

VIRGINIA WESLEYAN COLLEGE

ADJUNCT FACULTY

HANDBOOK

Nothing in these policies creates an expressed or implied guarantee of employment. This Manual is for informational purposes only. Employment is terminable at will, so that both Virginia Wesleyan College and its employees remain free to choose to end their work relationship at any time.

To Members of the College Community:

This is a revised edition of the Virginia Wesleyan Adjunct Faculty Handbook. It contains interpretations of College policy and other information which will be of service to both adjunct faculty members and to departmental coordinators. Questions raised by the document and suggestions for future editions should be addressed to the Dean of the College.

Revised August, 2003

ADJUNCT FACULTY HANDBOOK

Hiring Policies

While full-time faculty members provide continuity, academic credentials, scholarly research and commitment to program development which are central to Virginia Wesleyan's excellence as a liberal arts college, part-time faculty positions also are a way to enhance the educational effectiveness of the institution. Reasons for creating such positions include the following:

- to cover over-enrollment in a particular course when the total student demand for that department's offering is insufficient to support an additional full-time appointment;
- to bring students in contact with subject matter that is appropriately part of a liberal arts curriculum but that is not within the areas of expertise currently represented on the faculty;
- to substitute for members of the full-time faculty who are on some type of leave or whose teaching load has been reduced owing to heavy involvement in administrative work;
- to give the Adult Studies Program the option of scheduling classes for morning, evening, and weekend times that cannot be easily organized into a teaching load for any one person.

Requests for part-time faculty positions usually originate within a department. Once the position has been endorsed by the appropriate division chairperson and approved by the Dean of the College, department members begin the search process by consulting the file of credentials submitted by area residents and maintained for each discipline in the Dean's office. With approval from the Dean of the College, and with guidance available from the Director of Human Resources, advertisements may be run in selected local newspapers and other regional publications.

Departmental screening committees, in determining which candidates to invite to the campus for interviews, must check to be certain that those candidates hold the Master's Degree and at least eighteen graduate hours in the relevant teaching area, as stipulated by the Commission on Colleges of the Southern Association of Colleges and Schools. Any exceptions to that policy require appropriate justification on an individual basis.

Members of the relevant department coordinate the on-campus interview process for part-time candidates. Normally the appropriate division chairperson and the Dean of the College, as well as additional faculty members and some students, will participate in the interview process. Once a candidate has been selected for a part-time position, he or she will be notified of the selection, but it is

understood that contracts are issued by the President's office after the semester has begun and it is clear that there will be sufficient enrollment to justify offering a given course. Both full and part-time faculty members must arrange to have an official graduate school transcript sent to the Dean of the College in order to complete the hiring process.

While this description of hiring policy applies to all of the College's part-time positions, some modifications for the Adult Studies Program, such as the greater role of the Director in determining needed positions, are described in the Adjunct Faculty Handbook for Adult Studies.

Course Syllabi

Part-time instructors should prepare a syllabus for each course taught and should distribute it to students at the first class meeting. In addition to traditional information about such issues as course requirements, assigned texts and test schedules, syllabi must include the following:

- an indication of how various elements of the course will be weighted in determining the grade for the course;
- a statement on the instructor's grading policy (an "A" is equivalent to 92-100, or 95-100, etc.);
- a statement on the instructor's attendance policy;
- a clear indication of times before or after class when the instructor will be available for conferences with students, and the location for such meetings.
- a statement on the relevancy of the honor code (see separate section of this handbook).

Course Evaluation

Each part-time instructor will administer a course evaluation form to students at the end of the semester. The standard college evaluation forms, a supply of pencils, and a return envelope are available in the offices of the faculty secretaries and the Academic Dean. Instructors may review the completed forms in the Dean's Office or Adult Studies Office after course grades have been submitted to the Registrar's Office. Departmental Coordinators are asked to submit written evaluations of part-time instructors each semester, and the student evaluation forms are an important basis for the coordinator evaluations. Coordinators also are encouraged to meet with the faculty members as part of the evaluation process.

Faculty I.D. Cards and Car Registration

Part-time faculty members are provided with photo identification cards,

which may be obtained in the Security Office after the faculty member has obtained the appropriate clearance from the payroll department in the Business Office. Faculty members also may obtain parking decals at the Security Office. Parking generally is available in lots adjacent to the building in which one teaches, but all faculty members are asked to avoid spaces marked as reserved for campus visitors.

Office Spaces

An attempt is made to provide office space for part-time faculty members, usually on a shared arrangement, but it is not always possible to identify such space. If office space is not available, some other site for meeting with students will be designated in consultation with the Dean of the College. When a lockable site is available for part-time faculty members, the Dean will provide the Security Office with authorization for release of keys.

Duplication of Course Materials

Up to 50 copies of tests and course handouts may be made on copiers in the faculty secretaries' offices (Blocker Hall 34 , Pruden, 1st floor), and the copy room of Clarke Hall 2nd floor. Larger projects, such as multiple-page syllabi, should be submitted to the College print shop (Mail and Copy Center in Boyd Center). Each academic department has a copier number which should be used when making copies. Questions about what constitutes a reasonable use of copiers should be addressed to one's departmental coordinator.

