

Adjunct Faculty Handbook 2017-2018



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Welcome from the Dean of the College of Education

It is our pleasure to welcome you to the College of Education at Pittsburg State University. As an adjunct faculty member you bring a special expertise to our students and join us in preparing competent, committed, and caring professionals. We are proud of the reputation that we have built through the dedication of a highly skilled faculty and staff and the constant pursuit of excellence and we are blessed to have you become a part of this family.

Hopefully this handbook will provide you with answers to some essential questions you may have about your appointment. This is not intended as a substitute for official policies of Pittsburg State University; it is a guide for assisting you in finding vital information and services available to you.

Please do not hesitate to let us know how we can assist you. The entire staff wants to support you and help you be successful in any way we can. We appreciate your willingness to assist our students and highly value the contribution you will make to their education. Again, welcome and have a great semester!

Dr. James E. Truelove, Dean
College of Education

University Mission and Vision Statement

The mission of Pittsburg State University is to provide transformational experiences for its students and the community. Pittsburg State University will be the first choice for:

- Students seeking a quality education through nationally recognized programs;
- The most talented faculty and staff seeing dynamic careers;
- Partnerships with communities, businesses, organizations, and individuals in the region;
- External investment by donors, grant makers, and government.

Please access the following link for the complete mission/vision statement:
<http://pathwaytoprominence.pittstate.edu/vision-mission/>

College of Education Mission Statement

The mission of the College of Education is to prepare competent, committed, caring professionals, provide service to the various communities of which we are a part, and expand the body of knowledge through research and dissemination activities.

College of Education Undergraduate Knowledge Base

The College of Education has developed what is referred to as a knowledge base which encompasses the knowledge, skills, and dispositions which we want developed in each prospective teacher.

Professional Characteristics

The teacher candidate will demonstrate specific attitudes, values, beliefs and behaviors which illustrate a commitment to a dependable and professional demeanor, an underlying belief system that all students can learn and specific efforts that foster collaborative/caring relationships.

Relationships with Students

The teacher candidate will demonstrate specific attitudes, values, beliefs and behaviors which portray a caring relationship with students, a positive rapport developed through enthusiasm and high student expectation.

Instructional Planning

The teacher candidate will demonstrate specific attitudes, values, beliefs and behaviors which denote a strong knowledge base, an understanding of learning theory, an approach to outcomes-based instructional planning, an integrated lesson design, and a variety of instructional strategies to provide opportunities for all students to learn.

Instruction

The teacher candidate will demonstrate specific attitudes, values, beliefs and behaviors which provide active student-centered instruction characterized by clarity, variety, and flexibility.

Classroom Management

The teacher candidate will demonstrate specific attitudes, values, beliefs and behaviors which promote an orderly, safe classroom environment conducive to learning by providing clear rules and procedures which are taught, monitored and consistently reinforced.

Evaluation

The teacher candidate will demonstrate specific attitudes, values, beliefs and behaviors which establish fair expectations, provide for multiple assessment opportunities, monitor progress in a timely fashion, provide feedback through multiple means, and collaborate with others to meet the needs of all students.

College of Education Graduate Knowledge Base

The College of Education has also developed a graduate knowledge base which encompasses the knowledge, skills, and dispositions which we want developed in each educational professional in our advanced programs.

Professionalism

The educator will demonstrate specific attitudes, values, beliefs and behaviors which reflect a commitment to a dependable and professional demeanor.

Communication

The educator will demonstrate specific attitudes, values, beliefs and behaviors which promote effective communication.

Leadership

The educator will demonstrate specific attitudes, values, beliefs and behaviors which exhibit leadership competencies.

Instruction and Assessment

The educator will demonstrate specific attitudes, values, beliefs and behaviors which reflect advocating, nurturing and sustaining best practices and multiple assessments.

Diversity

The educator will demonstrate specific attitudes, values, beliefs and behaviors which provide equitable learning opportunities for all.

Technology

The educator will demonstrate specific attitudes, values, beliefs and behaviors which enhance the integration of technology within the educational environment.

Research

The educator will demonstrate specific attitudes, values, beliefs and behaviors which implement effective research within the educational environment.

Classroom Procedures

As an adjunct faculty member you are responsible for following our program requirements in the area of classroom procedures, student records, class rosters, and grading procedures. On <http://www.pittstate.edu/calendar/index.dot?keywordBox=&cat=academic> you will find our academic calendar for the school year. This link has information on the list of classes, vacations, enrollment, final drop/add class dates, final exams, etc.

Student Records

The Office of Registrar is in charge of all student records. Records generally include any records in the possession of the institution that contain information directly related to a student. The records may be handwritten, electronic, or in some other format. Any type of student record must be completed, compiled, and sent to the Office of Registrar so they can maintain current information on student's records. Please keep in mind the confidentiality of these records as set by the Family Educational Rights and Privacy Act (FERPA) of 1974. More information can be found on the Office of Registrar's site: <http://www.pittstate.edu/office/registrar/ferpa.dot>

Class Roster

Class rosters list students which are enrolled and eligible to attend class. It is very important that every person in class is on the roster. Students not registered on the roster are not allowed to attend class. Any student who does not appear on the roster should be directed by the instructor to check with the Office of the Registrar. To ensure that students receive the appropriate credit, please check the accuracy of your roster often. You can access the Class Roster by going to GUS – Academic Administration – Web Roster (under Course Management).

