

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
- 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. Coming to campus is required for completion of the I-9 Employment Eligibility Verification Form.

Year Contract/Section Assignments

New Faculty: Once all required paperwork has been turned in and your background check has been completed, you will receive an email requiring you to go to mySVSU in the Faculty link under Self Service to accept your Year Contract and Section Assignment. The Office of Adjunct Faculty Support Programs will send reminders to your SVSU email account until the Year Contract and Section Assignment(s) are complete.

Experienced Faculty: Each year, you will receive an email instructing you to go to mySVSU in the Faculty link under Self Service to accept your Year Contract. Should you also have a section assigned to you, you will be asked to complete the Section Assignment process at that same site. The Office of Adjunct Faculty Support Programs will send reminders to your SVSU email account until the Year Contract is complete and, if assigned, your Section Assignment is

complete. If you fail to complete the Year Contract process each year, you will be dropped as a member of the adjunct faculty, and if your department wants to rehire you, you will have to go through the new employment process.

Jury Duty

If you find that you are called for Jury Duty, you should first contact your department chair to let her know that there is a chance you might miss a class. If you are seated on a jury and it conflicts with your class time, you should work with your chair to find a substitute.

In order to continue receiving pay from SVSU, adjunct faculty must provide the Jury Duty form and the check or cash received from the court to HR. Adjunct faculty may keep any mileage payout. Once the check/cash are received by HR, there is a Jury Duty Payment Sheet that will need to be completed. Any further questions can be directed to Human Resources by calling 964-4108.

Course Cancellation

If you accept a Section Assignment and are then 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, however you will receive a \$75.00 honorarium.

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 departmental 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 the General Education objectives, if relevant)
- Title(s) of your textbook(s) and other reading material
- Grading procedure you intend to employ
- Course Calendar, including final exam date/time
- 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 or refer to the Adjunct Faculty Handbook, if you teach at the main campus, or contact 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, during the third week of the semester, you will receive an email asking you to go to the “Faculty” link in “Self Service” tab on MySVSU to complete a roster indicating which students (if any) have not attended your class.

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.

Grading Policies and Incompletes

Progress records are maintained by the institution and posted to the student's online account at the end of each term. The grading system is: A, A-, B+, B, B-, C+, C, D, F

A grade of "D" is not a passing grade for any required course. Regarding prerequisites, students must obtain at least a "C" grade in all prerequisite courses before being permitted to enroll in subsequent courses.

A student may request of his/her instructor, through the last day of the final examination period, that he or she be given an "I" (Incomplete) grade. The instructor is authorized to give an "I" if it is deemed that the failure to complete work on time occurred for reasons beyond the student's control, or that the student is engaged in an individual research project that requires a second semester for completion. For more information about this policy, go to <https://www.svsu.edu/adjunctfaculty/facultydevelopment/gettingstarted/atsemestersend/incompletes/>

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.

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 also has a site license for *turnitin.com*. Contact Helen Raica-Klotz at klotz@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 for 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 Hall 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 administered to every class taught prior to the end of the semester. 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 and leave them in the drop box 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.

Adjunct faculty who **do not** teach in a computer classroom are **required** to use paper/pencil evaluations.

Standard evaluation forms should be used and can be obtained from your faculty secretary, the Office of Adjunct Faculty Support Programs, or from REC - Macomb staff. The forms will then be scanned and picked up by the respective Dean's offices for evaluation. After the evaluating the forms, the Dean's will send the evaluations to the appropriate Department Chair who will return them to the adjunct faculty member. You may not pick up your evaluations yourself. You should receive your evaluations back from your department chair around the first of February for

fall semester and around the first of September for winter semester. If you don't receive them by this time, please remind your department chair to give them to you.

If you teach in a computer lab, your students may access the online course evaluations in VSpace. The same policies regarding student anonymity and leaving the room should be applied when administering online 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(es).

- **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 (964-4050)
- If you teach at one of the **off-campus sites**, contact the REC – Macomb at (586) 749-0067 for Macomb.

The University does not provide compensation for substitutes but funds might be available through your department upon request. However, the professional in Career Services are ready and able to help in an emergency or if you have an unplanned event. They will deliver one of their presentations to your class in your absence. Their number is (989) 964-4954.

Adjunct Faculty Compensation 2013-2014

Adjunct Faculty Pay

Compensation is based on the following scale:

Pay Scale	Degree Level	And/or	Semester Experience at SVSU	Pay/Credit Hour
One	Bachelor's		0-3 semesters	\$525
Two	Master's or BFA		0-3 semesters	\$600
Three	All Bachelor's or Master's		4-6 semesters	\$600
Four	All Bachelor's or Masters		7-9 semesters	\$650
Five	All Bachelor's or Master's		10+ semesters	\$750
Six	Ph.D./J.D./M.D.			\$750

- Adjunct faculty who are hired to teach English 111 and/or 080, Category Ten and/or Communication Intensive General Education Courses are compensated at the rate of \$850/credit hour. The special demands of these courses are reflected in this compensation.
- Adjunct faculty hired to teach General Education courses will receive an additional \$75.00/credit hour to participate in course assessment
- Adjunct faculty whose mileage from their home address to campus is between 50 and 75 miles will be additionally compensated \$375.00 per course. An adjunct faculty member whose mileage from their home address to campus is 76 or more miles will be additionally compensated \$500.00 per course. This additional compensation will be paid mid-semester in a lump sum. The faculty member should notify their dean's secretary, to let them know they

are eligible for the additional mileage compensation. This compensation is computed at the start of each semester and will not be recomputed should the faculty member move during the semester.