Mailboxes

Each part-time faculty member is assigned a mailbox. Banks of mailboxes are located in Pruden Hall, Blocker Hall, Mail and Copy Center (Boyd), Villages I and II, and the Adult Studies Office. Campus notices and other important communications are distributed through the boxes, so faculty members are encouraged to check them regularly.

Class Rosters

All Virginia Wesleyan College faculty are given a VWC e-mail account as well as a MARSIS (Marlins Student Information System) account. Access to MARSIS provides faculty the means to print class rosters, enter mid-term Progress Report grades and comments, enter final grades and e-mail individual students in a class or the entire class at once. The Registrar's Office sends e-mail instructions to all faculty giving dates and any special procedures to follow when printing rosters or entering grades.

Initial class rosters (with students' pictures or names only) can be printed anytime after 5:00 p.m. on the Friday before the semester begins for "day" classes or after 1:00 p.m. Saturday for Adult Studies Program classes. It is vitally important to alert the Registrar's Office during the first week of classes if there is any discrepancy between a class roster and the students actually attending class. Attendance problems after the first week should be reported to

the Dean of Students.

Mid-term Progress Reports are entered on MARSIS during Week 7 of the semester. Instructions can be found on the Faculty Information page of the Registrar's Web site <http://www.vwc.edu/academics/registrar/faculty/>. At the beginning of Week 8 of the semester, students and advisers may begin viewing Progress Report information on MARSIS. The end of Week 9 is the last day for students to drop courses without an automatic "WF."

Final grading instructions can also be found on the Faculty Information page of the Registrar's Web site <http://www.vwc.edu/academics/registrar/faculty/>. The class roster(s) should match class attendance exactly as a grade must be given for all students enrolled in a given class. By action of the faculty, all course grades must be submitted (on MARSIS) within 48 hours of completion of a final examination. In order to conform to federal right-to-privacy guidelines, faculty members are asked not to post final course grades. Graded course work should be returned to the individual student in a private manner and not left in an open area for other students to see.

Textbook Orders

Part-time faculty members may obtain text-order forms from the bookstore manager. The forms should be completed and returned to the bookstore promptly. First-time adjunct faculty members often find it beneficial to discuss text choices and other elements of a course with departmental coordinators before submitting text orders and completing syllabi.

Audio/Visual Equipment

Audio visual resources (including overhead projectors, movie and slide projectors, tape recorders, etc.) are coordinated through the AV coordinator in the Library (ext. 3239 or, if not available, the circulation desk, ext. 3224). Faculty members should call the AV coordinator to reserve equipment. Most classrooms on campus are equipped with television monitors and VCRs. Instructors wishing to be assigned use of one of the technology classrooms (containing video presenters, internet access, etc.) should obtain a request form from the Dean of the College and submit the completed form to the Committee on Academic Computing, the group of faculty members which assigns such classrooms.

The Honor Code

Virginia Wesleyan College functions under an honor code designed to "foster an environment of learning based upon trustworthiness and willingness to assume personal responsibility for honorable behavior." The honor code booklet printed each year contains definitions of cheating, plagiarism, lying, academic theft and falsifying data; a statement on responsibilities and rights for students and faculty members; and procedures for dealing with violations. All faculty members should obtain a copy of the current year's honor code booklet and should provide a brief written statement in each course syllabus clarifying the

instructor's policies relative to the honor code. Some class discussion regarding this issue also is appropriate. Part-time instructors who have questions regarding interpretation of the honor code should consult department coordinators, the chair of the Honor Council, or the Dean of the College.

The Learning and Writing Center

The Learning Center (LC) provides academic assistance to all Virginia Wesleyan students. These services and resources include study skills classes and workshops, guided study groups, tutoring in a wide variety of subject areas, math labs, academic counseling and programs, as well as accommodations for students with special needs. The Center coordinates placement testing and pre-registration for incoming freshmen and transfer students. In addition, the staff will administer/monitor tests when faculty/student schedules conflict. The Center, located on the second floor of the Clarke Academic Center, is open from 9:00 a.m. to 8:00 p.m. Monday through Thursday, and 9:00 a.m. to 3:00 p.m. on Fridays. Appointments are recommended but not required. Each semester, a schedule of tutoring sessions and study skills workshops is made available to students and faculty. The contact person is Ms. Linda Sykes.

The Writing Center within the Learning Center provides individualized instruction in writing in three principal areas. Support is available, first, for students enrolled in freshman composition courses, a service particularly helpful when an adjunct English instructor must schedule fewer office hours than can a full-time colleague. Secondly, by providing assistance to all students who need to improve their writing skills, the Center supports Virginia Wesleyan's degree requirement that each student successfully complete twenty-four credit hours in courses designated as writing (W) courses. The Center offers various services, including development of ideas for papers, organization skills and instruction in how to proofread. Help is readily accessible, as the Center maintains regular hours, both day and evenings during each semester and summer session. Appointments can be made if a student wishes more individualized tutoring. Thirdly, the director of the Writing Center is responsible for conducting the Junior Writing Proficiency Exam. The college requires that all degree-seeking students pass this exam at the beginning of their junior year. The Writing Center administers the exam several times each semester. Students who fail the exam can seek help from the Center to address those areas where they are having difficulty. The contact person is Dr. Carol Johnson.