Course Management System – Canvas

Pittsburg State University has adopted course management software for faculty that is called Canvas. For courses on campus it is an excellent tool for posting the course syllabus, assignments, grades, class presentations, and much more. Training on the use of Canvas is available by contacting Kylie Edgecomb, the instructional support person for the College of Education, at 620-235-6171 or by emailing her at kedgecomb@pittstate.edu.

All Online Courses use the Canvas management system. If you are teaching an online course, please contact Kylie Edgecomb (kedgecomb@pittstate.edu) prior to the beginning of the semester.

Attendance

Students at Pittsburg State University are expected to attend class regularly and participate fully in the activities of that class under the guidance of a university instructor. The instructor is responsible for setting and communicating to the students the attendance requirements for each class.

Course Syllabus

A thorough, organized syllabus is one of the most important tools you have to communicate pertinent course information and expectations to your students. The components that a good syllabus must include, but are not limited to are: instructor information, course description and information/purpose, primary course objectives, required text and materials, requirements and evaluation, assignments and exams. It is important that your syllabus and grading procedures are consistent with PSU's policies. Therefore, a course syllabus will be provided by your department chair as well as a general review to ensure you meet all the necessary requirements for your class syllabus. You are expected to follow the course syllabus and complete the necessary assessment requirements. A list of the required content for course syllabi, along with an optional syllabus supplement, can be found on the Office of the Registrar website at <http://www.pittstate.edu/office/registrar/syllabus-supplement.dot>.

Accommodations for Students

Auxiliary aids and services may be made available for students with qualified disabilities. Students who request special accommodations should be referred to the department chair. Those referrals should be documented and on file.

Student Access to Adjunct Faculty

For On Campus courses adjunct faculty are expected to provide student access for conferences and counseling at least 15 minutes before and after each class session. Additional sessions may be arranged by appointment with either the adjunct faculty or the department chairperson.

For Online Courses, adjunct faculty are expected to be in communication with students via email and telephone. Please provide a telephone number where students can contact you concerning questions about the course. You may limit the times students call by providing students with conference times via telephone, Canvas, Facetime, Google Handout, and/or Skype.

Duplicating/Copying

Adjunct faculty may use university copiers for duplicating course materials. If needed, these may be duplicated for you if you will give the departmental office sufficient notice.

Supplies

Supplies may be secured from the Department Chairperson or other designated persons. Any special needs for a course should be brought to the attention of the Department Chairperson.

Awarding of Grades

Grades are earned by students and awarded by faculty. Grade changes can only be made by the instructor with the approval of the Department Chairperson and the Dean of the college. The university policy on grading can be found at http://catalog.pittstate.edu/psu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=50&sid=1&menu_id=7966. Additionally, the adjunct faculty member should visit with the Department Chairperson about grading expectations.

For both On Campus and Online Courses, adjunct faculty must submit final grades on GUS – Academic Administration – Web Grade Submission (under Course Management). Adjunct faculty should be aware of the deadlines for grades (Monday following end of semester). Mid-term grades must be submitted for all undergraduate students. A Mr. Bulke from the Registrar's Office will notify faculty when and how to submit these grades.

Please see <http://www.pittstate.edu/office/graduate/cgs-graduate-policies.dot> Graduate School Policies for graduate courses.

Teaching Off Campus

Adjunct faculty members who teach off campus are required to contact Graduate and Continuing Studies for classroom arrangements, technology requests, and enrollment.

Evaluation

Adjunct faculty members are required to have students evaluate them in each course taught. On Campus classes will use paper-pencil evaluations. The department administrative specialist will contact the adjunct faculty to determine a date and time for students to complete the evaluation.

Online courses will use online evaluations. A Mr. Bulke concerning the Online evaluations will be sent to all faculty. It is the online instructor's responsibility for sending the directions and dates for submitting the online evaluations to the students. It is expected that every online course will be evaluated using the approved PSU Online Evaluation Tool.

Emergency Procedures

Emergency evacuation procedures are posted in every building and published on the campus website. In the event of an emergency, adjunct faculty should follow the posted procedures and/or refer to the following policy: <http://www.pittstate.edu/info/safety>

If an emergency situation arises during class time with a student, try to defuse the situation if possible. Emergency numbers are listed on page 9 of this handbook.

Students Rights and Responsibilities

The following link has several policies listed for your review. These policies were adopted by the PSU Student Senate and Faculty Senate and approved by the President.

- * Academic Misconduct/Plagiarism
- * Sexual Assault
- * Discrimination
- * Drug and Alcohol

<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/>

Adjunct Faculty Rights and Responsibilities

The Human Resources Department has outlined New Employee Information/Orientation on the following website <http://www.pittstate.edu/office/hr/new-employee-information/new-employee-information---non-benefits-eligible-unclassified.dot> Each of the following subjects are accessible as links on the HRS website.

