) or 989.964.4093.

## **Food Services**

Real Food on Campus (RFoC) is located in the Student Center near the Bookstore, this facility offers buffet-style dining. Albert E's Food Court (formerly Einstein's Food Court) is located on the first floor next to the Zahnow Library and offers items sold a la carte, including Quiznos. Starbucks is located on the first floor of Science East and offers many of the same espresso beverages, coffees, and pastries available at a regular Starbucks and has extended hours. Apple Slice, located in the Regional Education Center, is tentatively scheduled to become Einstein Brothers Bagels sometime during Fall 2009 semester. Freshens/Quotable Coffee is located inside the C-Store in the Student 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, this is where you will pick up your permit. For emergency calls on campus, dial 9.911. For non-emergency calls dial 989.964.4141.

## **Campus Alert**

Adjunct faculty are eligible to sign up for SVSU's Emergency Notification System, Campus Alert. The system is optional and allows users to enter only as much personal information as they choose. Users can set up the service to contact them by land line, cellular phone, 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.

## **Motorists**

University Police and Parking Services also offer a 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 a dead battery and are in need of a jump start/jumper cables, or need a gas can because you ran out of gas

## **Information Technology Services**

The Instructional Technology Center is a department within Information Technology Services that deals with technology used in the classroom. Instructors with questions regarding “smart podiums” in classrooms or software and other equipment used for courses should contact ITC at 989.964.7475, which is located in Curtiss 159. If technical assistance is needed, ITC can be contacted by using the phones located inside the classrooms.

ITC is also responsible for providing software training. In the past year, the entire campus has been upgraded to Microsoft Office 2007. If you need help converting documents from the new version of Office to the old version because you do not have the new version at home, please contact the ITC.

For issues not directly related to classroom technology, please contact the Support Center at 989.964.4225. You may contact the Support Center regarding technical difficulties at home, but they will not service personal computers.

## **Student Technology Center**

The Student Technology Center is located on the second floor of the Melvin J. Zahnow 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. Please contact the STC at 989.964.2299 or [techtutor@svsu.edu](mailto:techtutor@svsu.edu).

## **Online Teaching and Learning**

VSpace is the open source online course management system used at SVSU. To use VSpace, faculty must be trained by the VSpace staff. The OTL office is located in Zahnow 229. You may contact the office at 989.964.2730 or [wits@svsu.edu](mailto:wits@svsu.edu).

If you are interested in teaching Online and Hybrid courses, you can contact Sheri Beattie, Online Course Developer, at 989.964.2025 or [slbeatti@svsu.edu](mailto:slbeatti@svsu.edu).

## **Writing Center**

The Writing Center is located on the 3<sup>rd</sup> floor of the Melvin J. Zahnow Library. Its purpose is to help students in all disciplines improve writing skills using tutorial sessions, workshops, and resources. It is recommended that adjunct faculty inform students of these services. The Writing Center may be contacted 989.964.6061.

## **Math Resource Center**

The Math Resource Center is located in Science East 106 and can be contacted at 989.964.4648 or [mathtutor@svsu.edu](mailto:mathtutor@svsu.edu) The Center can help students with MATH 081-261 and other subjects as needed. They also may perform placement testing or make-up testing.

## **Library**

Adjunct Faculty may check out books and order materials to be placed on reserve through the Melvin J. Zahnnow Library. The library also offers workshops and tours.

## **Commencement**

Adjunct Faculty are able to participate in Commencement. The ceremony is held at the end of the Fall, Winter, and Spring/Summer semesters. All faculty receive an email invitation from the SVSU Foundation. The University also pays for regalia. So keep an eye out for the email, order regalia through the bookstore, and attend if you wish to have the full experience of being part of the University community.

## **In The Loop**

The Office of Adjunct Faculty Support Programs produces and distributes a monthly newsletter, which updates adjunct faculty on current events and offers tips to improve classroom instruction and your overall experience at SVSU. Keep an eye on your SVSU email inbox for the next issue. For an archive of newsletters, check out the Adjunct Faculty VSpace Resources page or go to [www.svsu.edu/adjunct](http://www.svsu.edu/adjunct).