Adjunct Faculty Perks

FACULTY AND PROFESSIONAL DEVELOPMENT

Master Teachers Program

This program, is intended to prepare and advance the teaching practices of SVSU's adjunct faculty. The goals of this program are to help faculty create safe learning environments, become skilled in classroom management, knowledgeable about diverse learning styles, and develop techniques to motivate students.

Anyone interested in this program must first apply. Following acceptance into the program each participant is expected to watch ten online videos produced by Magna publications. The content of each video will then be used by the faculty member to compose an essay reflecting upon its content followed by the creation of a lesson plan for a class or a personal action that will be implemented in her teaching practices. All of these must be submitted to the Program's Canvas space. Finally, classroom observations by the program's director near the beginning of the semester and a classroom observation, by someone in the participant's department, will be required near the end of the semester. For more information on this program please go to the Master Teachers Program link at <http://www.svsu.edu/adjunctfaculty/facultydevelopment/>

Faculty will be compensated \$25.00 for watching each video and completing the assigned work. Once all of the requirements are complete the adjunct faculty member will receive a \$50.00/credit hour bump in pay. Only ten faculty will be admitted into this program each year so don't forget to apply!

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 an 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. To be eligible for this funding you must have taught at SVSU for at least two semesters. For the application and more information on the Adjunct Faculty Funding Plan please go to:

www.svsu.edu/fileadmin/websites/officeofadjunct/Forms/Adjunct_Faculty_Development_Funding.pdf

New Adjunct Faculty Seminar

Faculty who have taught at SVSU for four or less semesters are eligible to register for the Adjunct Faculty Seminar. Seminar participants meet every two weeks for a total of five sessions to explore and reflect upon learning and teaching practices. A book is provided to each participant and participants are compensated a total of \$225.00 if they attend all five sessions.

The goals of the Seminar are to:

- Foster an environment for collegial collaboration and learning
- Become familiar with appropriate methods for classroom management and assessment
- Discover evidence based methods for creating an engaged course utilizing best practices for teaching undergraduate students
- Learn methods to motivate students and help them understand learning processes
- Become familiar with SVSU's culture

Workshops and Other Forms of Training

In keeping with teaching and learning practices across the country, all professional development workshops are now housed in the Center for Academic Innovation. These workshops are designed to enhance your classroom experience and create student success.

Adjunct faculty who attend up to four 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. To be compensated, the workshop must be listed on the workshop schedule. You will need to print and bring the workshop completion certificate to our office. Note that you cannot be compensated for attending the same workshop

more than once (for budgetary reasons). You may register for any and all workshops sponsored by the University by going to www.svsu.edu/workshops

Technology Support Services

Technology training sessions can be found on the workshop schedule at www.svsu.edu/workshops. However, one-on-one scheduling for technology assistance is also available. VSpace and the ITD Lab Software Support and Training can be contacted by calling 989-964-4225 – option 4 or by mailing support@svsu.edu

HEALTH, WELLNESS AND FAMILY

Ryder 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 to the Center.

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 County 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 or contact the BCCC at (989) 684-6313.

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!

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. If you want to attend a football game, swim at the Ryder Center or golf at BCCC, you will need your ID. Second, it is important because you need an I.D. card to check books out of 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. SVSU 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 jkoboyle@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 allowed one free parking permit each academic year. SVSU Parking Services has an online method to apply for parking permits. Once you complete your online application, your permit will be sent to your home address. To receive your permit go to svus.edu/universitypolice and scroll to the link titled Parking Information. From there follow links to Faculty/Staff Permits and then Manage. You will need to log in with your SVSU user name and password to complete the application.

Parking permits are valid in Lot F (west side), Log G-1 (south side), Lot J-4 (north side) and Lot L.

Tuition Discount

Adjunct faculty may receive a 50% discount off the regular tuition rates for SVSU classes in any semester during the academic year in which they teach. Adjunct faculty Tuition Waiver forms are available at www.svsu.edu/adjunctfaculty/employment/forms/

Microsoft Office Professional Plus 2013 Discount

SVSU has partnered with Microsoft, to provide current SVSU students, faculty, and staff access to **free** Office software - for personal home devices. Visit **portal.office.com** and login with your SVSU email address and password. For more information on this and other free software please go to: <https://my.svsu.edu/Technology/Pages/PurchasesDiscountsSoftware.aspx>