- Employee Information sheet
- Income Tax Withholding
- Direct Deposit Authorization

Complete the above paperwork on or before your first day at work. Please submit to Human Resources, 204 Russ Hall, or fill out, print and send to:

Pittsburg State University
Human Resources
1701 S. Broadway
Pittsburg, KS 66762

It is the responsibility of adjunct faculty to notify students if a class is cancelled due to faculty absence.

The following numbers are listed for your convenience (please note the KC Metro numbers are included):

Emergency Numbers

Pittsburg Campus Police – (620) 235-4624 or 911
KC Metro Center – 911
Via Christi Medical Center Emergency Room – (620) 232-0123
Suicide Prevention Hotline – (620)-232-SAVE (7283)

Contact/Key Phone Numbers

College Dean Office/College of Ed/Hughes Hall	Karen LaSota (620) 235-4517
Academic Affairs/Russ Hall	(620) 235-4113
Admissions/Horace Mann.....	(620) 235-4251
Computer Lab	Tracey Mussa (620) 235-6105
Graduate and Continuing Studies/Russ Hall.....	(620) 235-4223
Financial Aid/Horace Mann.....	(620) 235-4241
Health, Human Performance, and Recreation/SRC	Susan Downing (620) 235-4686
Instructional Resource Center.....	Tracey Mussa (620) 235-6105
Kansas City Metro Center.....	Courtenay Wills (620) 235-6781
Learning Center/Student Health Center.....	(620) 235-4309
Printing Services/U.S. Mail/Whitesitt Hall	(620) 235-4273
Psychology and Counseling/Whitesitt Hall	Carol Oehme (620) 235-4522
Registrar's Office/Russ Hall.....	(620) 235-4200
Teacher Education.	(620) 235-4489
Teaching and Leadership.	Carrol Bell (620) 235-4484
Testing Center/206 Whitesitt Hall	(620) 235-4267
University Police.....	(620) 235-4624

Student Support Services

Career Counseling.....	Kim Hull (620) 235-4143
Emotional/Personal Concerns.....	Steven B. Mayhew (620) 235-4044
Equal Opportunity and Affirmative Action	Cindy Johnson (620) 235-4185
Reporting Sexual Harassment/Discrimination.....	Cindy Johnson (620) 235-4185
Student Health Center	Natalie Ballard (620) 235-4452
Student Success Center	Heather Eckstein (620) 235-4265
Writing Center/Axe Library.....	(620) 235-4694

Axe Library

The Leonard H. Axe Library provides all of the services one would expect in a traditional library setting and much more. The Library's physical holdings are supplemented with online resources: 323,000 book titles with more than 12,000 in virtual collections, and more than 25,000 journal titles, about 1,600 of which are readily available in house. The Government Documents Department alone maintains a collection of more than 500,000 items including books, periodicals, maps, charts, and posters on all topics.

The Periodicals Department helps to tie online citations to holdings using one of two sources. Serials Solutions combines all of the Library's periodical holdings, either physical or virtual, into one searchable system. Article Linker tells you if the article cited on one database is available full text in another, and quickly takes you to it.

Phone number: (620) 235-4894 Website: <http://library.pittstate.edu/>

PSU Bookstore

The requisite readings for your course noted in the syllabus will be available for students in the bookstore. Your department chair/director will assist in ordering your textbooks. The PSU Gorilla Bookstore is found on the main floor and basement of the Overman Student Center.

Phone number: (620) 235-4875

IRC/Instructional Resource Center

The Instructional Resource Center (IRC) located in B25 Hughes Hall serves as a major instructional resource in all areas of teacher and school service personnel preparation. The web site is www.pittstate.edu/college/education/centers-programs/instructional-resource-center.dot. While its primary use has been by prospective teachers, it is designed to serve experienced teachers and administrators of school systems in the service area of Pittsburg State University.

The IRC occupies approximately 2200 square feet of floor space with facilities to accommodate substantial numbers of students in the main library area with conference, audio-visual, and individual work spaces provided. Services available for student's use include a photocopier, laminating machine, computers, and printers. A wide variety of instructional resource materials is available.

The primary purpose of the IRC is to provide experience with unit planning, wise selection, organization and effective use of multiple instructional resources, and to encourage curriculum development and improvement. The IRC has been added as a branch library to the university's on-line library catalog.

Phone number: (620) 235-6160

College of Education Computer Lab

The College of Education Computer Lab, located in B22 Hughes Hall, houses the computing services available to education majors at Pittsburg State University. The lab contains hardware and software representative of computing environments which exist in area schools. Through experiences in the lab, education majors acquire the skills and knowledge associated with educational technologies.

The computer lab contains the most up-to-date technology equipment available and the computers use the Windows platform. Word processing, spreadsheet, and data base software are accessible through all computer platforms. The Windows computers are connected to campus-wide networks which allow for the sharing of numerous and varied software products, including instructional software, statistics software, and drawing and painting packages. The networked computers also support research and communications by education majors by providing access to the World Wide Web.