## **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 for Human Resources (Wickes 373):

- SVSU Data Form
- W-4 Federal tax form
- W-4 State tax form
- W-4 Saginaw tax form (if you live in the City of Saginaw)
- I-9 Employment Eligibility Verification Form
- FERPA agreement
- Parking Permit Request (optional)
- Automatic Deposit of Pay (optional)

For new hires, an additional requirement will be a background check by the SVSU Human Resources Department.

#### **Course Cancellation**

In the event that you have been assigned to a course which has low enrollment or one where you are displaced by a full-time faculty member, you will be compensated \$75.

### **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 of the Faculty Association must be obtained.

## **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

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.

## **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. Please contact them at 989.964.4168 or [disability-services@svsu.edu](mailto: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 (989.964.7000) 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**

Course evaluations must be given toward the end of the semester. A standard evaluation form is used and can be obtained from your faculty secretary, the Office of Adjunct Faculty Support Programs or from REC - Macomb staff. 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 forms will then be scanned. The procedure for retrieving the results from the evaluations varies by department. Please ask your department chair how you can obtain the results from your evaluations.

## **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 **Sinclair 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.

## Adjunct Faculty Compensation

Compensation is based on the following scale:

Pay Scale	Degree Level	and/or	Semester Experience at SVSU	Pay
One	Bachelor's		0-3	\$525
Two	Master's and BFA		0-3	\$550
Three	Bachelor's, Master's, and BFA		4-6	\$600
Four	Bachelor's, Master's, and BFA		7-9	\$650
Five	Bachelor's, Master's, and BFA		10 or more	\$700
Six	Ph.D.			\$700

In some cases market forces may affect an adjunct's pay.

Adjunct faculty whose mileage to the Main Campus one way is between 50 and 75 miles will be additionally compensated \$375.00 per course. An adjunct faculty member who travels 76 or more miles to Campus one way will be additionally compensated \$500.00 per course. This additional compensation will be paid in a lump sum, mid-semester.

### Professional Development

Adjunct faculty members may attend any of the workshops offered for faculty and staff ([www.svsu.edu/workshops](http://www.svsu.edu/workshops)). During the semester an adjunct faculty member is employed at SVSU, s/he can be compensated \$25.00 for every professional development workshop

attended, up to three workshops per semester. This compensation is paid through the Office of Adjunct Faculty Support Programs.

## **Tuition**

Adjunct Faculty are eligible to receive 50% off regular tuition rates for SVSU classes during the semester in which they are teaching, as well as during the subsequent semester. Spouses and dependents are not eligible for this discount. The Tuition Waiver Form is available at [www.svsu.edu/hr/forms/ecs.html](http://www.svsu.edu/hr/forms/ecs.html).

## **Adjunct Faculty Perks**

### **Bay City Country Club**

All adjunct faculty can enjoy an exclusive opportunity at the nearby Bay City Country Club. As an Alliance member, you and family members are entitled to the following privileges: golf, golf guest rates, dining, pool, use of the University Club Room, and opportunities to book group functions. For more information, contact Joe Vogl, 989.964.4051, or the Bay City Country Club, 989.964.6313.

### **Bookstore**

The University Bookstore, managed by Barnes & Noble, carries a variety of books, stationary, clothing and other supplies. The Bookstore offers a 10 percent discount to adjunct faculty on all non-food items purchased, with the exception of textbooks.

### **Credit Union Membership**

SVSU adjunct faculty are eligible for membership in the Valley State Employees Credit Union located at 2686 McLeod Drive in Saginaw. SVSU identification or check stub is required for proof of employment.

### **Direct Deposit of Pay**

SVSU adjunct faculty may have their pay directly deposited into a bank account. Take a pay stub to Human Resources (Wickes 373) and complete a Direct Deposit form. Payroll statements can be accessed through Cardinal Direct.

### **High Speed Internet**

SVSU has teamed up with Charter Communications, Mercury Network and Air Advantage to provide adjunct faculty with several options for discounted high speed internet access. Please visit [www.svsu.edu/broadband](http://www.svsu.edu/broadband) for details.

