

SAU Tech Adjunct Faculty Policy & Procedures Handbook

2011-2012 Academic Year

Mr. Gary L. Oden, Vice Chancellor for Academic Affairs

*Mr. James Brown, Department Chair for Parallel Transfer Programs
(Arts & Science/Business Administration/Teacher Education)*

*Mr. Bill Archer, Department Chair for Technology/Aviation/
Office Systems Technology Programs*

Mrs. Julia Smith, Department Chair for Allied Health

MISSION STATEMENT

SAU Tech is a two-year college emphasizing technical education. The College is committed to providing quality educational programs delivered through various technologies and methodologies to meet the needs of its constituencies. The College accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, transitional education, and administrative, student, and community services.



Office of Academic Affairs

Gary L. Oden, Vice Chancellor/CAO P O Box 3499 Camden, AR 71711 Phone (870) 574-4502 Fax (870) 574-4538

SAU Tech is looking forward to another great semester and we are pleased that you have agreed to serve as an adjunct instructor either on-campus or by Internet. Your service is valuable to this college. Please read this information carefully. If you have any questions, don't hesitate to contact your Department Chair or the Vice Chancellor for Academic Affairs.

Classes begin according to the academic calendar. You will receive your course roster(s) by e-mail or from the Office of the Department Chair in your area.

Again, SAU Tech Academic Affairs staff and I look forward to working with you this semester!

Administrative Assistance

Adjunct faculty work under the supervision of a Department Chair. Support services are provided by academic clerical staff under the supervision of Mrs. Ora White. The Office of Academic Affairs is open from 7:00 am - 4:30 pm, M-R and 7:00am to 11:00 on Friday in the Spring and Fall semesters, and 7:00 am – 5:30 pm in the Summer. Be sure to provide your Department Chair with any changes to your mailing address or e-mail. Please check your campus mailbox each time you are on campus for class. Internet adjuncts should check e-mails daily.

Parking

Faculty, staff, and students coming on campus are required to register their vehicles driven on campus and obtain a parking sticker. There is no charge. If you will provide Mrs. Ora White with the following information, she will complete the paperwork for you, get your parking sticker and ensure you receive it. She will need the following information: Your Name, Address, Make, Model, Year, Color, and License Number.

Classrooms

Classrooms for on-campus instruction should be open for your class meeting time. If you have a problem with accessing your classroom or have issues regarding temperature, technology, or other classroom item, please contact Mrs. Ora White. After 5:00 pm it will be necessary to contact campus security (extension 4517 or pager 574-4582 ext. 503).

Class Meeting Policy

All on-campus classes are expected to abide by the meeting schedule for courses. Evening classes are expected to meet for the full length of time unless certain conditions apply that might shorten a class meeting such as exams or projects. Adjunct instructors are expected to be available for student meetings either thirty minutes before class or thirty minutes after class. Adjunct office space with a computer is available for class preparation and student meetings. Internet adjuncts should make themselves available to their students according to student requests.

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Cancellation of Class

If it is ever necessary to cancel an on-campus class meeting, please notify the appropriate Department Chair. You may contact Mrs. Ora White. A note and any instructions to your class will be posted. Students appreciate email notice if class will not be meeting so they can avoid the drive to campus. All SAU Tech students are assigned email accounts. Faculty can access student email addresses via his/her CampusConnect Faculty Access account. On-campus class cancellation due to weather conditions will be announced on local radio and Channel 7 KATV. Internet instruction classes are not cancelled due to weather conditions.

Academic Calendar

Access to the academic calendar and final exam schedule is available on the college website at www.sautech.edu, and from the appropriate Department Chair or Vice Chancellor of Academic Affairs.

Evaluation of Teaching

The Student Evaluation of Teaching is a university-sponsored survey that asks students questions about your teaching and classroom activities. The on-campus survey takes place in the Computer Commons Lab or in the A+LS Lab. A schedule of evaluation times and instructions will be forwarded to you by email within the first week of class. Internet Student Evaluations are conducted using Blackboard procedures.

Attendance & Grade Rosters

You will receive two rosters during the semester.

- First day roster. This roster provides you with the names of students registered for your class. It is for attendance only and does not need to be returned to the Registrar. Students in attendance who are not on the first day roster should have a registration slip for all campus classes.
- 11th day certification roster. This is your most important roster. It provides you with the final official enrollment list for your class. You will mark students who have “never attended” class at all since the first day and check the names of students that have attended at least once. “Never attended” students must be reported to the Office of Academic Affairs.

Mid-Term and Final Grades

- Mid-Term grades. Mid-term grades are submitted via the Internet using CampusConnect Faculty Access. All faculty should receive log-in information and instructions on how to submit grades at the beginning of the semester in which he/she is teaching for the first time. If you have lost this information and/or have not received the information, please contact Valerie Wilson, Vice Chancellor for Information Technology at 574-4514 immediately. Please check and abide by the deadline for submission of mid-term grades.
- Final grades. As with mid-term, final grades are submitted electronically. The deadline for submission of final grades is very important.
- Grading practices are to be followed as per approved syllabus. Only the Vice Chancellor for Academic Affairs can make exceptions.

