

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. 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 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.

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). 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.