The Library Services

Faculty members may place books and articles on reserve for a given course by taking those items to the Library circulation desk and indicating appropriate stipulations (three-hour non-circulating, one day or three day circulating, etc.). Members of the staff are available during Library hours to assist students in using the automated search facilities and research options such as inter-library loan.

Revised (06-15-07)

OFFICE HOURS

Campus Offices

September - May Commencement	8:30 a.m. - 12 noon 1 p.m. - 4:30 p.m.
Summer Hours after Commencement	8:30 a.m. - 12 noon 1 p.m. - 4 p.m.*

*times may vary according to offices

The Adult Studies Office

Monday - Thursday	9 a.m. - 8 p.m.
Friday	9 a.m. - 4 p.m.
Fridays of weekend classes	9 a.m. - 6:15 p.m.
Saturdays of weekend classes	8 a.m. - 1 p.m.

The Bookstore

Regular hours September - May	
Monday - Friday	9 a.m. - 4 p.m.
Saturday	11 a.m. - 4 p.m.
Summer hours	
Monday - Friday	9 a.m. - 3:30 p.m.

The Library

Regular hours September - May	
Monday - Thursday	8 a.m. - 12 midnight
Friday	8 a.m. - 4 p.m.
Saturday	12 noon - 5 p.m.
Sunday	2 p.m. - 12 midnight
Summer hours	
Monday, Thursday	8:30 a.m. - 6:30 p.m.
Tuesday, Wednesday, Friday	8:30 a.m. - 4 p.m.
Saturday, Sunday	CLOSED

Holiday, Summer and Winter term hours may vary.

The Computer Labs

Clarke Hall lab

Sunday - Saturday

24 hours

Blocker Hall lab

Monday - Friday

8:30 a.m. - 4:30 p.m.

Learning Center lab

Monday - Thursday

Friday

9 a.m. - 8 p.m.

9 a.m. - 3 p.m.

Library building lab

Monday - Thursday

Friday

Saturday

Sunday

8 a.m. - 12 midnight

8 a.m. - 4 p.m.

12 noon - 5 p.m.

2 p.m. - 12 midnight

The Print Shop

Monday - Friday

Summer hours

9 a.m. - 4 p.m.

9 a.m. - 3:30 p.m.

The Boyd Dining Center

Monday - Thursday:

Breakfast

Lunch

Dinner

7:30 a.m. - 9:30 a.m.

10:45 a.m. - 1:30 p.m.

5 p.m. - 7 p.m.

Friday

Breakfast

Lunch

Dinner

7:30 a.m. - 9:30 a.m.

10:45 a.m. - 1:30 p.m.

5 p.m. - 6 p.m.

Saturday and Sunday

Brunch

Dinner

10:45 a.m. - 1:30 p.m.

5 p.m. - 6 p.m.

The Marlin Restaurant (also known as the **Grille**)

Monday - Thursday:

Friday

Saturday and Sunday

8:30 a.m. - 8:30 p.m.

8:30 a.m. - 7 p.m.

CLOSED

Allowance (formerly known as "equivalency") hours in the Grille are:

Lunch

Dinner

1:30 p.m. - 4:30 p.m.

6:30 p.m. - 8 p.m.

VWC PHONE LIST

If department number is not listed call.....	455-3200
Admission Office	455-3208
Adult Studies Program	455-3263
Advancement	
Vice President	455-3217
Alumni	455-3298
Church and Community Relations.....	455-3287
Development	455-3242
Athletic Department.....	455-3303
Bookstore	455-3275
Business Office	
Vice President	455-3290
Accounts Payable.....	455-3230
Loan Payments.....	455-5732
Payroll	455-3300
Personnel (Human Resources)	455-3316
Purchasing.....	455-3310
Student Accounts	455-3318
Campus Security	
8 a.m. to 5 p.m.....	455-3349
5 p.m. to 8 a.m.....	455-3554
Career Services.....	455-3337
Chaplain	455-3400
College Communications	455-3218
Dean of the College.....	455-3210
Dean of Students.....	455-3273
Dining Hall	455-3281
Faculty Secretary	
Blocker Hall	455-3240
Bray Village	455-3255
Financial Aid.....	455-3345
Health Services	455-3343
Human Resources.....	455-3316
Library	
Director.....	455-3220
Audio-Visual	455-3239
Cataloging	455-3262
Circulation and Hours	455-3224
Marlin Restaurant Grille	455-3270
Office of the President.....	455-3215
Physical Plant.....	455-3365
Registrar's Office.....	455-3358
Residence Life/Housing Office	455-3295
Student Activities.....	455-3383
Student Newspaper, Marlin Chronicle	455-3311
Student Government	455-3312