Academic Distress Forms

The Student Affairs Office will distribute academic distress forms during the 4th and 12th weeks of the semester. Please complete the forms by filling in the appropriate information on students that are in academic distress due to absenteeism, poor academic performance, or other reasons. Counselor’s will contact the students and work with them to resolve issues preventing them from being successful in your course.

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Student Referral Form

Adjuncts are not required to drop students from their course due to absenteeism. However, please follow the syllabus of what the policy is regarding drops. If you wish to drop a student, the Student Referral Form is available from your academic staff in electronic form. It should be filled out and returned to the Director of Enrollment Services by email, psindle@sautech.edu. Students have ten days to respond to the intent to drop. If you are contacted by the student and you decide to allow them to remain in the course you must contact psindle@sautech.edu to cancel the drop! Once a drop has become official after ten days the students cannot be allowed back in the class.

Course Syllabus

A syllabus for your course is available in the office of the appropriate Department Chair and/or Vice Chancellor for Academic Affairs. Each student must receive a copy and the syllabus should be reviewed on the first day of on-campus classes and the first week of contact for Internet classes. The approved syllabus is the legal document of the course and must be followed. Changes to anything on the syllabus must be approved by the Department Chair and Vice Chancellor for Academic Affairs. If changes are approved, provide a copy of the new syllabus to your students.

Course Assessment

SAU Tech has developed a program to assess the learning outcomes of its students. On the classroom level this is done by measuring student learning competencies on the Course Outcomes listed on your course syllabus. Near the end of the semester you will be sent an electronic copy of the Course Assessment Form from the Office of Planning, Assessment, and Research (PAR). Instructions are provided. This form must be completed and returned to PAR by the same deadline to submit your final grade roster to the Registrar.

Course Materials

The course syllabus, textbooks, grade books, and supplies are provided by the Vice Chancellor for Academic Affairs where applicable. Please inform Mrs. Ora White of any audio/visual, computer, or classroom supply needs you have. If you need copies made for your test or study guides the academic secretary will make copies for you if given at least one days notice. You may send copy requests by email as an attachment. Building copiers have codes that will prevent you from making copies (unless you have received an adjunct code from Mrs. White or the other academic clerical staff. Note: The copier code is to be used by you **only** as an Adjunct instructor.

Personnel File

The College is required to have official transcripts, an application form, and references on file. You will be contacted if we do not have all the required information. Please make this a priority if you are contacted for additional information. Contracts and paychecks cannot be released until official transcripts are received.

Semester Contract

As an adjunct faculty member you are on a semester contract. Appointments for subsequent semesters are subject to the need for adjunct faculty by the College and results of student evaluations and classroom observations. Contracts are entered into on the good faith assumption that the adjunct will cover all required Course outcomes as per syllabus through instruction methodology. Contracts will be mailed to Internet adjuncts. On-campus adjuncts will be informed when contracts are ready to be signed in the Office of the Chancellor.

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Honor Code

The Vice Chancellor for Academic Affairs is responsible for processing all matters pertaining to academic misconduct to honor code violations.

The Honor Code is based on the philosophy of mutual trust and honesty that is inherent in the SAU Tech mission statements.

Academic violations of the Honor Code consist of the following:

1. Cheating. The actual giving or receiving of any unauthorized aid of any form on any academic work.
2. Plagiarism. Direct copying of the language, ideas, and/or thoughts of another and representing the same as one's own work.
3. Falsification. The statement of any untruth either verbally or in writing with respect to any circumstances relating to one's academic work.
4. Attempts. Attempts toward the commission of any act which would constitute an academic violation as herein defined (that is, cheating, plagiarism and /or falsification) shall be deemed to be a violation of the honor code and may be punishable to the same extent as if the attempted act had been completed.

Any student who is found to have either given or received or to have attempted to give or receive information that compromises the intent of a test, quiz, examination, or other form of academic work shall be deemed guilty of a violation of the Honor Code. The Vice Chancellor for Academic Affairs will review all cases and make decisions concerning honor code violations.

Contact Information

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SAU Tech

Adjunct Faculty Policy and Procedures Acknowledgement

The Adjunct Faculty Policy and Procedures Handbook, located on the SAU Tech website, is an official guide for all adjunct faculty. Adjunct faculty are responsible for understanding and for honoring College policies, procedures and official information.

SAU Tech reserves the right to unilaterally revise policies and procedures, in whole or in part, at any time. Suggestions for changes in the future in any of the areas should be made through the Vice Chancellor for Academic Affairs.

Please read this manual carefully. You are expected to conduct your professional responsibilities in accordance with the policies and procedures outlined in the manual.

Your signature below indicates that you have read and understand the Adjunct Faculty Policy and Procedures Manual and the above statement. This acknowledgement must be attached to and filed with the contract for employment.

Print Name

Signature

Date

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REVISED 6/7/11