## **Library**

Adjunct faculty may check out books and order materials to be placed on reserve through the Melvin J. Zahnow Library. The library also offers workshops and orientations. These are eligible for the \$25 adjunct faculty development compensation.

## **Parking**

Most main campus adjunct faculty may park in reserved parking lots by obtaining a parking permit. All adjunct faculty will pick up their permit at University Police which is open seven days a week, 24 hours a day, located at the east end of South Campus Complex A. Adjunct may also obtain their permit at the Cashier's office located in Wickes Hall, Monday through Friday, 9:00 A.M. to 4:30 P.M.

## **Ryder Center**

Adjunct faculty and their immediate family are eligible for free memberships to the Ryder Center, where they will have access to the same athletic equipment and facilities as SVSU's athletes. For more information regarding Ryder Center memberships, please contact the Cashier's Office at 989.964.4212.

## **Technology**

SVSU offers free training for technology used on campus or as part of classroom instruction. Adjunct faculty may apply the \$25 compensation to these types of training as well through our office. SVSU also provides adjunct faculty with hardware and software to help maximize the teaching experience. For an overview of classroom technology and training, visit [www.svsu.edu/its](http://www.svsu.edu/its).

## **Workshops**

SVSU is constantly striving to improve technology on campus to further student success and to make the experience of SVSU adjunct faculty better. In the past year the University has upgraded much of the technology on campus. Training for technology and other workshops offered by the University can always be found by logging onto the Faculty Development Calendar at [www.svsu.edu/workshops](http://www.svsu.edu/workshops).

## **Help**

If adjunct faculty have questions about the information contained in this handbook or feel as though the handbook is not applicable to an area of need, please contact the Office of Adjunct Faculty Support Programs at 989.964.4050 or [adjunct@svsu.edu](mailto:adjunct@svsu.edu).

## Student Classroom Behavior

Students come in all shapes and sizes. They also have varying issues and problems. This document is intended to help you sort out 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.

#### *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 in side conversations yourself. Model the expectations you have for your students.

- If problematic events with any one student persist begin to document the problems which concern you. Also consider having a peer with you when you speak to the problem student.
- Speak to the problem student outside of the classroom.
- Don't deal with student issues when you are emotional.
- Don't deal with student issues when the student is emotional.

***What constitutes problematic behavior inside the classroom?***

- Students clowning around, acting in a threatening fashion or dominating classroom time.
- Sexist, Racist or Homophobic behavior or comments.
- Constant talking, not attending to class work and disruption of your teaching and disruption of student learning.
- Non-supported electronic use during class time.
- Plagiarism, Cheating.
- Violating any of the misconducts listed in the SVSU Student Code of Conduct (<http://www.svsu.edu/stuserve/studenthandbook/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.
- Faculty have the authority to remove a disruptive student from a class when the behavior occurs in context. It is imperative, in this instance, to contact the Coordinator of Student Conduct Programs, as quickly as possible, as it is necessary to determine the course of action that will be used to achieve a resolution prior to the next class meeting.

### ***Academic Integrity Complaints may be handled in two ways:***

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

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

- Faculty members must forward written description to the Student Conduct Program Office.
- *Faculty-managed Resolution*- If this option is chosen, the faculty member must forward the paperwork to the Office of Student Conduct Programs stating that the complaint has been resolved between the student and the faculty member, with a description of the academic sanctions imposed. It is up to the faculty member to advise the student of the academic sanction and inform the student that documentation has been forwarded to the Student Conduct Programs Office, as required. The Coordinator will not contact the student
- *Formal Complaint* – If this option is chosen, the faculty member must forward the paperwork to the Office of Student Conduct Programs and state they are making a formal complaint. The Coordinator will initiate disciplinary procedures as outlined in the Code of Student Conduct. This includes contacting the student, officially notifying him/her of charges. The faculty member should expect to be involved in a hearing.

### ***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://sites.harvard.edu/fs/html/icb.topic58474/hotmoments.html>

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